

### Executive Committee Meeting Minutes

**Meeting Date:** Friday, February 12, 2021  
**Start Time:** 9:32 am  
**End Time:** 10:24 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 January 8, 2021 meeting
- Approval of the 2021 PCAT

#### (1.0) Moment of Silence

Roberta called the meeting to order at 9:32 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

- New Co-Chair for Strategic Planning & Assessment committee if Mitchell Namias.
- PO Call on Tuesday, February 16<sup>th</sup> at 3:30pm

#### (4.0) Approval of January 8, 2021 Meeting Minutes

A motion to approve the January 8, 2021 minutes was made by Joanne Montgomery and seconded by David Colbert.

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

**Against: (0)**

**Abstain: (2)** Cisneros, Stewart

#### (5.0) Planning Council Committee Reports

##### Strategic Planning & Assessment Committee

Joanne Montgomery gave the following report:

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

1. We voted on and approved minutes from January 7, 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 updated non-virally suppressed needs assessment survey. Additional updates were made concerning language in the services areas.
4. We also discussed the MCM needs assessment. Staff will reach out to all regions and request they submit their top 10 questions that should be asked of medical case managers. These questions will be compiled and the survey will be presented for review at next month's meeting.
5. We reviewed the Outpatient Ambulatory Health Services service category definition and updates were made to include APRN, RN and LPN. **VOTE**

6. We reviewed the Health Insurance Premium/Cost Sharing Assistance service category definition to ensure its accuracy and after discussion, the decision was made to keep it as is. This will be transferred into the current service standard.
7. Jeff shared the updated 2021 Directives, and these were approved: **VOTE**
8. We discussed the Attendance Policy in our current by-laws and after a discussion, it was decided to remove the language surrounding suspending this policy due to a declared state of emergency. Staff e-mailed the update bylaws out to all PC members on 2/4/2021 to review. **VOTE**
9. Our next meeting will be held on Thursday, March 4, 2021 from 9:30am –12:00pm via Zoom video conference.

#### Quality Improvement Committee

David Colbert gave the following report:

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

1. We approved the meeting minutes from January 7, 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. Jeff presented the Site Visit Findings report for FY2019 which included all findings by region. Region 5 had no findings.
4. We reviewed the scope of work for next year, the PCAT (Planning Council Activity Timeline) and made updates to align with our MOU and these were approved.
5. Dionne Kotey reported that the SWOT analysis on data integrity was presented at the Quality and Performance session during the local CHIPTS meeting. It was very well received and there may be an opportunity to present this to a much larger group. She also shared about the different PDSAs that are being done in each region. Arvil Alicea discussed the upcoming reports that he is working on and asked each region to begin working on their RSR reports.
6. Our next meeting will be held on Thursday, March 4, 2021 from 12:00pm – 2:00pm via Zoom teleconference.

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

- Tom Butcher shared the recipients report. The jurisdiction only received a small partial award and is waiting to receive the rest of the award and hoping for a full award in the future.
- Reports on the site visit findings are out to the leads of the Regions.
- Griffin Hospital Resident will be working with the Recipient's Office on a rapid start program in New Haven.
- The Recipient's office has received feedback from the regions on challenges using the CAREWare and the State's data entry system.
- Hartford and New Haven are working on a learning collaborative to work with non-virally suppressed clients.
- John Saperro from the In It To End It Program has had a lot of successful meetings and input on people living or affected by HIV.
- Jeff Daniel gave an update on the Covid-19 Vaccination survey. Regions 4 and 5 have responded and waiting to hear from Regions 1,2 and 3. The initiative is linking people that have filled out the survey and anyone who does not know how to navigate the process for vaccination is linked directly to their case manager to help navigate the process.

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

- **Review Committees Scope of Work (PCAT)**

*Roberta Stewart & Chris Cole, Co-Chairs*

We reviewed the Scope of Work and decided that no changes were necessary to make.

Joanne Montgomery made a motion to approve the PCAT for FY2021 as it stands and Chris Cole seconded it:

**For: (5)** Cisneros, Colbert, Cole, Lame, Montgomery, Radocchia

**Against: (0)**

**Abstain: (1)** Stewart

- **Parking Lot Items**  
None
- **Announcements**  
None
- **Adjournment** – 10:24 am

**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								
2	David Colbert	X	X								
3	<b>Chris Cole PC Co-Chair</b>	X	X								
4	Albana Lame (QI Co-Chair)	X	X								
5	Joanne Montgomery (SPA Co-Chair)	X	X								
6	Mitchell Namias (SPA Co-Chair)	-	A								
7	Rich Radocchia (M/F Co-Chair)	X	A								
8	<b>Roberta Stewart PC Co-Chair</b>	X	X								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Committee present:	86%	75%								

Guests: Ken Flyte, Gigi Chau, Francesca Quettant, Jean Brown