

Executive Committee Meeting Minutes

Meeting Date: Wednesday, October 11, 2023
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 13, 2023, meeting events

(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 Call on Tuesday, September 19th from 10am – 11pm

(4.0) Approval of September 13, 2023, Meeting Minutes

A motion to approve the September 13, 2023, minutes was made by Anthony Santella and seconded by Gigi Chau.

For: (4) Chau, Santella, Stewart, Radocchia

Against: (0)

Abstain: (0)

(5.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISP)

Anthony Santella gave the following report:

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

1. We voted on and approved the meeting minutes from September 7, 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 the datasets we would like to consider for next year's PSRA process:
 - a. Behavioral Health
 - b. Large Comprehensive Needs Assessment
 - c. 5 Community Forums, 1 for each region
 - d. Regional Utilization, Expenditures and Units of Service
4. We discussed the evaluation of our regional system and decided to invite all MCMs and IMCMS to our January meeting to address the IMCM process and consistency across the EMA.
5. We reviewed the structure of this committee and staff will look at other jurisdictions and report back on their committee structure at November's meeting.

Roberta Stewart & Chris Cole, Co-Chairs

6. Our next meeting will be held on November 2, 2023 in person at Burroughs Community Center and via Zoom as well.

Membership/Finance Committee

Gigi Chaux gave the following report:

Here is a summary of our meeting that was held on October 13, 2023

1. We reviewed feedback from the September meeting. There were 22 responses which was great and all feedback was favorable.
2. Joanne Montgomery will bring Narcan kits to the next Planning Council meeting and also make sure all satellite meetings have some as well and we'll all receive training and certification on Narcan.
3. We have 2 Planning Council applications that need to be completed and once this is done, we'll bring those applications back to the committee for review.
4. We also reviewed attendance and everyone is in good standing.
5. We reviewed our reflectiveness and we are missing representation in 2 categories and we're working on these each month.
6. Lakeisha Green from the recipient's office presented and expenditure report by region and service category for the 1st 6 months on the grant year. This was reviewed in detail.
7. Our next meeting will be held on Friday, November 3, 2023 at Burroughs Community Center and via Zoom as well.

(6.0) Recipient's Office Report

Tom Butcher gave the report.

1. They have submitted the official carryover request paperwork to HRSA.
2. All contracts have been executed.
3. The CQM quarterly meeting is coming up and there will be a focus on oral health services and regional PDSAs.

(7.0) New/Old Business

- **Review the Results of the Assessment of the Efficiency of the Administrative Mechanism**
Staff as asked to look into the AEAM responses from providers. They will continue to work on this.
- **Review Planning Council Budget**
Staff presented the budget and shared the most up to date figures. This included percentages as was requested last month. There will be unspent funds in the categories of 'copies' and this may be moved to the 'refreshments' category.
- **Review Planning Council Agenda**
We reviewed the Planning Council agenda for Friday, October 13, 2023 and everything looks good.
- **Parking Lot Items**
An item was added to the parking lot regarding the regional updates at Planning Council meetings.
- **Announcements**
None
- **Adjournment – 1:25pm**

Roberta Stewart & Chris Cole, Co-Chairs

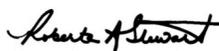
Attendance Record - 2023

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Gigi Chaux (M/F Co-Chair)	X	X	A	X	X	X	X	X	X	
2	Chris Cole PC Co-Chair	A	X	X	X	X	X	X	X	A	
3	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	X	X	X	X	A	
4	Mitchell Namias (SPA Co-Chair)	X	X	X	X	X	A	X	A	A	
5	Rich Radocchia (M/F Co-Chair)	X	A	X	X	X	A	X	X	X	
6	Anthony Santella (QI Co-Chair)	X	X	X	X	X	X	X	X	X	
7	Roberta Stewart PC Co-Chair	X	X	X	X	X	X	A	X	X	
	Ryan White Office	X	X	X	X	X	X	X	X	X	
	Planning Council Staff	X	X	X	X	X	X	X	X	X	
	% of Committee present:	86%	86%	86%	100%	100%	71%	86%	86%	57%	

Planning Council Guests: Tracey Webster

Guests: Nitza Agosto, Keith Taylor

Certified by Planning Council Co-Chairs on November 2, 2023


Roberta Stewart


Chris Cole