

*Joanne Montgomery & Mitchell Namias, Co-Chairs*

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**Strategic Planning & Assessment Committee Meeting Minutes**

**Meeting Date:** Thursday, January 7, 2021  
**Start Time:** 9:34am  
**End Time:** 11:38 pm  
**Location:** Zoom Teleconference  
**Presiding Chair:** Joanne Montgomery  
**Recorder:** Sara Seaburg

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**Summary of Committee Votes**

- Approval of Minutes from the November 5, 2020 meeting

**Council Member Assignments**

- Attend Committee/Council meetings as outlined in the Council Bylaws

**Staff Member Assignments**

**(1.0) Moment of Silence**

Joanne 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**

All participants introduced themselves.

**(3.0) Co-Chair Announcements**

We need a co-chair for this committee and are looking for interested members. Rich Radocchia is a potential candidate, and we will continue to discuss this further.

**(4.0) Approval of November 7, 2020 Meeting Minutes**

Rich Radocchia made a motion to approve the meeting minutes from November 5, 2020 and Albana Lame seconded it.

**For: (6)** Ardila, Colbert, Cole, Lame, Radocchia, Stewart

**Against: (0)**

**Abstain: (1)** Datcher, Montgomery, Pitner

**(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**

We reviewed the updated non-virally suppressed needs assessment survey. We discussed several potential concerns with running reports to identify clients who are not virally suppressed. It was ultimately decided to ask each region lead to run the report in CAREWare for their agencies and also have Arvil in the Recipient's office run the same report for each region. Staff will compare the results to ensure accuracy before reaching out to clients. This process will allow us to review all data concerns.

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There was also a discussion surrounding the Outpatient Ambulatory Health Services service category definition.

- **By Law and Policy & Procedure manual review and update**

We reviewed the current by laws and policy and procedure manual. The by laws were reviewed and will remain unchanged. We will update the policy and procedure manual to include sections on the MOU (memorandum of understand) and a social media policy and revisit this in February.

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

John Sapero gave an update on 'In It to End It' and the workshops he has facilitated throughout our EMA so far. He discussed the outcomes of those workshops. We will be having a Planning Council training on this today during our PC meeting.

- Review Scope of Work for next year (PCAT)

We reviewed our scope of work for next year, the PCAT (Planning Council activity timeline) and made updates.

**(6.0) Announcements**

None

**(7.0) Adjournment**

The meeting adjourned at 11:38pm.

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**Strategic Planning and Assessment Committee Attendance Record – 2021**

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

Guests: Tequetta Valeriano, Gigi Chaux, Jean Brown, Francesca Quettant, Elda Martinez, Dennis Torres, Nick Boshnack, Jackson Monarca