

Executive Committee Meeting Minutes

Meeting Date: Wednesday, May 8, 2024
Start Time: 12:30pm
End Time: 1:09pm
Location: Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the April 10, 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 on Tuesday, May 21, 2024 at 10am.

(4.0) Approval of April 10, 2024, Meeting Minutes

A motion to approve the April 10, 2024, minutes was made by Rich Radocchia and seconded by Gigi Chaux.

For: (4) Chaux, Radocchia, Santella, Stewart

Against: (0)

Abstain: (1) Cole

(5.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISPA)

Mitchell Namias gave the following report:

Here is a summary of our meeting that was held on May 2 2024:

1. We voted on and approved the meeting minutes from April 4, 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 datasets we will use for next year's PSRA process:
 - a. Behavioral Health – Staff updated us on their progress and they will be meeting once a month moving forward.
 - b. Large Comprehensive In Care Needs Assessment – Staff gave an update on how many surveys have been completed throughout the EMA.
 - c. 5 Community Forums, 1 for each region – Staff presented the findings from the survey questions from all community forums.
 - d. Unduplicated client count by service category by region was presented and we discussed how to further analyze this data. – regions were send their information to review and we uncovered some data integrity issues that are being addressed by the Recipient's office.
4. Dustin Pawlow attended our meeting to discuss the data received from CT DPH and answer any questions. Ultimately it was decided that he'll come back next month with a user friendly presentation of all of the data.

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5. We also reviewed all the possible datasets for our upcoming PSRA process and approved the following:
 - a. 2024 In Care Needs Assessment
 - b. 2023 ALL Services Needs Assessment
 - c. 2023 Newly Diagnosed Needs Assessment
 - d. 2022 Late to Care Needs Assessment
 - e. 2022 Behavioral Health
 - f. 2021 Non-Virally Suppressed Needs Assessment – possibly update this one
 - g. GY2023 Service Utilization Data
6. Our next meeting will be held on June 6, 2024 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 April 12, 2024:

1. We voted on and approved the meeting minutes from March 15 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. Connections have been made for all areas.
 - b. We reviewed the PC feedback from March 15, 2024 and all feedback was favorable.
 - c. We reviewed several new applications. Many were moved into the application process and some needed follow-up from our co-chairs.
 - d. We reviewed attendance and most members are doing well. We're keeping an eye on just a couple who haven't attended any meetings this year.
 - e. We decided to do a training on the Priority Setting process in preparation for the PSRA process in July/August
 - f. We also discussed our mentoring initiative. Staff is going to put together a document that shows the requirements and responsibilities of Planning Council committee co-chairs for anyone who is interested. We will continue to discuss this in the upcoming months.
4. Our next meeting will be held on June 14, 2024 in person at Burroughs Community Center and via Zoom as well.

(6.0) Recipient's Office Report

The Recipient's office was not present for this meeting.

(7.0) New/Old Business

- **Review Planning Council Budget**
Staff presented the budget from March – April 2024. We will have to reallocate funds to the food line item in the coming months.
- **Review Planning Council Agenda**
We reviewed the Planning Council agenda for Friday, May 10, 2024 and everything looks good.
- **Review Comprehensive Integrated Plan**
This was discussed and we are hoping to confirm everything with Mitchell next month and bring this to the full

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Planning Council for a vote.

- **Parking Lot Items**
There are none.
- **Announcements**
None
- **Adjournment** – 1:09 pm

Attendance Record - 2024

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

Guests: Jean Brown, Karim Ba, Nitza Agosto, Angie Matthis