

**Executive Committee Meeting Minutes**

**Meeting Date:** Wednesday, March 8, 2023  
**Start Time:** 2:01pm  
**End Time:** 3:15pm  
**Location:** ZOOM Teleconference  
**Presiding Chair:** Chris Cole  
**Recorder:** Clifford Barnett

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**Summary of Committee Business Votes**

- Approval of Minutes from the February 10, 2023, meeting.

**(1.0) Moment of Silence**

Chris called the meeting to order at 2:01pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(2.0) Welcome and Introduction**

Chris welcomed everyone.

**(3.0) Co-Chair Announcements**

- HRSA Project Officer Call on Tuesday, April 18, 2023, at 10:00am – 11:00am.

**(4.0) Approval of February 10, 2023, Meeting Minutes**

A motion to approve the February 10, 2023, minutes was made by Joanne Montgomery and seconded by Chris Cole.

For: (5) Cole, Montgomery, Namias, Santella, Stewart

Against: (0)

Abstain: (1) Radocchia

**(5.0) Planning Council Committee Reports**

Quality Improvement/Strategic Planning & Assessment Committee (QISPA)

Anthony Santella gave the following report:

1. We voted on and approved the meeting minutes from February 2<sup>nd</sup>, 2023 for both SPA and QI meetings since this was the first meeting where the committees were merged.
2. There was a review of the Integrated Comprehensive Plan. It was noted that this would be further discussed at part of the April meeting. Co-chairs were urged to get what data requests they may need turned in ASAP.
3. There was a discussion on the data needs for the PSRA and the coordination of facilitating the exchange of information. What data do we need and how do we intend to use it.
4. Reviewed the EMA's HIV Care Continua including subpopulations and newly diagnosed or linked to care. The following categories were noted:
  - a. Trans Women
  - b. MSM's of color
  - c. Aged
  - d. Newly Diagnosed/Linked to Care
5. CR team will make sure that data requests are submitted.
6. We reviewed the Annual Quality Improvement Plan for FY2023. This is a live document that can be changed at any time as part of Quality Improvement. There are 3 separate objectives. There are 4 performance measures that are being reviewed:

- Outpatient Ambulatory Health Services
- Medical Case Management
- Food Bank/Home Delivered Meals
- Medical Transportation
- We talked about if the regional system is working and how to best evaluate it. It was set up to ensure people were getting the services they need in all areas, but how do we figure out if it is working?
- How can we address some of the concerns of the community in order to get them better involved in the functions of the Planning Council.

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

Tom Butcher gave the report.

1. The 2022 fiscal year has been closed out and all contracts are now currently with the mayor's office.
2. Arville at the recipient's office has been working on data reports for later presentations.
  - a. He will be looking at viral suppression in New Haven and Hartford
3. Fiscally the EMA ended the year strong according to the expenditures for GY22.
4. Ishani at the recipient's office will be working on budgets and scopes moving forward.

#### (7.0) New/Old Business

- **Review Planning Council Budget**  
Staff presented the budget, and all line items were discussed.
- **Review Planning Council Website**  
Dan Truesdale from Collaborative Research presented all updates to the Planning Council website. He will update the section on committees since we have combined Strategic Planning & Assessment and Quality Improvement and present this to the Executive Committee next month.
- **Review Planning Council Agenda**  
We need to update the committee report section to reflect the one committee now, Quality Improvement Strategic Planning & Assessment Committee.
- **Discuss Consumer Forum Time Before Planning Council Meeting**  
This would occur from 11:15am – 11:45am to allow all PC members to prepare all consumers prior to the Planning Council and answer any questions they may have. It would also allow consumers to ask any questions they may have.
- **Discuss meeting with Chief Elected Official**  
Roberta Stewart made a motion to move into executive session and it was seconded by Chris Cole.  
**For: (6)** Cole, Montgomery, Namias, Radocchia, Santella, Stewart  
**Against: (0)**  
**Abstain: (0)**

Joanne Montgomery made a motion to move out of executive session and it was seconded by Roberta Stewart.

*Roberta Stewart & Chris Cole, Co-Chairs*

**For: (6)** Cole, Montgomery, Namias, Radocchia, Santella, Stewart  
**Against: (0)**  
**Abstain: (0)**

Joanne Montgomery made a motion to extend the meeting by 15 minutes and it was seconded by Roberta Stewart.

**For: (6)** Cole, Montgomery, Namias, Radocchia, Santella, Stewart  
**Against: (0)**  
**Abstain: (0)**

Roberta Stewart made a motion to move into executive session and it was seconded by Joanne.

**For: (6)** Cole, Montgomery, Namias, Radocchia, Santella, Stewart  
**Against: (0)**  
**Abstain: (0)**

Joanne Montgomery made a motion to move out of executive session and it was seconded by Roberta Stewart.

**For: (6)** Cole, Montgomery, Namias, Radocchia, Santella, Stewart  
**Against: (0)**  
**Abstain: (0)**

- **Parking Lot Items**  
None
- **Announcements**  
Mitchell shared some Part B updates that may impact service delivery. They are updating the MCM model and copying another model. Creating a self-help option.
- **Adjournment** – 3:15pm

**Attendance Record - 2023**

|   | <b>Council Member</b>              | Jan | Feb | Mar | Apr | May | June | Aug | Sep | Oct | Nov |
|---|------------------------------------|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|
| 1 | Gigi Chaux (M/F Co-Chair)          | X   | X   | A   |     |     |      |     |     |     |     |
| 2 | <b>Chris Cole PC Co-Chair</b>      | A   | X   | X   |     |     |      |     |     |     |     |
| 3 | Joanne Montgomery (SPA Co-Chair)   | X   | X   | X   |     |     |      |     |     |     |     |
| 4 | Mitchell Namias (SPA Co-Chair)     | X   | X   | X   |     |     |      |     |     |     |     |
| 5 | Rich Radocchia (M/F Co-Chair)      | X   | A   | X   |     |     |      |     |     |     |     |
| 6 | Anthony Santella (QI Co-Chair)     | X   | X   | X   |     |     |      |     |     |     |     |
| 7 | <b>Roberta Stewart PC Co-Chair</b> | X   | X   | X   |     |     |      |     |     |     |     |
|   | Ryan White Office                  | X   | X   | X   |     |     |      |     |     |     |     |
|   | Planning Council Staff             | X   | X   | X   |     |     |      |     |     |     |     |
|   | % of Committee present:            | 88% | 88% | 88% |     |     |      |     |     |     |     |

Planning Council Guests:  
 Guests: Nitza Agosto, Ishani, Jean Brown