

Executive Committee Meeting Minutes

Meeting Date: Friday, June 11, 2021
Start Time: 9:32 am
End Time: 10:17 am
Location: ZOOM Meeting
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the May 14, 2021 meeting

(1.0) Moment of Silence

Roberta 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

Roberta welcomed everyone.

(3.0) Co-Chair Announcements

- Project Officer Call on August 17, 2021, at 10:00am

(4.0) Approval of May 14, 2021 Meeting Minutes

A motion to approve the May 14, 2021 minutes was made by Joanne Montgomery and seconded by Chris Cole.

For: (7) Chaux, Colbert, Cole, Flyte, Lame, Namias, Radocchia

Against: (0)

Abstain: (3) Datcher, Montgomery, Stewart

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on June 3, 2021:

1. We voted on and approved the meeting minutes from May 6, 2021.
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. Joanne presented the updated Service Category Definitions and we reviewed all changes that were made. The committee approved the 2021 Service Category Definitions. **VOTE**
4. Staff presented the following datasets that we'll be using for the FY2022 PSRA (priority setting and resource allocation) process. These include the following:
 - a. 2020 In-care Needs Assessment
 - b. 2021 Non-Virally Suppressed Needs Assessment
 - c. 2020 Service Utilization,
 - d. 2020 Newly Diagnosed Needs Assessment
 - e. 2019 Aged Needs Assessment
 - f. 2019 Priority Populations Needs Assessment
 - g. 2021 Medical Case Management Survey.
 - h. In It to End It Community Input

These were approved by the committee.

5. From the In It To End It/Ending the HIV Epidemic - Tom Butcher of the Recipient's Office shared information about the Faith Leadership Coalition.
6. Our next meeting will be held on Tuesday, August 3rd for the FY2022 PSRA Data Session and we'll meet again on Thursday, August 5th for the FY2022 PSRA Process Meeting.

Quality Improvement Committee

David Colbert gave the following report:

Here is a summary of our meeting that was held on June 3, 2021:

1. We approved the meeting minutes from May 6, 2021.
2. We 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. Staff presented the FY2021 Service Utilization Report. Overall the data looked good, there were some areas due to Covid 19 that may need further discussion.
4. We also reviewed the Assessment of the Administrative Mechanism surveys for both the Region Leads and Providers and these were approved.
5. Dionne Kotey from the Recipient's Office presented the new QM Plan and she'll continue to make updates.
6. There are no QI meetings in July or August but we will be meeting on Tuesday, August 3rd for the FY2022 PSRA Data Session and we'll meet again on Thursday, August 5th for the FY2022 PSRA Process Meeting.

(6.0) Recipient's Office Report

Tom Butcher shared the following report:

- They have submitted the progress report.
- The In it To End It contract is in process.

(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.

- **In Person Meetings vs. Virtual Meetings**

We discussed this at length and it was decided that we will continue to meet virtually until September and at that we will return to in person meetings at the Burrough's Community Center and staff will reach to them.

- **Parking Lot Items**

None

- **Announcements**

None

- **Adjournment – 10:17 am**

Roberta Stewart & Chris Cole, Co-Chairs

Attendance Record - 2021

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Max Cisneros (M/F Co-Chair)	A	X	X	X	A	A				
2	David Colbert	X	X	X	X	X	X				
3	Chris Cole PC Co-Chair	X	X	X	X	X	X				
4	Albana Lame (QI Co-Chair)	X	X	X	A	X	X				
5	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	A	X				
6	Mitchell Namias (SPA Co-Chair)	-	A	X	X	X	X				
7	Rich Radocchia (M/F Co-Chair)	X	A	X	X	X	X				
8	Roberta Stewart PC Co-Chair	X	X	X	X	X	X				
	Ryan White Office	X	X	X	X	X	X				
	Planning Council Staff	X	X	X	X	X	X				
	% of Committee present:	86%	75%	100%	88%	75%	88%				

Planning Council Guests: Ken Flyte, Gigi Chaux, Brian Datcher
Guests: Jean Brown