



*Roberta Stewart & Chris Cole, Co-Chairs*

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**Planning Council Meeting Minutes**

**Meeting Date:** Friday, May 15, 2020  
**Start Time:** 12:06 pm  
**End Time:** 2:00 pm  
**Location:** Zoom Teleconference  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from February 14, 2020 meeting minutes

**(1.0) Moment of Silence**

Roberta called the meeting to order at 12:06 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(1.0) Welcome and Introduction.**

Roberta welcomed everyone and requested that all Planning Council and guests introduced themselves, their town within the EMA and their Planning Council leadership role, if applicable.

**(2.0) Co-Chair Announcements**

Roberta announced that we are currently looking for a co-chair for the Membership Finance Committee.

**(3.0) Community Input**

There was none

**Approval of the February 14, 2020 Meeting Minutes**

A motion to approve the February 14, 2020 minutes was made by Joanne Montgomery and seconded by Rich Radocchia.

**For: (8)** Gau, Teel, Cole, Montgomery, Colbert, Delgado, Ardila, Radocchia,

**Against: (0)**

**Abstain: (4)** Stewart, Lame, Namias, Pettit

**(4.0) Planning Council Committee Reports**

Strategic Planning & Assessment Committee

Lauren Gau gave the following report:

Here is a summary of our meeting that was held on May 7, 2020:

1. We voted on and approved minutes from March 5, 2019.
2. We also reviewed the Planning Council Activity Timeline (PCAT). This tells us what activities the committee is responsible for completing each month. All activities are right on target.
3. We discussed the CARES Act award which provides one-time funding to help current Ryan White HIV/AIDS Program recipients prevent, prepare for, and respond to COVID-19. Jeff discussed a concern he had in the amount of funding received for our EMA. After careful research it seems as though the number of unduplicated clients in our EMA is not represented

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correctly in the award. Sera Morgan, our project officer feels that this may be an error on HRSA's side and she is going to investigate this further with hopes of resolving it. Staff presented results from the 2 different surveys given to subrecipients and clients in our EMA. Based on the data received the following was approved. The CARES Act funding will be divided among the 5 regions based on their allocation percentage and used for food bank/home delivered meals service category.

4. Jeff also presented the summary results from the In Care needs assessment and Newly Diagnosed needs assessments both completed in March. He also focused on the data he used to help develop the Intensive Medical Case Management component under Medical Case Management. This was approved by the committee with the option to make changes as this goes into effect in order to most effectively deliver these services to clients who meet the MAI requirement.
5. We also discussed the parking lot item concerning the reduction in Part B funding and next month Jeff is going to present a comparison of the Part B service allocation to review prior to the PSRA process.
6. Joanne made a motion to approve the updated 2020 Planning Council By Laws

**VOTE:**

**For: (11)** Gau, Teel, Cole, Stewart, Colbert, Delgado, Ardila, Radocchia, Lame, Namias, Pettit

**Against: (0)**

**Abstain: (1)** Montgomery

7. Our next meeting will be held on Thursday, June 4, 2020 from 9:30am – 12:00pm via Zoom teleconference.

Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on May 7, 2020:

1. We approved the meeting minutes from March 5, 2020.
2. We reviewed the Planning Council Activity Timeline (PCAT). This tells us what activities the committee is responsible for completing each month. All activities are right on target.
3. We spent most of the meeting discussing what defines a unit of service in each of the service categories. We reviewed the data received from the Recipient's office which outlined the CAREWare options (dropdown lists) for each service category, and displayed results for the unduplicated client count and units of service by region. Attendees reviewed all dropdown options listed and updated these to reflect how they should be capturing this data. Arvil will now update those dropdown lists in CAREWare to reflect these changes.
4. We also discussed needing to update the Quality Improvement Committee plan. Sara will work with Dionne Kotey in the Recipient's office to update this plan.
5. Our next meeting will be held on Thursday, June 4, 2020 from 12:00pm – 2:00pm at the Burroughs Community Center.

Membership/Finance Committee

Roberta Stewart gave the following report:

Here is a summary of our meeting that was held on May 15, 2020:

1. We voted on and approved the minutes from the May 15, 2020 meeting.

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2. We also reviewed the Planning Council Activity Timeline (PCAT). This tells us what activities the committee is responsible for completing each month. All activities are right on target.
3. We reviewed feedback from the February 14th PC meeting and there were some comments that were concerning. We discussed how to improve the language in the feedback survey to invite individuals to reach out to PC Co-Chairs and added PC Staff as well.
4. We reviewed the HRSA reflectiveness mandate and discussed areas of needed improvement.
5. We have 2 applications in process at this time awaiting completion of their attendance requirements.
6. We discussed an online training program and staff will look into a system that other Planning Councils are using and report back in June.
7. Our next meeting will be held on Thursday, June 12, 2020 from 9:30am – 12:00pm via Zoom teleconference.

**(5.0) Recipients Office Report**

Tom Butcher gave the following report:

- They've had a call with HRSA regarding the error in the CARES Act funding award and they will be rectifying this soon.
- They are working on the process of distributing this funding once it's received
- All contracts are moving smoothly through the process.

**(6.0) New/Old Business  
Planning Council Training**

There was no training this month.

**(7.0) Regional Updates**

All regions continue to work to ensure that service delivery continues for all clients and are using technology to stay connected.

**(8.0) Community Input**

There was none

**(9.0) Announcements**

All announcements will be emailed to staff and sent to all PC members.

**(10.0) Parking Lot Items**

There are currently no items in the parking lot.

**Adjournment** - The meeting adjourned at 2:00pm



NEW HAVEN / FAIRFIELD  
**COUNTIES**  
 RYAN WHITE PLANNING COUNCIL

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**Attendance Record – 2020**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
1.	Inthiany Ardila	X	X	-	-	X					
2.	Max Cisneros	A	X	-	-	A					
3.	Cassandra Cokley	X	X	-	-	A					
4.	<i>Christopher Cole PC Co-Chair</i>	X	X	-	-	X					
5.	David Colbert	A	X	-	-	X					
6.	Loreen Cuiman	X	X	-	-	A					
7.	Sabrina Delgado	X	X	-	-	X					
8.	Linda Ferraro	-	-	-	-	A					
9.	Kenneth Flyte	-	-	-	-	A					
10.	Lauren Gau	X	X	-	-	X					
11.	Lisa Gluz	X	X	-	-	A					
12.	Albana Lame	X	A	-	-	X					
13.	Ronald Montague	-	X	-	-	A					
14.	Joanne Montgomery	X	X	-	-	X					
15.	Mitchell Namias	-	-	-	-	X					
16.	Daniel Pettit	A	A	-	-	X					
17.	Richard Radocchia	X	X	-	-	X					
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	-	-	X					
19.	Charlotte Teel	X	X	-	-	X					
	Ryan White Office	X	X	-	-	X					
	Planning Council Staff	X	X	-	-	X					
	% of Council present:	81%	88%	-	-	63%					

Guests Jamelia Beckford, Nancy Kingwood, Charlene Lee, Krystle Moore, Francesca Quettant, Sara Burns, Ken Teel, Jean Brown, Karin Smith