

**Executive Committee Meeting Minutes**

**Meeting Date:** Friday, March 12, 2021  
**Start Time:** 9:30 am  
**End Time:** 9:49 am  
**Location:** ZOOM Meeting  
**Presiding Chair:** Chris Cole  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from the February 12, 2021 meeting

**(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**

- PO Call on Tuesday, March 16<sup>th</sup> at 3:30pm

**(4.0) Approval of February 12, 2021 Meeting Minutes**

A motion to approve the February 12, 2021 minutes was made by Joanne Montgomery and seconded by David Colbert.

**For: (4)** Colbert, Lame, Montgomery, Stewart

**Against: (0)**

**Abstain: (4)** Cisneros, Cole, Namias, 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 March 4, 2021:

1. We voted on and approved the meeting minutes from February 4, 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. We reviewed the MCM needs assessment questions that we received from all regions. There will be a small working group to review these and determine what questions should be used in the survey. This will be presented at next month's meeting.
4. We reviewed the reallocation portion of the Directives. Jeff had worked with Tom on this. We will continue to discuss this in April and determine a process for allowing regions to use providers from other regions to help spend down funds.
5. Staff presented the Social Media Policy and Tom requested to review this to ensure that it aligns with the one they use for the City of New Haven.
6. We discussed the change in the FPL (federal poverty level) and how that could affect our clients. Jeff is going to run a cost analysis and will present that information at next month's meeting.

*Roberta Stewart & Chris Cole, Co-Chairs*

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7. We discussed the Universal MCM Client Intake Packet and will allow regions to begin using this at their discretion with the understanding that as soon as they are able to comfortably change to using this packet, they will.
8. We discussed the new guidance from HRSA regarding the Comprehensive Plan. At this time, the plan will be due by December 2022.
9. Our next meeting will be held on Thursday, April 1, 2021 from 9:30am –12:00pm via Zoom video conference.

#### Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on March 4, 2021:

1. We approved the meeting minutes from February 4, 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. Dionne Kotey shared the data from the Strengths, Weakness, Opportunity, and Threat (SWOT) analysis. Arvil Alicea discussed the RSR, they are in the process of reviewing them now.
4. Tom Butcher shared that the Management Action Plans have been out and reviewed and returned. He also shared that they are working with an 18 month learning collaborative on non-virally suppressed data to find any information to try to raise viral suppression rates. In alignment with efforts with ETHE, to launch an initiative to help the surrounding areas with lower suppression rates.
5. Our next meeting will be held on Thursday, April 1, 2021 from 12:00pm – 2:00pm via Zoom teleconference.

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

- Tom Butcher shared the recipients report. They are currently waiting on the final award for FY2021 and once they receive this, they will begin the contract process.

#### **(7.0) New/Old Business**

- **In Person vs. Zoom Meeting Format**

This was discussed and it was decided that we'll revisit this again in June. Staff will research possible spaces to hold in person meetings for PSRA (priority setting and resource allocation) in August that would allow for social distancing based on the guidance at that time.

- **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 – 9:49 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	Max Cisneros (M/F Co-Chair)	A	X	X							
2	David Colbert	X	X	X							
3	<b>Chris Cole PC Co-Chair</b>	X	X	X							
4	Albana Lame (QI Co-Chair)	X	X	X							
5	Joanne Montgomery (SPA Co-Chair)	X	X	X							
6	Mitchell Namias (SPA Co-Chair)	-	A	X							
7	Rich Radocchia (M/F Co-Chair)	X	A	X							
8	<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:	86%	75%	100%							

Planning Council Guests: Ken Flyte, Gigi Chaux  
Guests: Francesca Quettant, Jean Brown