
Executive Committee Meeting

Minutes Meeting Date: Wednesday, November 13, 2024

Start Time: 12:30pm

End Time: 1:25pm

Location: Zoom Teleconference

Presiding Chair: Chris Cole

Recorder: Sara Seaburg

Summary of Committee

Business Votes

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

(1.0) Moment of Silence

Chris 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

Chris conducted a round of brief introductions.

(3.0) Co-Chair Announcements

- HRSA Project Officer call will be held on November 19, 2024 at 10:00am.

(4.0) Approval of October 9, 2024, Meeting Minutes

A motion to approve the October 9, 2024, minutes was made by Joanne Montgomery and seconded by Mitchell Namias

For: (3) Namias, Santella, Stewart

Against: (0)

Abstain: (3) Cole, Montgomery, Radocchia

(5.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISPA)

Anthony Santella gave the following report:

Here is a summary of our meeting that was held on November 7, 2024:

1. We voted on and approved the meeting minutes from October 3, 2024.
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 process of a triennial needs assessment and at this time are waiting for the City of New Haven Health Department to release the grant application with the section on **Early Identification of Individuals with HIV/AIDS (EIIHA)**. We will review this section to determine what area of the comprehensive needs assessment we would like to focus on.
4. Staff presented updates to the service standards and more updates were asked to be made. We will continue to review these in January.

Roberta Stewart & Chris Cole, Co-Chairs

5. We discussed the upcoming changes to the regional system and many questions and concerns were heard.
6. Our next meeting will be held January 2, 2025 in person at Burroughs Community Center and via Zoom as well.

Membership/Finance Committee (M/F)

Gigi Chaux gave the following report:

Here is a summary of our meeting that was held on October 11, 2024:

1. We voted on and approved the meeting minutes from September 13, 2024.
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 following topics:
 - a. We reviewed the reflectiveness documents and we're working on finding representation in the following areas – local public health agencies, hospital planning or health-care planning agencies and state Medicaid agencies. We currently have an application in process for the State Medicaid Agency.
 - b. We reviewed the PC feedback from September 13, 2024. There were concerns about attendees' behavior and not feeling comfortable speaking out. This was discussed in M/F as well as the PC meeting and we are working towards improving these areas.
 - c. We approved 1 new applications and reviewed/invited one new applicant into the membership application process.
 - d. We reviewed attendance and most members are doing well.
 - e. We decided to do a Service Standard training in November.
4. Our next meeting will be held on January 10, 2025 in person at Burroughs Community Center and via Zoom as well.

(6.0) Recipient's Office Report

Tom Butcher gave the following report:

- They are working on RFPs for the following: HIV services, planning council support and clinical quality management.
- They also will be asking for reviewers for the planning council support proposal.

(7.0) New/Old Business

- **Review Planning Council Support Budget**

Staff shared the support budget through November based on the 12-month award and we are on track with spending in all areas. There may be a need for a budget reallocation and if needed, this would be sent to Tom after the Planning Council meeting.

- **Review Planning Council Agenda**

We reviewed the Planning Council agenda for Friday, November 15, 2024 and everything looks good.

- **Parking Lot Items**

Roberta Stewart & Chris Cole, Co-Chairs

There are none.

- **Announcements**
There were None
- **Adjournment** – 1:26 pm

Attendance Record - 2024

	Council Member	Jan	Feb	Mar	Apr	May	June	Sep	Oct	Nov
1	Gigi Chaux (M/F Co-Chair)	X	X	X	X	X	X	A	X	A
2	Chris Cole PC Co-Chair	X	A	X	A	X	X	A	A	X
3	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	A	X	X	A	X
4	Mitchell Namias (SPA Co-Chair)	A	A	A	X	A	A	X	X	X
5	Rich Radocchia (M/F Co-Chair)	A	X	X	X	X	X	X	A	X
6	Anthony Santella (QI Co-Chair)	X	X	X	X	X	X	X	X	X
7	Roberta Stewart PC Co-Chair	X	X	X	X	X	X	X	X	X
	Ryan White Office	X	X	X	X	A	X	X	A	X
	Planning Council Staff	X	X	X	X	X	X	X	X	X
	% of Committee present:	71%	71%	86%	86%	71%	86%	71%	57%	86%

Planning Council Guests: Brian Datcher, Ruth Pennacchia, Maria Bigby

Guests: Jeremie Burdock, Angie Matthis, Niza Agosto, Jean Brown