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**Executive Committee Meeting Minutes**

**Meeting Date:** Friday, October 15, 2021  
**Start Time:** 9:31 am  
**End Time:** 10:20 am  
**Location:** ZOOM Meeting  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from the September 10, 2021 meeting

**(1.0) Moment of Silence**

Roberta called the meeting to order at 9:31 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**

- Project Officer Call on October 19, 2021, at 10:00 a.m. EST

**(4.0) Approval of September 10, 2021, Meeting Minutes**

A motion to approve the September 10, 2021, minutes was made by Chris Cole and seconded by Joanne Montgomery.

**For: (5)** Chaux, Cole, Lame, Radocchia, Stewart

**Against: (0)**

**Abstain: (2)** Montgomery, Colbert

**(5.0) Planning Council Committee Reports**

Strategic Planning & Assessment

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on October 7, 2021:

1. We voted on and approved the meeting minutes from September 2, 2021.
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. John Saperio updated us on In It to End It and shared that they are moving forward on the P3 (People, Purpose and Power) trainings. Their next training will be on Trauma Informed Care and Selfcare is Quality Care. They had our first faith-based event and will be having a second one coming up soon.
4. Staff presented the current directives and these were reviewed and updated. They will be presented again at the November meeting for approval.
5. We discussed the integrated comprehensive plan and it was decided that we will work with the State of CT on developing a plan that properly represents our EMA.
6. Unresolved parking lot issues: The Committee discussed putting policies and procedures in place for the Priority Settings and Resource Allocation process. The HRSA Guidance that was just released will be used to guide the work that drives the data for the Notice of Funding Opportunity.

*Roberta Stewart & Chris Cole, Co-Chairs*

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7. Our next meeting will be held on Thursday, November 4, 2021, via Zoom Videoconference.

Quality Improvement

Albana Lame gave the following report:

Here is a summary of our meeting that was held on October 7, 2021:

1. We approved the meeting minutes from September 2, 2021.
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 began reviewing the service standards and updates were made to oral health services, food bank/home delivered meals and emergency financial assistance. Next month we'll be reviewing medical transportation, health insurance premium cost sharing assistance, substance abuse in and outpatient and mental health services. Staff will send the outpatient ambulatory health services standard to Dr. Villanueva and Dr. Virata from Yale for their recommended updates.
4. The next Quality Improvement committee meeting will take place on Thursday, November 4, 2021, via Zoom Video Conference.

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

Tom Butcher shared the following report:

- They are Processing the RFA's for the food carryover funds
- Arvil is starting to engage with folks in the regions on the RSR- to ensure data is not missing
- Monitoring visits will most likely begin in November

John Sapero gave an update on P3 and discussed the engagements occurring in the Faith-based organizations.

**(7.0) New/Old Business**

- **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**

None

- **Adjournment – 10:20 am**

*Roberta Stewart & Chris Cole, Co-Chairs*

**Attendance Record - 2021**

	<b>Council Member</b>	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Gigi Chaux (M/F Co-Chair)	-	-	-	-	-	-	X	X	X	
2	David Colbert (QI Co-Chair)	X	X	X	X	X	X	X	X	X	
3	<b>Chris Cole PC Co-Chair</b>	X	X	X	X	X	X	A	A	X	
4	Albana Lame (QI Co-Chair)	X	X	X	A	X	X	X	X	X	
5	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	A	X	A	A	X	
6	Mitchell Namias (SPA Co-Chair)	-	A	X	X	X	X	X	X	A	
7	Rich Radocchia (M/F Co-Chair)	X	A	X	X	X	X	X	X	X	
8	<b>Roberta Stewart PC Co-Chair</b>	X	X	X	X	X	X	X	X	X	
	Ryan White Office	X	X	X	X	X	X	X	X	X	
	Planning Council Staff	X	X	X	X	X	X	X	X	X	
	% of Committee present:	86%	75%	100%	88%	75%	100%	75%	75%	88%	

Guests: Jean Brown

Planning Council Guests: Ken Flyte