

**Executive Committee Meeting Minutes**

**Meeting Date:** Wednesday, May 10, 2023  
**Start Time:** 2:00pm  
**End Time:** 3:15pm  
**Location:** Zoom Teleconference  
**Presiding Chair:** Chris Cole  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from the April 12, 2023, meeting events

**(1.0) Moment of Silence**

Chris 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**

Chris conducted a round of brief introductions.

**(3.0) Co-Chair Announcements**

- HRSA Project Officer Call on Tuesday, May 23, 2023, at 2:00pm – 3:00pm.

**(4.0) Approval of April 12, 2023, Meeting Minutes**

A motion to approve the April 12, 2023, minutes was made by Anthony Santella and seconded by Rich Radocchia.

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

**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 May 4, 2023:

1. We voted on and approved the meeting minutes from April 6, 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 our current needs assessments and reviewed the following:
  - a. Data requested to DPH – we have not received this yet and Anthony is following up on this.
  - b. We reviewed the draft survey that staff prepared on prioritizing ALL service categories and had a lengthy discussion. It was decided that staff will coordinate a consumer forum in each region and meet with case managers as well as consumers to discuss ALL service categories offered by the Ryan White Program to help prioritize these in the upcoming priority setting process.
  - c. Andy presented the data results for the WOC of childbearing age and it was determined that we would not use this as a dataset
  - d. We also decided that we will not use the GY2022 service utilization report as a dataset either.
4. We also discussed the methodology during the resource allocation process as it relates to either increasing or decreasing the various percentages in order to arrive at the maximum ask allowed by HRSA. We will continue to discuss this next month and finalize this process before the GY2024 PSRA process.

*Roberta Stewart & Chris Cole, Co-Chairs*

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5. We added an item to the parking lot – Evaluate the effectiveness of the intensive medical case management service.
6. Our next meeting will be held on Thursday, June 1, 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 April 14, 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, June 9, 2023 in person at Burroughs Community Center and via Zoom as well.

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

Tom Butcher gave the report.

1. FY2022 progress report is due to HRSA at the end of May.
2. After all interviews for the quality manager position, there are now 2 finalists who have final interviews in these upcoming weeks.
3. There may be a significant impact to the Planning Council budget due to the union that the Ryan White Office staff belongs to and an upcoming vote they are having. More details to come.

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

- **Review Planning Council Budget**

Staff presented the budget, and all line items were discussed. Staff also presented a 5 year comparison of the Planning Council support budget and a narrative outlining all responsibilities that they are responsible for.

There was also a discussion regarding the copies that are printed for all hybrid meetings and it was decided that staff will print out agendas for all attendees and print only 5 complete packets with minutes included since all of these documents are sent out ahead of time for review.

- **Review Planning Council Agenda**

We reviewed the Planning Council agenda for Friday, May 12<sup>th</sup> and everything looks good. We also discussed changing the time between the M/F meeting and PC meeting. We were hoping to use the time to help new members and/or new attendees to better understand our Planning Council but it doesn't seem that anyone is attending for that purpose in between. We may change the time of the M/F meeting to start at 10:30am instead of 10:00am. We'll continue to discuss this next month.

- **Parking Lot Items**

None

- **Announcements**

*Roberta Stewart & Chris Cole, Co-Chairs*

Anthony Santella announced that his teaching schedule is changing in the fall so we'll need to discuss the time of this meeting in September.

- **Adjournment** – 2:58pm

**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					
2	<b>Chris Cole PC Co-Chair</b>	A	X	X	X	X					
3	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	X					
4	Mitchell Namias (SPA Co-Chair)	X	X	X	X	X					
5	Rich Radocchia (M/F Co-Chair)	X	A	X	X	X					
6	Anthony Santella (QI Co-Chair)	X	X	X	X	X					
7	<b>Roberta Stewart PC Co-Chair</b>	X	X	X	X	X					
	Ryan White Office	X	X	X	X	X					
	Planning Council Staff	X	X	X	X	X					
	% of Committee present:	88%	88%	88%	100%	100%					

Guests: Jean Brown