

Executive Committee Meeting Minutes

Meeting Date: Friday, April 9, 2021
Start Time: 9:32 am
End Time: 10:17 am
Location: ZOOM Meeting
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the March 12, 2021 meeting

(1.0) Moment of Silence

Roberta called the meeting to order at 9:32 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Roberta welcomed everyone.

(3.0) Co-Chair Announcements

- PO Call on Tuesday, April 20, 2021 at 10:00am

(4.0) Approval of March 12, 2021 Meeting Minutes

A motion to approve the March 12, 2021 minutes was made by Joanne Montgomery and seconded by Rich Radocchia

For: (5) Cole, Colbert, Montgomery, Namias, Radocchia

Against: (0)

Abstain: (1) Stewart

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on April 1, 2021:

1. We voted on and approved the meeting minutes from March 4, 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. We reviewed the MCM needs assessment survey and received feedback. The survey was updated and staff will send it out to all region leads and ask that 2 case managers from each region pilot this survey and send their feedback back to staff. Once this feedback is received, this will be presented at next month's meeting.
4. We reviewed the updated reallocation portion of the Directives. There was some discussion and the updated Directives including this section were approved. **VOTE**
5. Staff presented the Social Media Policy. There was a great deal of discussion surrounding this policy and it was approved. **VOTE**
6. We discussed the change in the FPL (federal poverty level) and how that could affect our clients. Jeff ran a cost analysis and presented this. There is going to be a meeting at the CT DPH to discuss this further and are still some unanswered questions so we will continue to discuss this next month.

Roberta Stewart & Chris Cole, Co-Chairs

7. Our next meeting will be held on Thursday, May 6, 2021 from 9:30am –12:00pm via Zoom video conference.

Quality Improvement Committee

David Colbert gave the following report:

Here is a summary of our meeting that was held on April 1, 2021:

1. We approved the meeting minutes from March 4, 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. Dionne Kotey shared the data from the Act Do Study Act activities from each region. Currently working on the EMA-wide CQM plan. This has to be reviewed annually to make sure that the goals from the last years plan were met. She also shared that the agendas that are now being used for the regional continuum meetings this has helped out a great deal to share information to all attendees. They are also working on collaborating with the Hartford TGA to help PLWH outside of our EMA reach viral suppression.
4. Our next meeting will be held on Thursday, May 6, 2021 from 12:00pm – 2:00pm via Zoom teleconference.

(6.0) Recipient's Office Report

Tom Butcher shared the following report:

- The Recipient's office received the award for the EMA last week and are calculating the allocations by service category for each region.
- Award letters will be sent on Monday.
- Dionne looked at service projections by clients. The numbers are a three-year average from the Region Lead's CAREWare data from 2018, 2019 and 2020.

(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.
- **Parking Lot Items**
None
- **Announcements**
None
- **Adjournment** – 10:17 am

Roberta Stewart & Chris Cole, Co-Chairs

Attendance Record - 2021

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

Planning Council Guests: Ken Flyte, Gigi Chaux
Guests: Jean Brown