

Roberta Stewart & Chris Cole, Co-Chairs

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### Executive Committee Meeting

**Minutes Meeting Date:** Wednesday, September 10, 2025

**Start Time:** 2:00pm

**End Time:** 2:45pm

**Location:** Zoom Teleconference

**Presiding Chair:** Chris Cole

**Recorder:** Sara Seaburg

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### Summary of Committee Business

#### Votes

- Approval of Minutes from the June 11, 2025, meeting.

#### (1.0) Moment of Silence

Chris called the meeting to order at 2:00pm. 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 and reminded everyone to adhere to the federal regulations and Planning Council guidelines when entering into discussions. He also conducted a round of brief introductions.

#### (3.0) Co-Chair Announcements

- HRSA Project Officer call will be held on September 16, 2025 at 10:00am.

#### (4.0) Approval of June 11, 2025, Meeting Minutes

A motion to approve June 11, 2025, minutes was made by Mitchell Namias and seconded by Anthony Santella.

**For: (5)** Cole, Johns, McNeil, Namias, Santella

**Against: (0)**

**Abstain: (0)**

#### (5.0) Planning Council Committee Reports

##### Quality Improvement and Strategic Planning Committee (QISPA)

Anthony gave the following report:

Here is a summary of our meeting that was held on September 4, 2025:

1. We voted on and approved the June 5, 2025, meeting minutes, the July 29, 2025, Priority Setting Process meeting minutes and the July 31, 2025, Resource Allocation process meeting minutes.
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 reviewed the EMA's CQM Performance Measure Portfolio presented by Ella.
4. We reviewed the framework for PSRA which included reviewing feedback received from both meetings as well as follow-up items for process improvements. Staff will be sending out the full summary report for review to all PC members. Also, there will be an ad hoc group formed to review/implement areas for improvement. This item will be added to the agenda each month moving forward.
5. We discussed the structure of this committee and would like to consider adding it to all committee agendas.
6. Our next meeting will be on October 2<sup>nd</sup>, 2025.

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Membership/Finance Committee (M/F)

Christopher Johns gave the following report:

1. We have had to remove 2 members due to excessive absences.
2. We still need a 'Hospital planning agencies or health-care planning agencies' representative to fulfill the HRSA requirement. We continue to work on this.
3. We have 20 Planning Council members with 38% being community members.
4. Our training on Friday will be the Priority Setting and Resource Allocation Debrief Process.

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

Ella Pluchino gave the following report:

- They had their 1<sup>st</sup> EMA wide Care Continuum meeting on May 27<sup>th</sup> and these will continue each month.
- The GY24 progress report for HRSA was submitted on May 28<sup>th</sup>.
- Contracts reflecting the 2<sup>nd</sup> partial award are in process.
- They are receiving completed non-virally suppressed surveys at this time.
- They will be having quarterly meetings with the PC co-chairs, Chris and Roberta to strengthen communication and collaboration.

**(7.0) New/Old Business**

• **Review Planning Council Support Budget**

Staff shared the support budget through June 2025. All spending is on track for the 7-month contract.

• **Review Planning Council Agenda**

We reviewed the Planning Council agenda for Friday, September 12, 2025 and everything looks good.

• **Parking Lot Items**

There are none.

• **Announcements**

There were none

• **Adjournment – 2:45 pm**

Attendance Record - 2025

	Council Member	Jan	Feb	Mar	Apr	May	June	Sep	Oct	Nov
1	<b>Chris Cole PC Co-Chair</b>	X	X	X	X	X	X	X		
2	Gloria McNeil (MF Co-Chair)	A	A	X	X	A	X	X		
3	Christopher Johns (MF Co-Chair)	-	X	X	X	X	X	X		
4	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	X	X	X		
5	Mitchell Namias (SPA Co-Chair)	X	X	X	X	X	X	A		
6	Anthony Santella (QI Co-Chair)	X	X	X	A	X	X	X		
7	<b>Roberta Stewart PC Co-Chair</b>	X	X	X	X	X	A	A		
	Ryan White Office	X	X	X	X	X	X	X		
	Planning Council Staff	X	X	X	X	X	X	X		
	% of Committee present:	75%	78%	100%	86%	86%	86%	71%		

Planning Council Guests: Nitza Agosto, Jeremie Burdick