

**Executive Committee Meeting Minutes**

**Meeting Date:** Wednesday, April 10, 2024  
**Start Time:** 12:30pm  
**End Time:** 1:30pm  
**Location:** Zoom Teleconference  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from the March 13, 2024, meeting.

**(1.0) Moment of Silence**

Roberta called the meeting to order at 12:30pm. 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, April 16, 2024 at 10am.

**(4.0) Approval of March 13, 2024, Meeting Minutes**

A motion to approve the March 13, 2024, minutes was made by Joanne Montgomery and seconded by Gigi Chaux.

**For: (4)** Chaux, Montgomery, Radocchia, Santella, Stewart

**Against: (0)**

**Abstain: (1)** Namias,

**(5.0) Planning Council Committee Reports**

Quality Improvement and Strategic Planning Committee (QISPA)

Mitchell Namias gave the following report:

Here is a summary of our meeting that was held on April 4, 2024:

1. We voted on and approved the meeting minutes from March 7, 2024.
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 datasets we will use for next year's PSRA process:
  - a. Behavioral Health – Staff updated us on their progress and they will be meeting once a month moving forward.
  - b. Large Comprehensive In Care Needs Assessment – Staff presented the N/A questions with updates and this was approved.
  - c. 5 Community Forums, 1 for each region – Staff gave an update on the progress of these.
  - d. Unduplicated client count by service category by region was presented and we discussed how to further analyze this data.
4. Ella from the Recipient's office presented the quarterly review of the CQM performance measure portfolio.
5. Deryk from CR presented the 3 year trending results for the monitoring visits.
6. We also reviewed the data from DPH for the care continuum, our populations of focus and overall EMA data.

*Roberta Stewart & Chris Cole, Co-Chairs*

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7. Our next meeting will be held on May 2, 2024 in person at Burroughs Community Center and via Zoom as well

#### Membership/Finance Committee (M/F)

Gigi Chaux gave the following report:

Here is a summary of our meeting that was held on March 15, 2024:

1. We voted on and approved the meeting minutes from February 9, 2024.
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 following topics:
  - a. We reviewed the reflectiveness documents and we're working on finding representation in the following areas – local public health agencies, hospital planning or health-care planning agencies and state Medicaid agencies.
  - b. We reviewed the PC feedback from February 9, 2024 and all feedback was favorable.
  - c. We reviewed several new applications. Many were moved into the application process and some needed follow-up from our co-chairs.
  - d. We reviewed attendance and most members are doing well. We're keeping an eye on just a couple who haven't attended any meetings this year.
  - e. We decided to do a training on data, how we use it and the importance of this during our PSRA process.
4. Our next meeting will be held on May 10, 2024 in person at Burroughs Community Center and via Zoom as well.

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

Tom Butcher gave the report.

1. All service contracts and regional contracts are fully executed – at least a week ahead of the deadline.
2. The Ryan White Part A portion of the grant was spent down 99.45% and he will review this full report with us during the Membership/Finance committee meeting on Friday.
3. There are several reports due soon and these are being worked on and need to be to the health director by mid-May.

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

- **Review Planning Council Budget**

There was no report this month.

- **Review Planning Council Agenda**

We reviewed the Planning Council agenda for Friday, April 12, 2024 and everything looks good.

- **Review Memorandum of Understanding**

We discussed the MOU and it was decided that currently, there are no changes that need to be made.

- **Review Comprehensive Integrated Plan**

This was discussed and it was reported that HRSA allowed the section that we felt was not in alignment with the guidance issued. Although the goals could be modified. Mitchell asked if there were any other issues that the Planning Council wanted to see while they are making changes. We will continue this discussion next month.

*Roberta Stewart & Chris Cole, Co-Chairs*

- **Parking Lot Items**  
There are none.
- **Announcements**  
None
- **Adjournment – 1:30 pm**

**Attendance Record - 2024**

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

Planning Council Guests: Carmella Ricciardelli  
Guests: Jean Brown