

Executive Committee Meeting Minutes

Meeting Date: Friday, September 9, 2022
Start Time: 9:30 am
End Time: 10:29 am
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the August 12, 2022, meeting
- Approval of the Results from the Assessment of the Efficiency of the Administrative Mechanism

(1.0) Moment of Silence

Chris called the meeting to order at 9:30 am. 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, September 20th, 2022, at 10:00am – 11:00am.

(4.0) Approval of August 12th, 2022, Meeting Minutes

A motion to approve the August 12th, 2022, minutes was made by Ken Flyte and seconded by Gigi Chaux

For: (6) Chaux, Flyte, Montgomery, Namias, Olechowska, Stewart

Against: (0)

Abstain: (2) Cole, Radocchia

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Mitchell Namias gave the following report:

Here is a summary of our meeting that was held on September 1, 2022:

1. We voted on and approved the meeting minutes from June 9, 2022; Priority Setting Process August 3, 2022; Resource Allocation August 4, 2022 meeting minutes.
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 received an update of the status of 2022-2027 Integrated Comprehensive Plan. The CHPC meetings have begun breaking into small work groups to determine the objectives and goals of the plan and will continue in this format.
4. We discussed the PSRA process and strategies moving forward. Staff will begin developing a written process for this.
5. We also reviewed the acuity document in the MCM intake packet – updates were made and staff will send this to the Recipient's office to be distributed throughout the EMA
6. Our next meetings will be held on Thursday, October 6, 2022 in person at Burroughs Community Center and via Zoom as well.

Quality Improvement

Anthony Santella gave the following report:

Here is a summary of our meeting that was held on September 1, 2022:

1. We approved the meeting minutes from June 9, 2022.
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 are in need of a co-chair for this committee.
4. Staff presented an overview of the Service Standards guidance released from HRSA in August. We will begin reviewing and updating all service standards next month.
5. Rhonda Stewart and her colleague Ronnie Andrews from Health Access LLC presented the Clinical Quality Management Plan for 2022.
6. Our next meetings will be held on Thursday, October 6, 2022. We will be in person at Burroughs Community Center and via Zoom as well.

It was decided after much discussion to schedule SPA meetings from 9:30am – 11:00am and QI meetings from 11:00am – 12:30pm moving forward for this grant year.

Membership/Finance

Rich Radocchia gave the following report:

We have been meeting regarding the membership status and future recruitment. We are working out different strategies to attract new members as we lose members due to excessive absences regardless of all efforts on our parts to re-engage them.

Mitchell suggested a format where clients are able to join our meetings virtually from within their own region and we will meet to discuss the details of this in the upcoming weeks. Perhaps beginning at the October Planning Council meeting.

(6.0) Review Assessment of the Efficiency of the Administrative Mechanism Results for FY2021.

Staff presented the results of the Efficiency of the Administrative Mechanism results for FY2021. The only issue will be the following:

Contract not executed within 45 days of award for Region Leads. This aligns with the HRSA site visit findings, and this will be included in a letter to the Recipient. The City of New Haven is already in process to resolve this.

There were also some issues with responses from Region 2 and this was discussed. There was discussion that we should have representatives from each region participating in the Planning Council.

Joanne made a motion to accept the findings with footnotes that explain incorrect responses based on evidence and Roberta seconded it.

For: (8) Chaux, Cole, Flyte, Montgomery, Namias, Olechowska, Radocchia, Stewart

Against: (0)

Abstain: (0)

(7.0) Recipient's Office Report

- Tom Butcher shared the recipients report. Almost all contracts are done and they are moving very quickly.
- They are submitting their NCC for the 3-year contract period of the award and they will have this over to health director by Monday, September 26th.
- We would like a meeting with Jeff, Roberta and Chris to discuss the Planning Council budget based on the reduction of the budget for the upcoming grant year. This is a result of the corrective action plan from the HRSA site visit.

(8.0) New/Old Business

- **Review Planning Council Budget**
Staff presented the budget.
- **Review Planning Council Meeting Agenda**
The Planning Council Meeting agenda was reviewed, and it was determined that it was good.
- **Parking Lot Items**
None
- **Announcements**
Ryan White Part B would like to discuss with Ryan White Part A jurisdictions a data sharing process with HIV surveillance and the Recipient's office to capture all people not in care and bring them into care. More information to come.
- **Adjournment** – 10:29 am

Attendance Record - 2022

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Gigi Chaux (M/F Co-Chair)	X	X	X	X	X	A	X	X		
2	Chris Cole PC Co-Chair	X	X	A	X	A	A	X	X		
3	Joanne Montgomery (SPA Co-Chair)	A	X	X	X	A	X	A	X		
4	Mitchell Namias (SPA Co-Chair)	X	A	X	X	X	X	X	X		
5	Rich Radocchia (M/F Co-Chair)	X	X	X	A	X	A	A	X		
6	Anthony Santella (QI Co-Chair)	-	-	-	-	-	-	X	X		
7	Roberta Stewart PC Co-Chair	X	A	X	X	X	X	A	X		
	Ryan White Office	X	X	X	X	X	X	X	X		
	Planning Council Staff	X	X	X	X	X	X	X	X		
	% of Committee present:	88%	75%	88%	88%	71%	57%	57%	100%		

Roberta Stewart & Chris Cole, Co-Chairs

Guests: Kathy Jennings, Dan Hulton

Planning Council Guests: Ken Flyte