

Joanne Montgomery & Mitchell Namias, Co-Chairs

Strategic Planning & Assessment Committee Meeting Minutes

Meeting Date: Thursday, February 4, 2021
Start Time: 9:32am
End Time: 11:57 am
Location: Zoom Teleconference
Presiding Chair: Joanne Montgomery
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of Minutes from the January 7, 2021 meeting
- Approval of Non-Virally Suppressed Needs Assessment Questions
- Approval of the Outpatient Ambulatory Health Services Service Category Definition
- Approval of the FY2021 Directives
- Approval of the 2021 By Laws

Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council By Laws

Staff Member Assignments

(1.0) Moment of Silence

Joanne called the meeting to order at 9:32 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

All participants introduced themselves.

(3.0) Co-Chair Announcements

We welcomed Mitchell Namias as the new co-chair of this committee.

(4.0) Approval of January 7, 2021 Meeting Minutes

Chris Cole made a motion to approve the meeting minutes from January 7, 2021 and Mitchell Namias seconded it.

For: (8) Ardila, Chaux, Cole, Colbert, Datcher, Lame, Radocchia, Teel

Against: (0)

Abstain: (2) Montgomery, Namias

(5.0) New Business/Old Business

- **Review the Strategic Planning and Assessment Planning Council Activity Timeline**
The Committee reviewed the Planning Council Activity Timeline and determined that everything was on track.
- **Define One New Study and Present Results**
The Committee continued to review the updated non-virally suppressed needs assessment survey. Discussion was had regarding the question on gender identification and updates were made to the rest of the survey.

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Chris Cole made a motion to approve the survey questions. Brian Datcher seconded the motion.

For: (11) Ardila, Chaux, Cole, Colbert, Datcher, Lane, Radocchia, Teel, Montgomery, Namias, Stewart

Against: (0)

Abstain: (0)

- **Medical Case Manager Needs Assessment**

This was discussed and it was ultimately decided that staff will reach out to all regions and request they submit their top 10 questions that should be asked of medical case managers. These questions will be compiled and the survey will be presented for review at next month's meeting.

- **Review Outpatient Ambulatory Health Services Service Category Definition**

The Committee reviewed the Outpatient Ambulatory Health Services Service Category Definition. It was brought up the point that the HRSA definition is broader than the Planning Council's definition and limits who can provide services. Discussion was had regarding the definition and its effect on funding. The HRSA definition was pulled up and reviewed against the Planning Council definition and the definition was updated.

Roberta Stewart made a motion to amend the OAHS. Rich Raddichia seconded the motion.

For: (10) Ardila, Chaux, Cole, Colbert, Datcher, Lane, Radocchia, Teel, Namias, Stewart

Against: (0)

Abstain: (1) Montgomery

- **Review Health Insurance Premium Cost Sharing Assistance Service Category Definition**

The Committee reviewed the HIPCSA Service category definition. There was an issue that was received from the Recipient's office about paying for deductibles with HIPCSA funds. The issue stemmed from providers not using CIPA funds first as Ryan White is the payor of last resort. Review of the definition states that deductibles are allowable, discussion was had regarding whether or not deductibles should be allowed. The recipient's office shared that there was currently no way to include deductibles in CareWARE and the office will be updating that today. All region leads will be notified of this.

- **Review Universal MCM Client Intake Packet**

Tabled to the next meeting.

- **MCM Health Insurance Coverage Survey**

Tabled to the next meeting.

- **Determine FY2021 Directives to Ryan White Office**

Jeff Daniel brought up the directives to review with the committee. The committee discussed and reviewed any edits that were made to the directives.

Roberta Stewart made a motion to approve the 2021 directives as written pending a reallocations directive by June 1, 2021. David Colbert seconded the motion.

For: (10) Ardila, Chaux, Cole, Colbert, Datcher, Lame, Radocchia, Teel, Namias, Stewart

Against: (0)

Abstain: (1) Montgomery

- **In it to End it, Getting to Zero**

Tabled to the next meeting.

- **By Law and Policy & Procedure manual review and update – review MOU & Social Media Policy**

Joanne Montgomery brought up an issue with the change made to the bylaws regarding the suspension of the attendance policy during the Emergency. This was removed from the By-Laws.

Chris Cole made a motion to revert the By Law attendance policy. Roberta Stewart seconded the motion.

For: (7) Ardila, Chaux, Cole, Datcher, Teel, Namias, Stewart

Against: (2) Raddichia, Colbert

Abstain: (1) Montgomery

- **Review Scope of Work for next year (PCAT)**

We had completed this last month

- **Unresolved Parking Lot Items – None**

(6.0) Announcements

None

(7.0) Adjournment

The meeting adjourned at 11:57am

Strategic Planning and Assessment Committee Attendance Record – 2021

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X								
2.	Gigi Chaux	-	X								
3.	Max Cisneros	A	A								
4.	Cassandra Cokley	A	A								
5.	<i>Christopher Cole PC Co-Chair</i>	X	X								
6.	David Colbert	X	X								
7.	Loreen Cuiman	A	A								
8.	Brian Datcher	X	X								
9.	Armando Erba	A	A								
10.	Linda Ferraro	A	A								
11.	Ken Flyte	A	A								
12.	Lisa Gluz	A	A								
13.	Robert James	A	A								
14.	Albana Lame	X	X								
15.	Ronald Montague	A	A								
16.	Joanne Montgomery Co-Chair	X	X								
17.	Mitchell Namias	A	X								
18.	Daniel Pettit	A	A								
19.	Kathy Pitner	X	A								
20.	Richard Radocchia	X	X								
21.	<i>Roberta Stewart PC Co-Chair</i>	X	X								
22.	Charlotte Teel	A	X								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Council present:	43%	50%								

Guests: Tequetta Valeriano, Francesca Quettant, Nick Boshnack, Dennis Torres, Marinally Ventura