

**Executive Committee Meeting Minutes**

**Meeting Date:** Wednesday, June 7, 2023  
**Start Time:** 2:00pm  
**End Time:** 2:59pm  
**Location:** Zoom Teleconference  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from the May 10, 2023, meeting events

**(1.0) Moment of Silence**

Roberta called the meeting to order at 2:00pm. 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 on Thursday, June 22<sup>nd</sup> from 11am – 12pm

**(4.0) Approval of May 10, 2023, Meeting Minutes**

A motion to approve the May 10, 2023, minutes was made by Joanne Montgomery and seconded by Anthony Santella

**For: (7)** Chaux, Cole, Montgomery, Santella, Stewart

**Against: (0)**

**Abstain: (0)**

**(5.0) Planning Council Committee Reports**

Quality Improvement and Strategic Planning Committee (QISP)

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on June 1, 2023:

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1. We voted on and approved the meeting minutes from May 4, 2023.
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 data we received from DPH and staff highlighted important areas.
4. We also discussed the MCM/Client forums regarding all Ryan White services and it was decided that we'd move the in person forums to next year when we need to rewrite a new grant application. This year we will conduct a survey in all regions. Our goal is for 30 completed surveys in each region for a total of 150. Each client will receive a \$10 gift card to Walmart for their participation. Staff will work with the co-chairs on the final survey and will get that out next week. We also reviewed the newly diagnosed needs assessment survey and staff will also be making updates to that and reach out to the co-chairs for final approval.
5. We discussed and approved the following 8 datasets to be used in the upcoming GY2023 PSRA process:
  - A. In Care Needs Assessment 2020

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- B. Non-Virally Suppressed Needs Assessment 2021
  - C. Late Diagnosed Needs Assessment 2022
  - D. Priority Populations Needs Assessment 2019
  - E. MCM Needs Assessment 2021
  - F. Updated Newly Diagnosed Needs Assessment 2023
  - G. ALL Services Needs Assessment 2023
  - H. Behavioral Health Needs Assessment 2022
6. We also reviewed the updated Assessment of the Efficiency of the Administrative Mechanism survey questions and these were approved.
  7. Our next meeting will be held on Tuesday, August 1, 2023 in person at Burroughs Community Center and via Zoom as well for our Priority Setting Session.

#### Membership/Finance Committee

Gigi Chaux gave the following report:

Here is a summary of our meeting that was held on May 12, 2023.

1. We voted on and approved the meeting minutes from April 14, 2023.
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 our membership attendance and everyone is in good standing.
4. We reviewed our HRSA reflectiveness mandate and staff will present a reflectiveness document with all PC members and what categories they fit into.
5. We determined the PC trainings, in May we'll present a Priority Setting training and in June we'll present a Resource Allocation training.
6. Our next meeting will be held on Friday, August 13, 2023 in person at Burroughs Community Center and via Zoom as well.

#### **(6.0) Recipient's Office Report**

Tom Butcher gave the report.

1. HRSA reports are due this month and we're on track to submit them.
2. There could be changes in our administrative budget due to a union vote, there will be more information coming up.

#### **(7.0) New/Old Business**

- **Review Planning Council Budget**  
Staff presented the budget and shared the most up to date figures.
- **Review Planning Council Agenda**  
We reviewed the Planning Council agenda for Friday, June 9<sup>th</sup> and everything looks good.
- **Parking Lot Items**  
None
- **Announcements**
- **Adjournment – 2:59pm**

*Roberta Stewart & Chris Cole, Co-Chairs*

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**Attendance Record - 2023**

	<b>Council Member</b>	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Gigi Chaux (M/F Co-Chair)	X	X	A	X	X	X				
2	<b>Chris Cole PC Co-Chair</b>	A	X	X	X	X	X				
3	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	X	X				
4	Mitchell Namias (SPA Co-Chair)	X	X	X	X	X	A				
5	Rich Radocchia (M/F Co-Chair)	X	A	X	X	X	A				
6	Anthony Santella (QI Co-Chair)	X	X	X	X	X	X				
7	<b>Roberta Stewart PC Co-Chair</b>	X	X	X	X	X	X				
	Ryan White Office	X	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X	X				
	% of Committee present:	88%	88%	88%	100%	100%	71%				

Guests: Jean Brown, Nitza Agosto

Certified by Planning Council Co-Chairs on August 11, 2023

  
Roberta Stewart

  
Chris Cole

