

Executive Committee Meeting Minutes

Meeting Date: Wednesday, September 11, 2024
Start Time: 12:30pm
End Time: 1:30pm
Location: Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the June 12, 2024, meeting.
- Approval of any findings from the Assessment of the Efficiency of the Administrative Mechanism process.

(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 conducted a round of brief introductions.

(3.0) Co-Chair Announcements

- HRSA Project Officer Call day/time is still being decided on.

(4.0) Approval of June 12, 2024, Meeting Minutes

A motion to approve the June 12, 2024, minutes was made by Rich Radocchia and seconded by Anthony Santella.

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

Against: (0)

Abstain: (1) Namias

(5.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISPA)

Mitchell Namias gave the following report:

1. Here is a summary of our meeting that was held on September 5, 2024:
2. We voted on and approved the meeting minutes from June 14, 2024.
3. 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.
4. We discussed the PSRA process and areas of improvement that can be made. Staff presented a summary report of the process and updated this based on feedback received.
5. Dustin Pawlow presented the data request from DPH and we voted on and approved the following priority populations based on this data. VOTE
 - Women of color
 - MSM of color
 - Transgender people of color
6. We discussed service standards and service category definitions. Tom will reach out to all regions to identify discrepancies in entering service category 'units of service' in CAREWare and will work with Arvil to create a document that specifically identifies a unit of service for each service category.

Roberta Stewart & Chris Cole, Co-Chairs

Membership/Finance Committee (M/F)

Rich Radocchia gave the following report:

Here is a summary of our meeting that was held on June 14, 2024:

1. We voted on and approved the meeting minutes from May 10, 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 May 10, 2024. There were concerns about attendees behavior and also the complexity of the trainings. This was discussed in M/F as well as the PC meeting and we are working towards improving these areas.
 - c. We reviewed 3 new applications and invited all 3 into the membership application process.
 - d. We reviewed attendance and most members are doing well.
 - e. We decided to do a training on a summary of the PSRA process in September.
4. Our next meeting will be held on October 11, 2024 in person at Burroughs Community Center and via Zoom as well.

(6.0) Recipient's Office Report

Lakeisha Green presented the quarterly expenditure report for March – May 2024. We are on target with expenditures

(7.0) New/Old Business

- **Review Proposed GY2025 Planning Council Budget**

Staff presented the proposed PC budget for GY2025. This was discussed in which many concerns were raised regarding the upcoming grant application. Concerns about the lack of input from their support staff in the planning council's application and the potential changes to the budget. Staff agreed to set up a meeting with the Health Director to address their concerns and ensure their collective voices are heard. They also discussed the need to update the directives to make the regional model more apparent and the necessity of posting a meeting with the city of New Haven. They also discussed the upcoming grant application process, emphasizing the importance of collaboration and representation in the process. They agreed to send an email outlining their proposed budget for FY 25/26 and expressed their desire for a meeting to discuss the grant application and budget.
- **Review Planning Council Agenda**

We reviewed the Planning Council agenda for Friday, September 13, 2024 and everything looks good.
- **Parking Lot Items**

There are none.
- **Announcements**

None
- **Adjournment – 1:30 pm**

Roberta Stewart & Chris Cole, Co-Chairs

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	X	A			
2	Chris Cole PC Co-Chair	X	A	X	A	X	X	A			
3	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	A	X	X			
4	Mitchell Namias (SPA Co-Chair)	A	A	A	X	A	A	X			
5	Rich Radocchia (M/F Co-Chair)	A	X	X	X	X	X	X			
6	Anthony Santella (QI Co-Chair)	X	X	X	X	X	X	X			
7	Roberta Stewart PC Co-Chair	X	X	X	X	X	X	X			
	Ryan White Office	X	X	X	X	A	X	X			
	Planning Council Staff	X	X	X	X	X	X	X			
	% of Committee present:	71%	71%	86%	86%	71%	86%	71%			

Planning Council Guests: Maria Bigby
Guests: Karim Ba, Nitza Agosto, Angie Matthis