

**Executive Committee Meeting Minutes**

**Meeting Date:** Wednesday, September 13, 2023  
**Start Time:** 12:38pm  
**End Time:** 1:48pm  
**Location:** Zoom Teleconference  
**Presiding Chair:** Chris Cole  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from the August 11, 2023, meeting events

**(1.0) Moment of Silence**

Roberta called the meeting to order at 12:38pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(2.0) Welcome and Introduction**

Roberta conducted a round of brief introductions.

**(3.0) Co-Chair Announcements**

- HRSA Project Officer Call on Tuesday, August 15<sup>th</sup> from 10am – 11pm

**(4.0) Approval of August 11, 2023, Meeting Minutes**

A motion to approve the August 11, 2023, minutes was made by Chris Cole and seconded by Joanne Montgomery.

**For: (5)** Chaux, Cole, Montgomery, Stewart, Radocchia

**Against: (0)**

**Abstain: (1)** Santella

**(5.0) Planning Council Committee Reports**

Quality Improvement and Strategic Planning Committee (QISP)

Anthony Santella gave the following report:

Here is a summary of our meeting that was held on September 7, 2023

1. We reviewed and approved the minutes from June 1, 2023 as well as the meeting minutes from the Priority Setting meeting on August 1, 2023 and the Resource Allocation meeting on August 3, 2023.
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 the PSRA process and feedback for next year. We also began talking about the datasets we would like to use for the process as well.
4. Service units were brought up in CAREWare and we will review these at next month's meeting.
5. We began looking into the Intensive Medical Case Management service and staff will be working with regions to determine the efficacy of this process.
6. We began outlining how to best evaluate the regional system of our EMA and an ADHOC work group will be formed to begin this process.
7. Our next meeting will be held on October 5, 2023 in person at Burroughs Community Center and via Zoom as well.

*Roberta Stewart & Chris Cole, Co-Chairs*

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Following this report, the service utilization for each region was discussed and looking at this data each month was brought up and the inconsistency throughout the regions. Service units were discussed, and staff will request from the Recipient's office a listing of all service details that are listed in in CAREWare in each dropdown list.

#### Membership/Finance Committee

Rich Radocchia gave the following report:

Here is a summary of our meeting that was held on August 11, 2023.

1. We voted on and approved the meeting minutes from June 9, 2023.
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. Our training at the September will be on the AEAM process.
4. Lakeisha presented the final carryover request of \$20, 004.16 and we approved this.
5. Our next meeting will be held on Friday, October 13, 2023 in person at Burroughs Community Center and via Zoom as well.

#### **(6.0) Recipient's Office Report**

Tom Butcher gave the report.

1. They have submitted the official carryover request paperwork to HRSA.
2. They will also be working on all contract amendments based on the final approval of the carryover request.
3. The remainder of the award has come in and they are working on approval of all contracts with this new influx of monies.
4. They are working on RFPs for the service delivery system and also for Planning Council support and monitoring.

#### **(7.0) New/Old Business**

Joanne Montgomery made a motion to extend the meeting by 10 minutes and Roberta Stewart approved.

**For: (6)** Chaux, Cole, Montgomery, Santella, Stewart, Radocchia

**Against: (0)**

**Abstain: (0)**

- **Review the Results of the Assessment of the Efficiency of the Administrative Mechanism**

Staff shared the results of both surveys completed, one survey from the region leads and one survey from the providers. All region leads responded positively to the Recipient's processes although there were some concerns with the responses shared by providers. Staff will look further into those areas brought up by providers.

Chris Cole made a motion to extend the meeting by another 10 minutes and Joanne Montgomery approved.

**For: (6)** Chaux, Cole, Montgomery, Santella, Stewart, Radocchia

**Against: (0)**

**Abstain: (0)**

Since the AEAM process is only concerning the Recipient's processes and all results were favorable, Joanne Montgomery made a motion to accept the results of the AEAM without findings and Chris Cole seconded.

**For: (6)** Chaux, Cole, Montgomery, Santella, Stewart, Radocchia

**Against: (0)**

Roberta Stewart & Chris Cole, Co-Chairs

**Abstain: (0)**

- **Review Planning Council Budget**  
Staff presented the budget and shared the most up to date figures. A request was made to add percentages of used funds to date moving forward.
- **Review Planning Council Agenda**  
We reviewed the Planning Council agenda for Friday, September 15, 2023 and everything looks good.
- **Parking Lot Items**  
None
- **Announcements**  
None
- **Adjournment** – 1:48pm

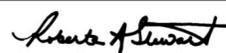
**Attendance Record - 2023**

	<b>Council Member</b>	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Gigi Chaux (M/F Co-Chair)	X	X	A	X	X	X	X	X		
2	<b>Chris Cole PC Co-Chair</b>	A	X	X	X	X	X	X	X		
3	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	X	X	X	X		
4	Mitchell Namias (SPA Co-Chair)	X	X	X	X	X	A	X	A		
5	Rich Radocchia (M/F Co-Chair)	X	A	X	X	X	A	X	X		
6	Anthony Santella (QI Co-Chair)	X	X	X	X	X	X	X	X		
7	<b>Roberta Stewart PC Co-Chair</b>	X	X	X	X	X	X	A	X		
	Ryan White Office	X	X	X	X	X	X	X	X		
	Planning Council Staff	X	X	X	X	X	X	X	X		
	% of Committee present:	86%	86%	86%	100%	100%	71%	86%	86%		

Planning Council Guests: Brian Datcher, Sam Bowens

Guests: Suzette Davidson, Nitza Agosto

1 Certified by Planning Council Co-Chairs on August 9, 2023

  
Roberta Stewart

  
Chris Cole