

Executive Committee Meeting Minutes

Meeting Date: Friday, October 14, 2022
Start Time: 9:31 am
End Time: 10:23 am
Location: Burroughs Community Center & Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the September 9, 2022, meeting

(1.0) Moment of Silence

Chris called the meeting to order at 9:31 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Chris welcomed everyone.

(3.0) Co-Chair Announcements

- HRSA Project Officer Call on Tuesday, October 18, 2022, at 10:00am – 11:00am.

(4.0) Approval of September 9, 2022, Meeting Minutes

A motion to approve the September 9, 2022, minutes was made by Rich Radocchia and seconded by Anthony Santella

For: (5) Chaux, Flyte, Olechowska, Radocchia, Stewart

Against: (0)

Abstain: (2) Cole, Santella

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Roberta Stewart gave the following report:

Here is a summary of our meeting that was held on October 6, 2022:

1. We voted on and approved the meeting minutes from September 1, 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 received an update of the status of 2022-2027 Integrated Comprehensive Plan. The draft plan is completed and has been sent out to all CHPC members. Once all goals have been reviewed, they will send out a finalized document to all members to vote on. We will be given a presentation on the plan during our next SPA meeting.
4. We discussed the PSRA process and strategies moving forward. We will need to update our needs assessment for special populations and also take into consideration the ranking of ALL service categories, this could also be a needs assessment for medical case managers.
5. Our next meetings will be held on Thursday, November 3, 2022 in person at Burroughs Community Center and via Zoom as well.

Quality Improvement

Anthony Santella gave the following report:

Roberta Stewart & Chris Cole, Co-Chairs

Here is a summary of our meeting that was held on October 6, 2022:

1. We approved the meeting minutes from September 1, 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 discussing the combining of this committee with Strategic Planning & Assessment and will begin to pilot this next month. There will be one meeting from 9:30am – 12:30pm and all tasks for each committee for November will be addressed. We will continue in this format until the end of the grant year in February.
4. Staff presented a new format for all service standards which included one comprehensive document for all standards including universal standards and with all performance measures removed as directed by the new guidance from HRSA. A draft document will be presented next month for review.
5. Our next meetings will be held on Thursday, November 3, 2022. We will be in person at Burroughs Community Center and via Zoom as well.

Membership/Finance

Gigi Chaux gave the following report:

Today there will be 2 regions joining us via Zoom with each having 10 clients participate in our Planning Council meeting. We are moving forward to getting all regions participating and for next month, staff will reach out to all regions and assist in making this happen.

(6.0) Recipient's Office Report

- The Non-competing Continuation Progress report was successfully submitted on September 30, after review by the project officer and changes made.
- The Carryover request has been approved and contracts will be amended to add the carryover funds for food.
- The Data Processing Management Coordinator continues his work with the regional leads to review and clean up the RSR data elements. Also, he has been creating reports for the upcoming CQM meeting, the CQM zip code study and quality assurance chart pulls by service category per sub and subrecipient in each region.

(7.0) New/Old Business

- **Review Planning Council Budget**
Staff presented the budget.
- **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**
There were none
- **Adjournment** – 10:23 am

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	A	X	X	X	
2	Chris Cole PC Co-Chair	X	X	A	X	A	A	X	X	X	
3	Joanne Montgomery (SPA Co-Chair)	A	X	X	X	A	X	A	X	A	
4	Mitchell Namias (SPA Co-Chair)	X	A	X	X	X	X	X	X	A	
5	Rich Radocchia (M/F Co-Chair)	X	X	X	A	X	A	A	X	X	
6	Anthony Santella (QI Co-Chair)	-	-	-	-	-	-	X	X	X	
7	Roberta Stewart PC Co-Chair	X	A	X	X	X	X	A	X	X	
	Ryan White Office	X	X	X	X	X	X	X	X	X	
	Planning Council Staff	X	X	X	X	X	X	X	X	X	
	% of Committee present:	88%	75%	88%	88%	71%	57%	57%	100%		

Guests: Kathy Jennings, Nitza Agosto, Jean Brown, Carolyn Spencer

Planning Council Guests: Ken Flyte, Kasia Olechowska