

Executive Committee Meeting Minutes

Meeting Date: Friday, January 14, 2022
Start Time: 9:31 am
End Time: 10:29 am
Location: ZOOM Meeting
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the November 12, 2021, meeting

(1.0) Moment of Silence

Roberta called the meeting to order at 9:33 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 November 16, 2021, at 10:00 a.m. EST

(4.0) Approval of November 12, 2021, Meeting Minutes

A motion to approve the November 12, 2021, minutes was made by Rich Radocchia and seconded by Ken Flyte.

For: (6) Chaux, Colbert, Cole, Lame, Radocchia, Stewart

Against: (0)

Abstain: (1) Namias

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment

Mitchell gave the following report:

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

1. We voted on and approved the meeting minutes from November 4, 2021.
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 and approved the following 2:
 - a. A behavioral health study – a small work group will develop this for review
 - b. A late to care studyWe are continuing to identify a 3rd study that might align with the integrated comprehensive plan that is currently being developed.
4. We reviewed the Policies and Procedure manual and staff will e-mail this out to all PC members to review and discuss next month.
5. We also reviewed the Planning Council By-Laws and one change was made to the Planning Council agenda section: we removed the item, 'in it to end it' and in its place added: Health Resources & Services Administration/HIV AIDS Bureau (HRSA/HAB) Announcements. This was approved and staff emailed this out to all PC members prior to our vote. VOTE

Roberta Stewart & Chris Cole, Co-Chairs

6. We reviewed the scope of work for next year beginning March 1, 2022 also called the Planning Council Activity Timeline (PCAT) Minor changes were made and we'll continue to review this next month.
7. Our next meeting will be held on Thursday, February 3, 2022 via Zoom Videoconference.

Quality Improvement

Albana Lame gave the following report:

Here is a summary of our meeting that was held on January 6, 2021:

1. We approved the meeting minutes from November 4, 2021.
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 following services standards and all updates were approved:
 - a. Medical Transportation
 - b. Health Insurance Premium Cost Sharing Assistance (HIPCSA)
 - c. Medical Case Management
4. We will also be discussing the eligibility requirements from PCN 21-2 and making updates to that section of the service standards.
5. The next Quality Improvement committee meeting will take place on Thursday, February 3, 2022 via Zoom Video Conference. There are no meetings in December.

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 sent the following report:

- They are working on the upcoming HRSA virtual site visit
- They are in process with all contracts
- Germain Solutions is working on QM surveillance, out of care and data maps
- The Quality Assurance Manager position is still open. There are currently 2 candidates interested.

John Saperro gave an update on P3 series and discussed the engagements occurring in the Faith-based organizations.

(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.

- We reviewed the Ryan White Planning Council meeting schedule for next year, 2022 and there was some concern with the schedule of meetings over the summer. Staff will look into this.

- **Parking Lot Items**

None

- **Announcements**

None

- **Adjournment** – 10:29 am

Roberta Stewart & Chris Cole, Co-Chairs

Attendance Record - 2021

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

Guests: Jean Brown, Nitza Agosta
Planning Council Guests: Ken Flyte