

Executive Committee Meeting Minutes

Meeting Date: Wednesday, October 9, 2024
Start Time: 12:30pm
End Time: 1:25pm
Location: Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the September 11, 2024, meeting.

(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 October 22, 2024 at 2:00pm

(4.0) Approval of September 11, 2024, Meeting Minutes

A motion to approve the September 11, 2024, minutes was made by Anthony Santella and seconded by Clara Johnson

For: (3) Namias, Santella, Stewart

Against: (0)

Abstain: (1) Chau

(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 October 3, 2024:

1. We voted on and approved the meeting minutes from September 6, 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 used during our GY2025 PS process and will work using the grant application to determine what needs assessment we will focus on for next year's process.
4. We discussed service standards and made updates. Staff will present the standards with these updates next month and we will vote on them.
5. Our next meetings will be held November 7, 2024 in person at Burroughs Community Center and via Zoom as well.

Membership/Finance Committee (M/F)

Gigi Chau gave the following report:

Here is a summary of our meeting that was held on September 13, 2024:

Roberta Stewart & Chris Cole, Co-Chairs

1. We voted on and approved the meeting minutes from June 14, 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 June 14, 2024 and both PSRA meetings. 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 2 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 New Member Training that is interactive in October.
4. Our next meeting will be held on November 15, 2024 in person at Burroughs Community Center and via Zoom as well.

(6.0) Recipient's Office Report

There was no representative from the Recipient's office and no report was received.

(7.0) New/Old Business

- **Update on Ryan White Grant**

A meeting was requested to meet with City of New Haven Health Department to review the grant application and they are working on scheduling a day/time that is best for most. There was a discussion about various concerns from attendees.

- **Review Planning Council Support Budget**

Staff shared the support budget through September based on the 12-month award and we are on track with spending in all areas.

- **Review Planning Council Agenda**

We reviewed the Planning Council agenda for Friday, October 11, 2024 and everything looks good. We also discussed the PC training for new members as well.

- **Parking Lot Items**

There are none.

- **Announcements**

None

- **Adjournment – 1:25 pm**

Roberta Stewart & Chris Cole, Co-Chairs

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	
2	Chris Cole PC Co-Chair	X	A	X	A	X	X	A	A	
3	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	A	X	X	A	
4	Mitchell Namias (SPA Co-Chair)	A	A	A	X	A	A	X	X	
5	Rich Radocchia (M/F Co-Chair)	A	X	X	X	X	X	X	A	
6	Anthony Santella (QI Co-Chair)	X	X	X	X	X	X	X	X	
7	Roberta Stewart PC Co-Chair	X	X	X	X	X	X	X	X	
	Ryan White Office	X	X	X	X	A	X	X	A	
	Planning Council Staff	X	X	X	X	X	X	X	X	
	% of Committee present:	71%	71%	86%	86%	71%	86%	71%	57%	

Planning Council Guests: Carmela Ricciardelli, Clara Johnson, Brian Datcher

Guests: Jeremie Burdock, Angie Matthis