

Executive Committee Meeting Minutes

Meeting Date: Friday, August 13, 2021
Start Time: 9:32 am
End Time: 10:19 am
Location: ZOOM Meeting
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the June 11, 2021 meeting
- Approval of Attendance Policy Suspension

(1.0) Moment of Silence

Roberta 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

Roberta welcomed everyone.

(3.0) Co-Chair Announcements

- Project Officer Call on September 21, 2021, at 10:00am

(4.0) Approval of June 11, 2021 Meeting Minutes

A motion to approve the June 11, 2021 minutes was made by David Colbert and seconded by Mitchell Namias

For: (4) Chaux, Colbert, Namias, Radocchia

Against: (0)

Abstain: (1) Stewart

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Roberta lead a discussion on the Priority Setting & Resource Allocation Process meetings. There was concern that during this process, we didn't use the priority setting data to inform the resource allocation process as we should. Also, concerns that the identified special populations were not considered as well as other funding sources as much as we had in passed years. We may want to consider breaking down the utilization data by population/region in order to get a more detailed understanding of the data.

There was discussion about the attendance requirement and that Planning Council still may experiencing barriers using the virtual meeting format.

Rich Radocchia made a motion to suspend the attendance requirement retroactively to March 2021 and Gigi Chaux seconded it.

For: (4) Chaux, Colbert, Namias, Radocchia

Against: (0)

Abstain: (1) Stewart

It was also decided that the M/F co-chairs will reach out to Planning Council members who may have excessive absences to have a conversation regarding support they may need in order to come back to meetings.

(6.0) Recipient's Office Report

Tom Butcher shared the following report:

- They are working on the grant application at this time and all the details in completing this are in process
- They will be working on 3 RFPs in the fall.
- Monitoring visits will most likely begin in November
- Tom Saperro shared the progress for 'In it to End It'

(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.

- **Virtual Meetings VS. In Person Meetings**

This was discussed and it was decided that we will continue to meet virtually and revisit this topic in January 2022.

- **Parking Lot Items**

None

- **Announcements**

None

- **Adjournment – 10:19 am**

Roberta Stewart & Chris Cole, Co-Chairs

Attendance Record - 2021

	Council Member	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	X	X	X	X	X	X		
3	Chris Cole PC Co-Chair	X	X	X	X	X	X	A	A		
4	Albana Lame (QI Co-Chair)	X	X	X	A	X	X	X	A		
5	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	A	X	A	A		
6	Mitchell Namias (SPA Co-Chair)	-	A	X	X	X	X	X	X		
7	Rich Radocchia (M/F Co-Chair)	X	A	X	X	X	X	X	X		
8	Roberta Stewart PC Co-Chair	X	X	X	X	X	X	X	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%	75%	100%	88%	75%	100%	75%	63%		