

Executive Committee Meeting Minutes

Meeting Date: Friday, March 11, 2022
Start Time: 9:33 am
End Time: 10:23 am
Location: ZOOM Meeting
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the February 11, 2022, meeting

(1.0) Moment of Silence

Roberta 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

Roberta welcomed everyone.

(3.0) Co-Chair Announcements

- Project Officer Call on March 15, 2022, at 10:00 a.m. EST

(4.0) Approval of February 11, 2022, Meeting Minutes

A motion to approve the February 11, 2022, minutes was made by Joanne Montgomery and seconded by Gigi Chaux.

For: (4) Chaux, Colbert, Lame, Radocchia

Against: (0)

Abstain: (3) Stewart, Namias, Montgomery

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment

Mitchell Namias gave the following report:

Here is a summary of our meeting that was held on March 3, 2022:

1. We voted on and approved the meeting minutes from February 3, 2022.
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:
 - a. A behavioral health study – a small work group met and shared the draft survey. There were some concerns expressed that the group will address in their upcoming meeting.
 - b. A late to care study – Staff shared the survey tool and this was approved with an additional question about PrEP.
4. We also discussed the collaboration on the Integrated Plan and the progress of this.
5. We discussed the MCM client health insurance survey and decided not to do the entire survey this year and only identify the uninsurable clients. Staff will work with region leads on this.
6. Our next meeting will be held on Thursday, April 7, 2022 via Zoom.

Roberta Stewart & Chris Cole, Co-Chairs

Quality Improvement

Albana Lame gave the following report:

Here is a summary of our meeting that was held on March 4, 2022:

1. We approved the meeting minutes from February 4, 2022.
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. We reviewed the Oral Health services standard and added a measurable outcome for viral load suppression that is in all of the other service standards and this was approved. **VOTE**
4. The next Quality Improvement committee meeting will take place on Thursday, April 7, 2022 with the location TBD.

Membership/Finance

Rich Radocchia and Gigi Chaux shared an update about membership recruitment that they've been working on.

(6.0) Recipient's Office Report

Tom Butcher gave the following report:

- Their office is preparing for HRSA's virtual site visit.
- Sarah Ngongi-Wumba has began in her position as Quality Manager.
- Region 1 has had 2 providers exit and 2 new providers join.
- There will be a meeting that will include all regions, 'Beyond Covid'.

(7.0) New/Old Business

• **Review Planning Council Meeting Agenda**

The Planning Council Meeting agenda was reviewed, and it was determined that it was good.

• **Parking Lot Items**

None

• **Announcements**

None

• **Adjournment – 10:23 am**

Roberta Stewart & Chris Cole, Co-Chairs

Attendance Record - 2022

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Gigi Chaux (M/F Co-Chair)	X	X	X							
2	David Colbert (QI Co-Chair)	X	X	X							
3	Chris Cole PC Co-Chair	X	X	A							
4	Albana Lame (QI Co-Chair)	X	X	X							
5	Joanne Montgomery (SPA Co-Chair)	A	X	X							
6	Mitchell Namias (SPA Co-Chair)	X	A	X							
7	Rich Radocchia (M/F Co-Chair)	X	X	X							
8	Roberta Stewart PC Co-Chair	X	A	X							
	Ryan White Office	X	X	X							
	Planning Council Staff	X	X	X							
	% of Committee present:	88%	75%	88%							

Guests: Jean Brown

Planning Council Guests: Ken Flyte