

Executive Committee Meeting Minutes

Meeting Date: Friday, January 13, 2023
Start Time: 9:33 am
End Time: 10:27 am
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the November 4, 2022, meeting

(1.0) Moment of Silence

Roberta called the meeting to order at 9:33 am. 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.

(3.0) Co-Chair Announcements

- HRSA Project Officer Call on Tuesday, January 20, 2023, at 10:00am – 11:00am.

(4.0) Approval of November 4, 2022, Meeting Minutes

A motion to approve the November 4, 2022, minutes was made by Mitchell Namias and seconded by Ken Flight

For: (4) Flyte, Namias, Santella, Stewart

Against: (0)

Abstain: (3) Montgomery, Radocchia, Spencer

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on January 5, 2023:

1. We voted on and approved the meeting minutes from November 3, 2022.
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 upcoming needs assessments and have put a data request into the Recipient's office to look into Women's healthcare in our EMA. We'll have that data back from Arvil for next month's meeting. Staff is also going to look into updating our Aged needs assessment and talk to John Saperro who is working on new methodology for this.
4. We discussed the Directives, ByLaws, the Policy & Procedure manual and scope of work for next year and determined that with combining SPA & QI committees, we would need to move this to next month after the Executive committee discusses the details.

Quality Improvement

Anthony Santella gave the following report:

Here is a summary of our meeting that was held on January 5, 2023:

1. We approved the meeting minutes from November 3, 2022.

Roberta Stewart & Chris Cole, Co-Chairs

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.

Membership/Finance

Rich Radocchia gave the following report:

We are in need of several mandated representatives in our reflectiveness. Our Planning Council has a total of 13 members. We are going to continue work hard on membership recruitment. Also, Gigi, Sara and I will work on an in-depth assessment of current members and the categories they represent. We'll meet before the next meeting and report back in February.

(6.0) Recipient's Office Report

- Award letters were sent to each regional lead on January 10, 2023, based on the percentage of service category allocations set by the Planning Council during its PSRA process in 2022. We used the estimate of FY 2023 formula funds provided by HRSA (~\$3.1 million). We initiated the contractual process well in advance of the fiscal year to comply with the site visit finding that contracts be executed within 45-days of the federal award.
- Budgets, Scopes of Work, insurance certificates and all other documents required by the City of New Haven are due to the Recipient on January 24, 2023 for review and approval. Once approved, all moves to the "Request for Agreement" phase. Numerous city departments must approve and move the paperwork forward until it is approved by the Corporation Counsel's Office, sent for signature by the regional leads then returned for the mayor's signature.
- Data refinement continues for the Ryan White Services Report for submission in March. The Data processing Coordinator is also working on data requests to support the Planning Council and our CQM program.

(7.0) New/Old Business

- **Review Planning Council Budget**
Staff presented the budget, and all line items were discussed.
- **Review Planning Council Meeting Agenda**
The Planning Council Meeting agenda was reviewed, and it was determined that it was good.
- **Discuss Committee structure for 2023**
We have been discussing combining the SPA and QI committee for some months now. It was brought up that instead of combining those committees, we should possibly evaluate the responsibilities of each committee, reassign them within each committee and add tasks that would bring more meaningful work to each committee. Staff is going to arrange for an Executive Committee work group before next month's meeting to discuss this.
- **Review MOU between Planning Council and Recipient's Office**
We will review this next month.
- **Discuss meeting with Chief Elected Official**
Roberta shared that this meeting had not happened yet but they are hoping to schedule a meeting with all committee co-chairs and the Mayor to discuss what the Planning Council is doing and the roles of the committees.

Roberta Stewart & Chris Cole, Co-Chairs

- **Parking Lot Items**
None
- **Announcements**
Mitchell shared that there has been an organizational change at the CT Department of Public Health. Maryanne Buchelli has been promoted to public health service manager and will be overseeing the Ryan White program including care and prevention.
- **Adjournment** – 10:27 am

Attendance Record - 2023

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

Planning Council Guests: Ken Flyte, Carolyn Spencer

Roberta Stewart *Anthony A. Cole*