

Executive Committee Meeting Minutes

Meeting Date: Thursday, November 2, 2023
Start Time: 12:00pm
End Time: 12:52pm
Location: Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the October 11, 2023, meeting events

(1.0) Moment of Silence

Roberta called the meeting to order at 12:00pm. 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 Tuesday, November 21, 2023 from 10am – 11pm

(4.0) Approval of October 11, 2023, Meeting Minutes

A motion to approve the October 11, 2023, minutes was made by Joanne Montgomery and seconded by Gigi Chaux.

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

Against: (0)

Abstain: (2) Montgomery, Namias

(5.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISPA)

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on November 2, 2023:

1. We voted on and approved the meeting minutes from October 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 the datasets we will use 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 reviewed and updated the service standards for 2024 and all updates were approved. **VOTE**
5. Mitchell gave a presentation on the Integrated Plan that included the report back from HRSA.
6. Our next meeting will be held on January 4, 2024 in person at Burroughs Community Center and via Zoom as well.

(6.0) Recipient's Office Report

Tom Butcher gave the report.

1. The RFP for the service delivery system is due on 12/5. They had a bidders' conference and there was good participation.
2. Planning Council Support RFP is due on 1/26
3. All contract amendments for the Food service category are in process, this is due to the approved carryover request by HRSA.

(7.0) New/Old Business

- **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. While discussing this, it was decided that the Executive Committee will have a special meeting to review the special studies/needs assessment line item on the budget. This meeting will take place on Monday, December 4th at 3:00pm.

- **Review Planning Council Agenda**

We reviewed the Planning Council agenda for Friday, November 3, 2023 and everything looks good. Attendees discussed the need for this committee to come up with regional topics for discussion to be put on the Planning Council Meeting agenda moving forward. This was added to the parking lot.

The committee also addressed the use of incentive gift cards for clients who attend meetings and if we have enough to see us through next grant year. Staff developed a forecast of the need for incentives based on this past year and we're in good shape.

- **Review Meeting Schedule for CY 2024**

Staff presented the meeting schedule for next year and had taken into consideration all holidays. We will still need to discuss the dates for the GY2025 PSRA process. Possible dates are 8/1 and 8/2.

- **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	X
2	Chris Cole PC Co-Chair	A	X	X	X	X	X	X	X	A	A
3	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	X	X	X	X	A	X
4	Mitchell Namias (SPA Co-Chair)	X	X	X	X	X	A	X	A	A	X
5	Rich Radocchia (M/F Co-Chair)	X	A	X	X	X	A	X	X	X	X
6	Anthony Santella (QI Co-Chair)	X	X	X	X	X	X	X	X	X	X
7	Roberta Stewart PC Co-Chair	X	X	X	X	X	X	A	X	X	X
	Ryan White Office	X	X	X	X	X	X	X	X	X	X
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X
	% of Committee present:	86%	86%	86%	100%	100%	71%	86%	86%	57%	86%

Planning Council Guests: Tracey Webster, Gloria McNeil, Marco Castro

Guests: Suzette Davidson, Migdalia Garcia