

Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Notes

Minutes Meeting Date: Wednesday, October 8, 2025

Start Time: 2:00pm

End Time: 3:00pm

Location: Zoom Teleconference

Presiding Chair: Roberta Stewart

Recorder: Sara Seaburg

Summary of Committee Business

Votes

There were no votes due to lack of quorum

(1.0) Moment of Silence

Roberta 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

Roberta welcomed everyone and reminded everyone to adhere to the federal regulations and Planning Council guidelines when entering into discussions. She also conducted a round of brief introductions.

(3.0) Co-Chair Announcements

- HRSA Project Officer call will be held on October 21, 2025 at 10:00am.

(4.0) Approval of September 10, 2025, Meeting Minutes

These will be reviewed and voted on at November's meeting, there was no quorum.

(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 October 2, 2025:

1. We voted on and approved the minutes from September 4, 2025.
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. We will also add to the PCAT from January – April, 'Update from CHCP on Integrated HIV Prevention & Care Plan'
3. Ella will bring to November's meeting a presentation on the housing service performance measures.
4. We heard an update from the small group PSRA process meeting, and we will be meeting again on 10/21.
5. Staff presented the current service standards, and several items were discussed. The Recipient was asked to remind all providers that HIV status documentation is only needed for initial eligibility, not annually.
6. A data request will be sent by staff to the Recipient's office to evaluate the use of MAI funds in the intensive medical case management service. This includes the following information: last year's award, how it was spent, whether there were any unspent funds, and this year's allocation.
7. There is a statewide needs assessment being conducted by DPH and these results will be shared by Mitchell when completed.
8. Our next meeting will be on November 6, 2025.

Membership/Finance Committee (M/F)

The group discussed the highlights from M/F meeting that took place in September:

1. We approved a renewal application.

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2. Planning Council member engagement strategies were discussed at length. This discussion became a focus of the M/F report back from September.

Roberta suggested organizing focus groups and membership rallies in different locations to boost recruitment. Mitchell proposed creating a new committee to handle membership activities and incentives, potentially meeting at night to accommodate those who work during the day. The group discussed training for membership-related tasks, with Chris and others offering to help facilitate. Nitza suggested implementing a buddy system for newcomers and proposed using drug company funds for incentives and awareness days.

(6.0) Recipient's Office Report

Ella Pluchino gave the following report:

- They are currently onboarding the new clinical quality manager, Natalie Oda who began working last week.
- They are going to implement client satisfaction surveys quarterly through CQM reporting.
- Contracts now can reflect the final award and they are moving through the city's process.

(7.0) New/Old Business

- **Review Planning Council Support Budget**

Staff shared the support budget through September 2025. All spending is on track for the 12-month contract.

- **Review Planning Council Agenda**

We reviewed the Planning Council agenda for Friday, October 10, 2025 and everything looks good.

- **Parking Lot Items**

There are none.

- **Announcements**

Mitchell announced that the CHPC Equality Summit is taking place next week and please sign up.

- **Adjournment – 3:00 pm**

Attendance Record - 2025

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

Planning Council Guests: Nitza Agosto, Jeremie Burdick