

Executive Committee Meeting Minutes

Meeting Date: Friday, April 12, 2023
Start Time: 2:01pm
End Time: 3:15pm
Location: Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the March 8, 2023, meeting events

(1.0) Moment of Silence

Roberta called the meeting to order at 2:01pm am. 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, April 27, 2023, at 10:00am – 11:00am.

(4.0) Approval of March 8, 2022, Meeting Minutes

A motion to approve the March 8, 2023, minutes was made by Chris Cole and seconded by Anthony Santella.

For: (6) Cole, Montgomery, Namias, Radocchia, Santella, Stewart

Against: (0)

Abstain: (2) Chaux, Datcher

(5.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISP)

Mitchell Namias gave the following report:

Here is a summary of our meeting that was held on April 6, 2023:

1. We voted on and approved the meeting minutes from March 2, 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. Staff will send a data request to the Recipient's office for an entire data dump of the CAREWare system and from here we will ask Andy McCracken, who is the director of data analytics for Collaborative Research to use this information and zero in on several areas of interest for us.
4. We are preparing for our upcoming PSRA (Priority Setting and Resource Allocation Process):
 - a. Staff will prepare a summary of the allocation methodology for each service category from last year.
 - b. We will also look at 5 years of historical data from client utilization and other funding sources that are still available to our clients.
 - c. Staff will also send the last N/A survey for newly diagnosed clients to the co-chairs of this committee and they will help to coordinate this N/A throughout the EMA
5. We have 2 items in the parking lot: Sara will meet with Inthiany and Gigi to review the MCM client intake packet, there are some concerns to look into. Also, we are looking at how to best evaluate the EMA's regional systems.

Roberta Stewart & Chris Cole, Co-Chairs

6. Our next meeting will be held on Thursday, May 4, 2023 in person at Burroughs Community Center and via Zoom as well.

Membership/Finance Committee

Rich Radocchia gave the following report:

Here is a summary of our meeting that was held on March 10, 2023.

We reviewed and approved 5 new Planning Council applicants who have met their attendance requirements.

We are working on developing a process where new members feel more comfortable attending meetings and are made aware of the work that we are doing in each meeting.

(6.0) Recipient's Office Report

Tom Butcher gave the report.

1. The final award has not yet come out but we should be hearing very soon.
2. 2 contracts are still with the Mayor waiting for approval.
3. The 3 regions who have their approved contacts will have their invoices paid on time.
4. Interviews for the quality management manager are going well. We have 4 applicants and then we'll move to a final 2 for another of interviews.

(7.0) New/Old Business

- **Review Planning Council Budget**

Staff presented the budget, and all line items were discussed. There was a lengthy discussion concerning the type of responsibilities the Planning Council support staff has and their budget. Staff will present a 5 year budget comparison and also a narrative of their responsibilities.

Joanne Montgomery made a motion to extend the meeting 10 minutes and Brian Datcher seconded.

For: (8) Chaux, Cole, Datcher, Montgomery, Namias, Radocchia, Santella, Stewart

Against: (0)

Abstain: (0)

- **Review Planning Council Agenda**

We reviewed the agenda and everything looks accurate.

Joanne Montgomery made a motion to extend the meeting 10 minutes and Mitchell Namias seconded.

For: (8) Chaux, Cole, Datcher, Montgomery, Namias, Radocchia, Santella, Stewart

Against: (0)

Abstain: (0)

- **Parking Lot Items**

None

- **Announcements**

There were none

- **Adjournment – 3:15pm**

Roberta Stewart & Chris Cole, Co-Chairs

Attendance Record - 2023

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Gigi Chau (M/F Co-Chair)	X	X	A	X						
2	Chris Cole PC Co-Chair	A	X	X	X						
3	Joanne Montgomery (SPA Co-Chair)	X	X	X	X						
4	Mitchell Namias (SPA Co-Chair)	X	X	X	X						
5	Rich Radocchia (M/F Co-Chair)	X	A	X	X						
6	Anthony Santella (QI Co-Chair)	X	X	X	X						
7	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:	88%	88%	88%	100%						

Planning Council Guests: Brian Datcher

Guests: Nitza Agosto, Jean Brown, Kathy Jennings, Migdalia Garcia