

**Executive Committee Meeting Minutes**

**Meeting Date:** Friday, February 11, 2022  
**Start Time:** 9:30 am  
**End Time:** 10:12 am  
**Location:** ZOOM Meeting  
**Presiding Chair:** Chris Cole  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from the January 14, 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 February 15, 2022, at 10:00 a.m. EST

**(4.0) Approval of January 14, 2022, Meeting Minutes**

A motion to approve the January 14, 2022, minutes was made by Joanne Montgomery and seconded by Gigi Chaux.

**For: (4)** Chaux, Colbert, Lame, Radocchia

**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 February 4, 2022:

1. We voted on and approved the meeting minutes from January 6, 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 – a small work group met and will be meeting again to discuss this.
  - b. A late to care study – staff asked Arvil to provide the RSR for each sub sub recipient to assist in identifying clients for this study.
  - c. A \$10 gift card incentive will be given to all clients completing the needs assessments and this was voted on and approved
4. We reviewed the Policies and Procedure manual and it was approved: VOTE
5. We reviewed the scope of work for next year beginning March 1, 2022 also called the Planning Council Activity Timeline (PCAT) and this was approved.
6. We also discussed the collaboration on the Integrated Plan and the progress of this.
7. Our next meeting will be held on Thursday, March 3, 2022 with the location TBD.

### Quality Improvement

David Colbert gave the following report:

Here is a summary of our meeting that was held on February 4, 2022:

1. We approved the meeting minutes from January 6, 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 reviewed the following services standards and all updates were approved:
  - a. Outpatient Ambulatory Health Services
  - b. Housing
  - c. Eligibility Component

These will be voted on for final approval at our PC meeting: **VOTE**

ALL Service Standards: Outpatient Ambulatory Health Services, Medical Case Management, Housing, Medical Transportation, Health Insurance Premium Cost Sharing Assistance, Oral Health, Food Bank, Substance Use – Outpatient, Substance Use – Inpatient, Mental Health and Emergency Financial Assistance

4. The next Quality Improvement committee meeting will take place on Thursday, March 3, 2022 with the location TBD.

### 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 gave the following report:

- They are working on the upcoming HRSA virtual site visit
- Next Friday they will meet with the regional review team
- Following week- Tom will be sending out letters of award to all lead organizations. Each letter will have a condition of award- stating the items that need to be fixed/worked on.
- Collaborative Research will continue to be the Planning Council Support team.
- Announced a new staff person starting on March 1st as the Quality Manager

## **(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.

### • **Update on the Comprehensive Plan and Collaboration**

John Sapero gave the following report:

1. They are closing out the People, purpose, power trainings.
2. Integrated plan: have begun meeting again and establishing their and determining what community collaboration they might need.

### • **Review Meeting Schedule for 2022**

Staff presented the meeting schedule for 2022 and at this time we will leave it as is and make any changes as needed through the summer months. We will continue meeting via Zoom through April and revisit in person meetings in April for return to Burroughs in May.

*Roberta Stewart & Chris Cole, Co-Chairs*

- **Review Scope of Work for GY2022**

Staff presented the updated Planning Council Activity Timeline (PCAT) and updates were made. Rich Radocchia made a motion to approve the PCAT as presented with updates and Gigi Chaux seconded it.

**For: (4)** Chaux, Colbert, Lame, Radocchia

**Against: (0)**

**Abstain: (1)** Cole

- **Parking Lot Items**

None

- **Announcements**

None

- **Adjournment – 10:12 am**

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

Guests: Jean Brown, Nitza Agosta, Solanyi Salazar, Elisa Sanpedro

Planning Council Guests: Ken Flyte