



### Executive Committee Meeting Minutes

**Meeting Date:** Friday, February 10, 2023  
**Start Time:** 9:30 am  
**End Time:** 10:15 am  
**Location:** Burroughs Community Center & Zoom Teleconference  
**Presiding Chair:** Chris Cole  
**Recorder:** Cliff Barnett

#### Summary of Committee Business Votes

- Approval of Minutes from the January 13, 2022, meeting events
- Motion to approve committee structure and schedule for 2023

#### (1.0) Moment of Silence

Chris called the meeting to order at 9:30 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

#### (2.0) Welcome and Introduction

Chris conducted a round of brief introductions.

#### (3.0) Co-Chair Announcements

- HRSA Project Officer Call on Tuesday, February 28, 2023, at 10:00am – 11:00am.

#### (4.0) Approval of January 13, 2022, Meeting Minutes

A motion to approve the January 13, 2022, minutes was made by Joanne Montgomery and seconded by Gigi Chaux

**For: (3)** Montgomery, Namias, Santella

**Against: (0)**

**Abstain: (2)** Chaux, Cole

#### (5.0) Planning Council Committee Reports

##### Strategic Planning & Assessment Committee

Mitchell Namias gave the following report:

Here is a summary of our meeting that was held on January 5, 2023:

1. We voted on and approved the meeting minutes from January 5, 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 discussed upcoming needs assessments and agreed to do a data analysis on women of color in our EMA and the aged population as well. Andy McCracken, who is the director of data analytics for Collaborative Research will conduct both analyses and once presented, we may also find a need to look further into the results.
4. We reviewed and approved the Directives for GY2023 which included matching the language in the intensive case management component of the MCM service standard. **Will require VOTE**
5. We reviewed and approved the Bylaws for GY2023 with the understanding that this will be revisited once we have our Planning Council Activity Timeline (PCAT) approved. The update included the addition of term limits language. **Will require VOTE**
6. We reviewed and approved the Policy & Procedure manual that included the addition of the term limits

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language from the bylaws. **Will require VOTE**

7. We reviewed and updated our PCAT to include the merging of SPA & QI and this was approved.
8. We added an item to our parking lot, 'How do we evaluate that our regional system is working?'
9. Our next meeting will be held on Thursday, March 2, 2023, in person at Burroughs Community Center and via Zoom as well.

#### Quality Improvement

Anthony Santella gave the following report:

Here is a summary of our meeting that was held on January 5, 2023:

1. We approved the meeting minutes from January 5, 2023.
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. The Recipient's office will present the Quality Improvement Plan for 2023 update March and the final plan will be presented in April.
4. This was the last Quality Improvement Committee meeting as we are now combining the SPA and QI committees beginning next month on Thursday, March 2, 2023.

#### Membership/Finance

Gigi Chaux gave the following report:

1. Approval of the minutes for the November 4th meeting
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. Review of PC feedback
4. 2 new applications were discussed and invited to the membership process.
5. Reviewed the federal reflectiveness mandate and noted their was a need for improvement
6. A new member training will happen at PC.

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

Tom Butcher gave the report.

1. Working on contracts for regions. One contract has made it to court council. The process has been moved up this year in response to the HRSA VSV. The contracts are slated for a 7-month period (End of Sept 2023). We don't know when we will get the full award.
2. Working with Jeff (CR) to complete a SOW for PC Support
3. Working with Health Access for a SOW
4. Hopeful to get contracts signed around March. This would be the first time this happened.
5. The next non-compete (NCC) will be out by Paul soon.
6. Will be sharing with the a closer look at expenditures with the membership/finance committee
7. Working on a deeper dive into zip codes to see what's going on in our backyards. This is under the clinical quality management area.

**(7.0) New/Old Business**

- **Review Planning Council Budget**

Staff presented the budget, and all line items were discussed.

Mostly spent and everything looks on target. Everything has been budgeted and should be spent

- **Discuss Committee structure for 2023 – update from work group**

1. **Motion to approve committee structure and schedule for 2023**

(Merging Strategic Planning & Assessment Committee & Quality Improvement Committee)

There will be 3 chairs that will revolve their schedule for meetings of the new committee

Made by Joanne

APPROVED

- **Review Planning Council Agenda**

Corrected the HRSA project officer call date.

Thomas will be leading the PC training this afternoon.

- **Review MOU between Planning Council and Recipient's Office**

Nothing has changed. The only time we must change there is a change of any individual who has signed the document. This could change at the next mayor's election.

- **Discuss meeting with Chief Elected Official**

This has been a discussion for 8 months. It is usually done in March and the recipient usually is there for the meeting. Recipients office would need permission from the Health Director to have a meeting with the mayor. We could request it, but to avoid any issues, the recipient's office has asked to step out unless needed.

- **Discuss Committee structure for 2023**

We have been discussing combining the SPA and QI committee for some months now. It was brought up that instead of combining those committees, we should possibly evaluate the responsibilities of each committee, reassign them within each committee and add tasks that would bring more meaningful work to each committee. Staff is going to arrange for an Executive Committee work group before next month's meeting to discuss this.

- **Parking Lot Items**

None

- **Announcements**

Mitchell shared some Part B updates that may impact service delivery. They are updating the MCM model, and copying another model. Creating a self-help option.

- **Adjournment – 10:15 am**

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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								
2	<b>Chris Cole PC Co-Chair</b>	A	X								
3	Joanne Montgomery (SPA Co-Chair)	X	X								
4	Mitchell Namias (SPA Co-Chair)	X	X								
5	<b>Rich Radocchia (M/F Co-Chair)</b>	X									
6	Anthony Santella (QI Co-Chair)	X	X								
7	<b>Roberta Stewart PC Co-Chair</b>	X	X								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Committee present:	88%									

Planning Council Guests:

*Roberta Stewart*      *Anthony A. Cole*