

Executive Committee Meeting Minutes

Meeting Date: Friday, May 13, 2022
Start Time: 9:36 am
End Time: 10:23 am
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the April 8, 2022, meeting

(1.0) Moment of Silence

Roberta called the meeting to order at 9:36 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 May 17, 2022, at 10:00 a.m. EST
- The Quality Improvement Committee is looking for a new co-chair

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

A motion to approve the April 8, 2022, minutes was made by Roberta Stewart and seconded by Mitchell Namias

For: (3) Chau, Lame, Namias

Against: (0)

Abstain: (2) Radocchia, Stewart

(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 May 5, 2022:

1. We voted on and approved the meeting minutes from April 7, 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 – the small workgroup met and this is now going to be a dataset for the upcoming GY2023 Priority Setting & Resource Allocation (PSRA) process. The group is going to wait until after the presentation on Behavioral Health and HIV that Dr. DuMont will be giving at our PC meeting and use the data presented to begin formulating the dataset.
 - b. A late to care study – staff will be working with all regions to conduct this.
4. We also discussed the collaboration on the Integrated Plan and Mitchell reported that the presentation given by Joanne to the Needs Assessment committee was very good.
5. Staff presented the datasets that were used in last year's Priority Setting and Resource Allocation Process and the committee reviewed these. They will be looked at further next month.
6. We reviewed the Service Category Definitions and these were approved with updates. **PC VOTE**

Roberta Stewart & Chris Cole, Co-Chairs

7. Our next meeting will be held on Thursday, June 9, 2022 following the hybrid model – in person at Burroughs Community Center and via Zoom as well.

Quality Improvement

Albana Lame gave the following report:

1. We approved the meeting minutes from April 7, 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 need a co-chair for this committee.
4. Staff presented the EMA'S HIV Care Continua that was used in our grant application for FY2022.
5. We reviewed last year's survey questions for Assessing the Efficiency of the Administrative Mechanism (AEAM). These will be looked again next month.
6. We discussed the QM reports from the Recipient's office and next month we will look at the results in a 5-year trending document.
7. Our next meeting will be held on Thursday, June 2, 2022 following the hybrid model – in person at Burroughs Community Center and via Zoom as well.

Membership/Finance

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

(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 17th.
- 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 presented the Planning Council budget for review. This included the amount allocated for food, copies, meeting space and consumer transportation.
- **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	X	X					
2	David Colbert (QI Co-Chair)	X	X	X	X	-	-	-	-	-	-
3	Chris Cole PC Co-Chair	X	X	A	X	A					
4	Albana Lame (QI Co-Chair)	X	X	X	X	X					
5	Joanne Montgomery (SPA Co-Chair)	A	X	X	X	A					
6	Mitchell Namias (SPA Co-Chair)	X	A	X	X	X					
7	Rich Radocchia (M/F Co-Chair)	X	X	X	A	X					
8	Roberta Stewart PC Co-Chair	X	A	X	X	X					
	Ryan White Office	X	X	X	X	X					
	Planning Council Staff	X	X	X	X	X					
	% of Committee present:	88%	75%	88%	88%	71%					

Guests: Jean Brown

Planning Council Guests: Ken Flyte