

**Planning Council Meeting Minutes**

**Meeting Date:** Friday, August 14, 2020  
**Start Time:** 12:10 pm  
**End Time:** 1:30 pm  
**Location:** Zoom Teleconference  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Minutes from June 12, 2020 meeting
- 2021 PSRA Data Session meeting on August 4, 2020
- 2021 PSRA meeting on August 6, 2020.
- One Planning Council renewal membership application
- Grant Year 2019 Carryover Request

**(1.0) Moment of Silence**

Roberta called the meeting to order at 12:10 p.m. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(2.0) Welcome and Introduction.**

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

**(3.0) Co-Chair Announcements**

Roberta announced that we are currently looking for a new co-chair for the Strategic Planning & Assessment committee. This will be Lauren's last meeting with the Planning Council as she has accepted a new job and will be leaving the Council

**(4.0) Community Input**

None

**(5.0) Approval of the June 12, 2020 Meeting Minutes**

A motion to approve the June 12, 2020 minutes was made by Joanne Montgomery and seconded by David Colbert.

**For: (8)** Gau, Teel, Namias, Montgomery, Colbert, Delgado, Ardila, Cisneros

**Against: (0)**

**Abstain: (5)** Stewart, Erba, Ferraro, Cokley, Montague

**Approval of the August 4, 2020 PSRA Data Session Meeting Minutes**

A motion to approve the August 4, 2020 Data Session meeting minutes was made by Joanne Montgomery and seconded by Inthiany Ardila.

**For: (9)** Gau, Teel, Namias, Montgomery, Colbert, Delgado, Ardila, Cisneros, Cokley

**Against: (0)**

**Abstain: (4)** Stewart, Erba, Ferraro, Montague

Roberta Stewart & Chris Cole, Co-Chairs

**Approval of the August 6, 2020 PSRA Meeting Minutes**

A motion to approve the August 6, 2020 PSRA meeting minutes was made by David Colbert and seconded by Joanne Montgomery.

**For: (8)** Gau, Teel, Namias, Montgomery, Colbert, Delgado, Ardila, Cisneros

**Against: (0)**

**Abstain: (5)** Stewart, Erba, Ferraro, Cokley, Montague

**(6.0) Planning Council Committee Reports**

Strategic Planning & Assessment Committee

Lauren Gau gave the following report:

Here is a summary of the PSRA meeting that was held on August 6, 2020:

- The meeting was well attended by all regional representatives and Planning Council members. The data presented was used to determine the priority of all services and allocations of all funding. Below are the details of the 2021 Service Priorities and Resource Allocation:

| Service Category                                 | 2021 Ranking |
|--|--------------|
| Outpatient/Ambulatory Health Services            | 1            |
| Food Bank/Home Delivered Meals                   | 2            |
| Medical Transportation                           | 3            |
| Medical Case Management                          | 4            |
| Oral Health Care                                 | 5            |
| Housing Services                                 | 6            |
| Mental Health Services                           | 7            |
| Emergency Financial Assistance                   | 8            |
| Substance Abuse Services-Outpatient              | 9            |
| Health Insurance Premium/Cost Sharing Assistance | 10           |
| Substance Abuse Services-Inpatient               | 11           |
| Local AIDS Pharmaceutical Assistance             | 12           |
| <i>Denotes Core Service</i>                      |              |
| <i>Denotes Support Service</i>                   |              |

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|                                       |                                  | Total Request          | \$ 5,691,195                  |
|---------------------------------------|----------------------------------|------------------------|-------------------------------|
|                                       |                                  | Max Request            | \$ 5,691,195                  |
| <u>Service Category</u>               | <u>FY21 Part A Grant Request</u> | <u>% of Allocation</u> | <u>FY21 MAI Grant Request</u> |
| Outpatient/Ambulatory Health Services | \$ 319,367                       | 7%                     |                               |
| Medical Case Management               | \$ 1,495,376                     | 34%                    | \$ 407,100                    |
| Substance Abuse Services-Outpatient   | \$ 694,395                       | 16%                    |                               |
| Mental Health Services                | \$ 680,509                       | 15%                    |                               |
| Oral Health Care                      | \$ 169,000                       | 4%                     |                               |
| Health Insurance Premium/Cost Sharing | \$ 48,177                        | 1%                     |                               |
| Substance Abuse Services-Inpatient    | \$ 350,086                       | 8%                     |                               |
| Housing Services                      | \$ 248,817                       | 6%                     |                               |
| Food Bank/Home Delivered Meals        | \$ 178,988                       | 4%                     |                               |
| Emergency Financial Assistance        | \$ 166,500                       | 4%                     |                               |
| Medical Transportation                | \$ 79,200                        | 2%                     |                               |
| <b>TOTAL ALLOCATION</b>               | <b>\$ 4,430,415</b>              | <b>100%</b>            | <b>\$ 407,100</b>             |

Membership/Finance Committee

Max Cisneros gave the following report:

1. approved the minutes from the June 12, 2020 meeting.
2. reviewed the Planning Council Activity Timeline (PCAT). This tells us what activities the committee is responsible for completing each month.
3. reviewed feedback from the June 12th PC meeting, the August 4<sup>th</sup> PSRA Data Session meeting, and the August 6<sup>th</sup> PSRA meeting. The comments from the June 12<sup>th</sup> meeting were favorable. The comments from both the Data Session and PSRA meeting addressed the data that was presented, the depth of the process and concerns with regional issues being discussed in a Planning Council meeting.
4. We have 1 PC membership renewal application that was approved. Membership/Finance Co-Chair Max Cisneros made a motion to approve the Planning Council renewal application. As this vote comes out of the M/F committee it does not require a second. Planning Council Co-Chair Roberta Stewart called the question.

**For: (11)** Gau, Teel, Namias, Montgomery, Colbert, Ardila, Cisneros, Cokley, Stewart, Erba, Ferraro

**Against: (0)**

**Abstain: (1)** Delgado

5. Planning Council Support Staff presented the 2019 unobligated balance data and the following was determined:  
2019 Formula Carryover: \$137,400 will be divided evenly (\$45,800) between Regions 3, 4 and 5 and allocated to the following service categories:

Roberta Stewart & Chris Cole, Co-Chairs

| Service Categories-Formula Carryover | Region 1    | Region 2    | Region 3  | Region 4  | Region 5  | FY 19 Formula Carryover Total |
|--------------------------------------|-------------|-------------|-----------|-----------|-----------|-------------------------------|
| Outpatient/ Ambulatory               |             |             |           |           |           | \$ -                          |
| Med. Case Mgt.                       |             |             |           |           |           | \$ -                          |
| Subst. Abuse/ Out                    |             |             | \$ 20,000 | \$ 10,000 | \$ 20,000 | \$ 50,000.00                  |
| Mental Health                        |             |             | \$ 5,800  | \$ 10,000 | \$ 20,000 | \$ 35,800.00                  |
| Oral Health Care                     |             |             |           |           |           | \$ -                          |
| Health Ins.                          |             |             |           | \$ 15,800 |           | \$ 15,800.00                  |
|                                      |             |             |           |           |           | \$ -                          |
| Housing Assistance                   |             |             |           |           |           | \$ -                          |
| Subst. Abuse/ In                     |             |             | \$ 20,000 |           | \$ 5,800  | \$ 25,800.00                  |
| Medical Transport                    |             |             |           |           |           | \$ -                          |
| EFA                                  |             |             |           | \$ 10,000 |           | \$ 10,000.00                  |
| Food Bank                            |             |             |           |           |           | \$ -                          |
| <b>FY 19 Carryover Allocation</b>    | \$ -        | \$ -        | \$ 45,800 | \$ 45,800 | \$ 45,800 | \$ 137,400                    |
| <b>FY 19 Offset</b>                  | \$ (27,175) | \$ (75,500) | \$ -      | \$ -      | \$ -      | \$ (102,675)                  |
| <b>Final FY 19 Carryover Total</b>   | \$ (27,175) | \$ (75,500) | \$ 45,800 | \$ 45,800 | \$ 45,800 | \$ 137,400                    |

Membership/Finance Co-Chair Max Cisneros made a motion to approve the FY 19 Formula carryover request as noted in the chart above. As this vote comes out of the M/F committee it does not require a second. Planning Council Co-Chair Roberta Stewart called the question.

**For: (11)** Teel, Namias, Montgomery, Colbert, Delgado, Ardila, Cisneros, Cokley, Erba, Ferraro, Montague  
**Against: (0)**  
**Abstain: (2)** Gau, Stewart

MAI Carryover: \$33,379 will be divided evenly (\$8,345) between Regions 1, 3, 4 and 5 for lab costs in the OAHS service category focusing on the EMA's priority populations identified in the MAI funded Intensive Medical Case Management program.

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| Service Categories-MAI Carryover   | Region 1 | Region 2    | Region 3 | Region 4 | Region 5 | FY 19 MAI Carryover Total |
|------------------------------------|----------|-------------|----------|----------|----------|---------------------------|
| Outpatient/ Ambulatory             | \$ 8,345 |             | \$ 8,345 | \$ 8,345 | \$ 8,345 | \$ 33,380.00              |
| Med. Case Mgt.                     |          |             |          |          |          | \$ -                      |
| Subst. Abuse/ Out                  |          |             |          |          |          | \$ -                      |
| Mental Health                      |          |             |          |          |          | \$ -                      |
| Oral Health Care                   |          |             |          |          |          | \$ -                      |
| Health Ins.                        |          |             |          |          |          | \$ -                      |
|                                    |          |             |          |          |          | \$ -                      |
| Housing Assistance                 |          |             |          |          |          | \$ -                      |
| Subst. Abuse/ In                   |          |             |          |          |          | \$ -                      |
| Medical Transport                  |          |             |          |          |          | \$ -                      |
| EFA                                |          |             |          |          |          | \$ -                      |
| Food Bank                          |          |             |          |          |          | \$ -                      |
| <b>FY 19 Carryover Allocation</b>  | \$ 8,345 | \$ -        | \$ 8,345 | \$ 8,345 | \$ 8,345 | \$ 33,380                 |
| <b>FY 19 Offset</b>                |          | \$ (32,710) | \$ -     | \$ -     |          | \$ (32,710)               |
| <b>Final FY 19 Carryover Total</b> | \$ 8,345 | \$ (32,710) | \$ 8,345 | \$ 8,345 | \$ 8,345 | \$ 33,380                 |

Membership/Finance Co-Chair Max Cisneros made a motion to approve the FY 19 MAI carryover request as noted in the chart above. As this vote comes out of the M/F committee it does not require a second. Planning Council Co-Chair Roberta Stewart called the question.

**For: (11)** Teel, Namias, Montgomery, Colbert, Delgado, Ardila, Cisneros, Cokley, Erba, Ferraro, Montague

**Against: (0)**

**Abstain: (2)** Stewart, Gau

#### (7.0) Recipient's Office Report

Tom Butcher gave the following report:

- The 5 contracts for the CARES Act Awards will be processed soon for all regions. They are working on defining the start date of these contracts.
- They are also working on the 2021 Ryan White Part A grant application
- The approved MOU document is with corporation counsel and they are awaiting final approval.
- Regions 1 and 2 have submitted corrective action plans regarding their 2019 unspent funding.

#### (8.0) New/Old Business

- **Review results from the 2019 Assessment of the Administrative Mechanism**

These were reviewed and determined that there were no findings needed. This vote comes from the Executive Committee does not require a second.

Executive Committee Co-Chair Roberta Stewart made a motion to approve the results from the 2018 Assessment of the Administrative Mechanism. As this vote comes out of the Executive committee it does not require a second. Planning Council Co-Chair Roberta Stewart called the question.

Roberta Stewart & Chris Cole, Co-Chairs

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**For: (12)** Gau, Teel , Namias, Montgomery, Colbert, Delgado, Ardila, Cisneros, Cokley, Stewart, Erba, Ferraro

**Against: (0)**

**Abstain: (0)**

- **Update on ‘In It to End It’**

John Sapero shared the ‘Branding Presentation’ which included the following:

1. Guiding Elements
2. Development Considerations

The new logo for campaign and the individual logos for each region

**(9.0) Regional Updates**

All regions continue to work to ensure that service delivery continues for all clients and are using technology to stay connected. They are all working on identifying clients who meet the criteria for the Intensive Case Management component of the MCM service category.

Region 3: They are fully staffed for mental health services. They offer services Monday through Friday 9:00 to 4:30. Tuesday and Thursday evening from 5:00 to 8:30. Saturday mornings 9:00am to 2:00pm. GBAPP has contracted a professional production company to work on a documentary on trauma informed care. The documentary is titled, Joy Comes in the Morning. This project will be completed by October 1st.

Region 5: They are close to the purchase of their new building.

**(10.0) Community Input**

None

**(11.0) Announcements**

Mitchell Namias thanked all case managers in their efforts to keep/get their clients enrolled in CADAP and shared that the collaboration has made an enormous difference for the better.

**(12.0) Parking Lot Items**

None

**(13.0) Adjournment** - The meeting adjourned at 1:30 pm

Roberta Stewart & Chris Cole, Co-Chairs

|     | Council Member                      | Jan | Feb | Mar | Apr | May | June | Aug | Sept | Oct | Nov |
|-----|-------------------------------------|-----|-----|-----|-----|-----|------|-----|------|-----|-----|
| 1.  | Inthiany Ardila                     | X   | X   | -   | -   | X   | X    | X   |      |     |     |
| 2.  | Max Cisneros                        | A   | X   | -   | -   | A   | X    | X   |      |     |     |
| 3.  | Cassandra Cokley                    | X   | X   | -   | -   | A   | A    | X   |      |     |     |
| 4.  | <i>Christopher Cole PC Co-Chair</i> | X   | X   | -   | -   | X   | X    | A   |      |     |     |
| 5.  | David Colbert                       | A   | X   | -   | -   | X   | X    | X   |      |     |     |
| 6.  | Loreen Cuiman                       | X   | X   | -   | -   | A   | A    | A   |      |     |     |
| 7.  | Sabrina Delgado                     | X   | X   | -   | -   | X   | X    | X   |      |     |     |
| 8.  | Armando Erba                        |     |     |     |     |     |      | X   |      |     |     |
| 9.  | Linda Ferraro                       | -   | -   | -   | -   | A   | A    | X   |      |     |     |
| 10. | Kenneth Flyte                       | -   | -   | -   | -   | A   | A    | A   |      |     |     |
| 11. | Lauren Gau                          | X   | X   | -   | -   | X   | X    | X   |      |     |     |
| 12. | Lisa Gluz                           | X   | X   | -   | -   | A   | A    | A   |      |     |     |
| 13. | Robert James                        |     |     |     |     |     |      | A   |      |     |     |
| 14. | Albana Lame                         | X   | A   | -   | -   | X   | X    | A   |      |     |     |
| 15. | Ronald Montague                     | -   | X   | -   | -   | A   | A    | X   |      |     |     |
| 16. | Joanne Montgomery                   | X   | X   | -   | -   | X   | X    | X   |      |     |     |
| 17. | Mitchell Namias                     | -   | -   | -   | -   | X   | X    | X   |      |     |     |
| 18. | Daniel Pettit                       | A   | A   | -   | -   | X   | X    | A   |      |     |     |
| 19. | Richard Radocchia                   | X   | X   | -   | -   | X   | X    | A   |      |     |     |
| 20. | <i>Roberta Stewart PC Co-Chair</i>  | X   | X   | -   | -   | X   | A    | X   |      |     |     |
| 21. | Charlotte Teel                      | X   | X   | -   | -   | X   | X    | X   |      |     |     |
|     | Ryan White Office                   | X   | X   | -   | -   | X   | X    | X   |      |     |     |
|     | Planning Council Staff              | X   | X   | -   | -   | X   | X    | X   |      |     |     |
|     | % of Council present:               | 81% | 88% | -   | -   | 63% | 63%  | 62% |      |     |     |

Guests: Charlene Lee, Krystle Moore, Sara Burns, Ben Gertz, Jen LoSchiavo, Nancy Kingwood, Kathy Pitner, Francesca Quettant