

**Executive Committee Meeting****Minutes Meeting Date:** Wednesday, May 7, 2025**Start Time:** 12:30pm**End Time:** 1:25pm**Location:** Zoom Teleconference**Presiding Chair:** Roberta Stewart**Recorder:** Sara Seaburg

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**Summary of Committee Business****Votes**

- Approval of Minutes from the April 9, 2024, meeting.

**(1.0) Moment of Silence**

Roberta called the meeting to order at 12:30pm. 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 and reminded everyone to adhere to the federal regulations and Planning Council guidelines when entering into discussions. She also conducted a round of brief introductions.

**(3.0) Co-Chair Announcements**

- HRSA Project Officer call will be held on May 10, 2025 at 10:00am.

**(4.0) Approval of April 9, 2025, Meeting Minutes**

A motion to approve April 9, 2025, minutes was made by Joanne Montgomery and seconded by Christopher Johns.

**For: (6)** Cole, Johns, Montgomery, Namias, Santella, Stewart

**Against: (0)**

**Abstain: (0)**

**(5.0) Planning Council Committee Reports**Quality Improvement and Strategic Planning Committee (QISPA)

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on May 1, 2025:

1. We voted on and approved the meeting minutes from April 3, 2025.
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 the implementation of a newly diagnosed needs assessment survey. We decided to use the data that was supplied by the epidemiology department that identified clients who are not virally suppressed in GY2024 at the time of their last lab. The New Haven Health Department will create and distribute the survey link to providers, who will then administer it to eligible clients.
4. Dustin Pawlow from the HIV surveillance program presented the Care Continuum from 2023 that included data from the entire state as well as our EMA alone. It also included data about our three priority populations of focus, women of color, msm of color and transgender people of color.
5. Staff presented the assessment of the efficiency of the administrative mechanism survey tools for this year's process for GY2024. Each tool was reviewed and will be updated to remove redundant questions and ensure that the dates are brought current.

*Roberta Stewart & Chris Cole, Co-Chairs*

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6. The approved directives document was discussed, we'll put the following items into the parking lot: MAI being used for the intensive medical case management service. Next month we'll review current resource allocation vs. the approved allocations from the GY25 process.
7. Staff presented the site visit 5-year trending document. Overall results were good, however there was a decline in the client satisfaction surveys.
8. Ella presented the GY25 CQM plan and the plan will focus on reducing the gap in care.
9. Our next meeting will be held on June 5, 2025 in person at Burroughs Community Center and via Zoom as well.

Membership/Finance Committee (M/F)

Christopher Johns gave the following report:

1. We have had to remove 1 member due to excessive absences.
2. We have 2 applications in process and 2 of those applicants are working on completing their attendance requirements. We have approved 1 new member and 1 renewal member.
3. We still need a 'Hospital planning agencies or health-care planning agencies' representative to fulfill the HRSA requirement. We continue to work on this.
4. We have 21 Planning Council members with 48% being community members.
5. Our training on Friday will be the Priority Setting Process.

There was a discussion on moving the Executive Committee meeting time to 2:00 – 3:00pm and this was approved.

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

Ella Pluchino gave the following report:

- All contracts should be carried out this month.
- They are working on the GY24 progress report for HRSA and this is due at the end of the month.
- They are also working on the FFR as well.

**(7.0) New/Old Business**

- **Review Planning Council Support Budget**

Staff shared the support budget through May 2025. All spending is on track for the 3-month contract. There was a discussion regarding the reimbursement for clients who attend meetings for the various categories of food, transportation, etc. The discontinuation of incentive gift cards for attendance was talked about and concerns regarding non-conflicted Planning Council members who would continue to attend meetings was heard.

- **Review Planning Council Agenda**

We reviewed the Planning Council agenda for Friday, May 9, 2025 and everything looks good.

- **Parking Lot Items**

There are none.

- **Announcements**

There were none

- **Adjournment – 1:25 pm**

*Roberta Stewart & Chris Cole, Co-Chairs*

Attendance Record - 2025

	Council Member	Jan	Feb	Mar	Apr	May	June	Sep	Oct	Nov
1	<b>Chris Cole PC Co-Chair</b>	X	X	X	X	X				
2	Gloria McNeil (MF Co-Chair)	A	A	X	X	A				
3	Christopher Johns (MF Co-Chair)	-	X	X	X	X				
4	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	X				
5	Mitchell Namias (SPA Co-Chair)	X	X	X	X	X				
6	Anthony Santella (QI Co-Chair)	X	X	X	A	X				
7	<b>Roberta Stewart PC Co-Chair</b>	X	X	X	X	X				
	Ryan White Office	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X				
	% of Committee present:	75%	78%	100%	86%	86%				

Planning Council Guests: Jeremie Burdick, Rich Radocchia

Guests: Nitza Agosto