

### Roberta Stewart & Chris Cole, Co-Chairs

#### **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) Chaux

# (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 Chaux gave the following report:

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

Certified by Planning Council Co-Chairs on November 13, 2024

hours & Survert Roberta Stewart





# 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.

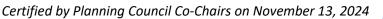
# **Review Planning Council Agenda**

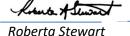
We reviewed the Planning Council agenda for Friday, October 11, 2024 and everything looks good. We also discussed the PC training for new members as well.

# **Parking Lot Items**

There are none.

- Announcements None
- Adjournment 1:25 pm







Chris Cole



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# Attendance Record - 2024

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

Certified by Planning Council Co-Chairs on November 13, 2024

