

Executive Committee Meeting Minutes

Meeting Date: Friday, April 8, 2022
Start Time: 9:30 am
End Time: 10:23 am
Location: ZOOM Meeting
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

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

(1.0) Moment of Silence

Chris 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

Chris welcomed everyone.

(3.0) Co-Chair Announcements

- Project Officer Call on April 16, 2022, at 10:00 a.m. EST

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

A motion to approve the March 11, 2022, minutes was made by Albana Lame and seconded by Ken Flyte

For: (6) Chaux, Colbert, Lame, Montgomery, Namias, Stewart

Against: (0)

Abstain: (1) Cole

(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 April 7, 2022:

1. We voted on and approved the meeting minutes from March 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 – staff shared the updated survey questions and there were still many concerns regarding the types of questions that were included on the survey. Ultimately it was decided to postpone the survey for now and instead use already collected data from credible sources (DMHAS). Staff will organize another workgroup meeting to create a dataset around that to present and be voted on by the committee next month.
 - b. A late to care study – The questions have been approved and these will be entered into Survey Monkey.
4. We also discussed the collaboration on the Integrated Plan and Mitchell reported that the needs assessment subcommittee is reviewing the data from the DPH surveys. In an effort to get everyone more involved in the process, they would like to have a representative from the EMA.

Roberta Stewart & Chris Cole, Co-Chairs

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 discussed the Service Category Definitions and these will be looked at in May.
7. Our next meeting will be held on Thursday, May 5, 2022 with the location TBD.

Quality Improvement

Albana Lame gave the following report:

Here is a summary of our meeting that was held on April 7, 2022:

1. We approved the meeting minutes from March 3, 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. The next Quality Improvement committee meeting will take place on Thursday, May 5, 2022 with the location TBD.

Membership/Finance

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 has completed HRSAs virtual site visit.

Roberta Stewart made a motion to move into executive session and David Colbert seconded.

For: (7) Chaux, Colbert, Cole, Lame, Montgomery, Namias, Stewart

Against: (0)

Abstain: (0)

Roberta Stewart made a motion to come out of executive session and Mitchell Namias seconded.

For: (7) Chaux, Colbert, Cole, Lame, Montgomery, Namias, Stewart

Against: (0)

Abstain: (0)

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

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