

**Executive Committee Meeting Minutes**

**Meeting Date:** Friday, June 10, 2022  
**Start Time:** 9:32 am  
**End Time:** 10:15 am  
**Location:** Burroughs Community Center & Zoom Teleconference  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from the May 13 2022, meeting

**(1.0) Moment of Silence**

Roberta called the meeting to order at 9:32 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 June 21, 2022, at 10:00 a.m. EST
- The Quality Improvement Committee is looking for a new co-chair

**(4.0) Approval of May 13, 2022, Meeting Minutes**

A motion to approve the May 13, 2022, minutes was made by Joanne Montgomery and seconded by Mitchell Namias

**For: (2)** Lame, Namias

**Against: (0)**

**Abstain: (2)** Montgomery, Stewart

**(5.0) Planning Council Committee Reports**

Strategic Planning & Assessment

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on June 9, 2022:

1. We voted on and approved the meeting minutes from May 5, 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 dataset – Staff presented the results of the data request from the Recipient’s office which showed that on average, 13% of our clients are accessing mental health services and substance abuse services. This percentage is extremely low and we will be continuing to work towards a final outline of the this as a data set prior to the PSRA process in August.
4. We also approved the following datasets to use for the upcoming PSRA process:
  - a. 2020 In-care Needs Assessment
  - b. 2021 Non-Virally Suppressed Needs Assessment
  - c. 2021 Service Utilization
  - d. 2020 Newly Diagnosed Needs Assessment

*Roberta Stewart & Chris Cole, Co-Chairs*

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- e. 2019 Priority Populations Needs Assessment
  - f. 2021 Medical Case Management Survey.
  - g. 2022 Behavioral Health
  - h. 2022 Late to Care Needs Assessment.
5. We also reviewed the MCM intake packet – it was decided that there will be a small workgroup to review these documents and make recommendations for updates.
6. Our next meetings will be held on Thursday, August 2<sup>nd</sup> and 4<sup>th</sup>, 2022 for the Priority Setting and Resource Allocation process. These meetings will be following the hybrid model – in person at Burroughs Community Center and via Zoom as well.

#### Quality Improvement

Roberta Stewart gave the following report:

Here is a summary of our meeting that was held on June 9, 2022:

1. We approved the meeting minutes from May 5, 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 are in need of a co-chair for this committee.
4. Staff presented the site visit results as a 5-year trending document for all service categories and with only a couple of exceptions, the results were very good.
5. Our next meetings will be held on August 2<sup>nd</sup> and 4<sup>th</sup>, 2022 for the Priority Setting and Resource Allocation process. These meetings will be following the hybrid model – in person at Burroughs Community Center and via Zoom as well.

#### Membership/Finance

There was none

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

Tom Butcher gave the following report:

- They are working on the progress report that is due to HRSA.
- There will be a PO call on May 17<sup>th</sup>.
- Contracts are underway and some are with Corp Counsel at this time.
- Director Bond is meeting with Tom and Jeff regarding our VSV.

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

- **Review Planning Council Budget**  
Staff will be presenting this in August for the previous 6 months
- **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** – 10:15 am

*Roberta Stewart & Chris Cole, Co-Chairs*

**Attendance Record - 2022**

	<b>Council Member</b>	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Gigi Chaux (M/F Co-Chair)	X	X	X	X	X	A				
2	<b>Chris Cole PC Co-Chair</b>	X	X	A	X	A	A				
3	Albana Lame (QI Co-Chair)	X	X	X	X	X	X				
4	Joanne Montgomery (SPA Co-Chair)	A	X	X	X	A	X				
5	Mitchell Namias (SPA Co-Chair)	X	A	X	X	X	X				
6	Rich Radocchia (M/F Co-Chair)	X	X	X	A	X	A				
7	<b>Roberta Stewart PC Co-Chair</b>	X	A	X	X	X	X				
	Ryan White Office	X	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X	X				
	% of Committee present:	88%	75%	88%	88%	71%	57%				

Guests: Jean Brown, David Colbert  
Planning Council Guests: Ken Flyte