

Executive Committee Meeting Minutes

Meeting Date: Friday, November 12, 2021
Start Time: 9:33 am
End Time: 10:20 am
Location: ZOOM Meeting
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the October 7, 2021, meeting

(1.0) Moment of Silence

Chris called the meeting to order at 9:33 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

- Project Officer Call on November 16, 2021, at 10:00 a.m. EST

(4.0) Approval of October 7, 2021, Meeting Minutes

A motion to approve the October 7, 2021, minutes was made by Rich Radocchia and seconded by Ken Flye.

For: (6) Chaux, Colbert, Lame, Montgomery, Radocchia, Stewart

Against: (0)

Abstain: (1) Cole

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on November 3, 2021:

1. We voted on and approved the meeting minutes from October 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. Staff presented the updated directives for 2022. These were approved and will be voted on during the PC meeting for final approval. **VOTE**
4. We discussed upcoming needs assessments and staff presented the Notice of Funding Opportunity Guidance based on what HRSA is requiring from our EMA. We will review this again in January to determine a needs assessment.
5. Unresolved parking lot issues: The Committee discussed putting policies and procedures in place for the Priority Settings and Resource Allocation process. The HRSA Guidance that was just released will be used to guide the work that drives the data for the Notice of Funding Opportunity.
6. Our next meeting will be held on Thursday, January 6, 2022 via Zoom Videoconference. There are no meetings in December.

Quality Improvement

David Colbert gave the following report:

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

1. We approved the meeting minutes from October 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. We reviewed the following services standards and all updates were approved:
 - a. Substance abuse inpatient
 - b. Substance abuse outpatient
 - c. Mental healthThese will be voted on for final approval at our PC meeting: **VOTE**
4. The next Quality Improvement committee meeting will take place on Thursday, January 6, 2022 via Zoom Video Conference. There are no meetings in December.

Membership/Finance

Rich Radocchia shared an update from the meeting he and Gigi Chaux had regarding Planning Council member recruitment. Staff also shared the most current areas that need improvement in our reflectiveness mandated by HRSA. A lengthy discussion took place and a recruitment plan was updated to reflect the ideas that were shared.

(6.0) Recipient's Office Report

Tom Butcher sent the following report:

- The regional lead RFP is available and has been published.
- The RFPs for CQM and Planning Council Support and Recipient Monitoring are Under development
- The EMA CQM meeting was held virtually on 10/27/2021- They will begin discussing specific strategies that will help reduce unmet need and improve health outcomes in FY2022 with this population health focus.
- A regional viral load suppression report was completed and region 2 was asked to complete a corrective action plan due to their low percentage.
- The Quality Assurance Manager position is still open. Please refer candidates to the Human Resources Department on the City of New Haven website

John Sapero gave an update on P3 series and discussed the engagements occurring in the Faith-based organizations.

(7.0) New/Old Business

• **Review Planning Council Meeting Agenda**

The Planning Council Meeting agenda was reviewed, and it was determined that it was good.

- We reviewed the Ryan White Planning Council meeting schedule for next year, 2022 and updates were made.

Rich Radocchia made a motion to approve the meeting schedule for 2022 and David Colbert seconded it.

For: (6) Chaux, Colbert, Lame, Montgomery, Radocchia, Stewart

Roberta Stewart & Chris Cole, Co-Chairs

Against: (0)

Abstain: (1) Cole

- **Parking Lot Items**

None

- **Announcements**

None

- **Adjournment – 10:20 am**

Attendance Record - 2021

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Gigi Chaux (M/F Co-Chair)	-	-	-	-	-	-	X	X	X	X
2	David Colbert (QI Co-Chair)	X	X	X	X	X	X	X	X	X	X
3	Chris Cole PC Co-Chair	X	X	X	X	X	X	A	A	X	X
4	Albana Lame (QI Co-Chair)	X	X	X	A	X	X	X	X	X	X
5	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	A	X	A	A	X	X
6	Mitchell Namias (SPA Co-Chair)	-	A	X	X	X	X	X	X	A	A
7	Rich Radocchia (M/F Co-Chair)	X	A	X	X	X	X	X	X	X	X
8	Roberta Stewart PC Co-Chair	X	X	X	X	X	X	X	X	X	X
	Ryan White Office	X	X	X	X	X	X	X	X	X	X
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X
	% of Committee present:	86%	75%	100%	88%	75%	100%	75%	75%	88%	88%

Guests: Jean Brown, Bennie Saldana

Planning Council Guests: Ken Flyte