

Executive Committee Meeting Minutes

Meeting Date: Wednesday, August 11, 2023
Start Time: 12:38pm
End Time: 2:59pm
Location: Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the June 7, 2023, meeting events

(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 conducted a round of brief introductions.

(3.0) Co-Chair Announcements

- HRSA Project Officer Call on Tuesday, August 15th from 10am – 11pm

(4.0) Approval of June 7, 2023, Meeting Minutes

A motion to approve the June 7, 2023, minutes was made by Joanne Montgomery and seconded by Anthony Santella

For: (4) Chaux, Cole, Montgomery, Stewart

Against: (0)

Abstain: (2) Namias, Radocchia

(5.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISP)

Anthony Santella gave the following report:

Here is a summary of our Priority Setting and Resource Allocation meetings that were held on August 1st and August 3rd, 2023.

1. We met on August 1st to conduct the Priority Setting Process and again on August 3rd to conduct the Resource Allocation process.
2. We discussed and weighted the following 8 datasets that were used in the priority setting process:
 - A. In Care Needs Assessment 2020
 - B. Non-Virally Suppressed Needs Assessment 2021
 - C. Late Diagnosed Needs Assessment 2022
 - D. Priority Populations Needs Assessment 2019
 - E. MCM Needs Assessment 2021
 - F. Updated Newly Diagnosed Needs Assessment 2023
 - G. ALL Services Needs Assessment 2023
 - H. Behavioral Health Needs Assessment 2022

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3. We also reviewed data to help us conduct the resource allocation process. There will be a detailed summary of the approved outcomes during the Planning Council meeting and these will be presented for a final vote from the Council.
4. Our next meeting will be held on Tuesday, September 7, 2023 in person at Burroughs Community Center and via Zoom.

Membership/Finance Committee

Gigi Chaux gave the following report:

Here is a summary of our meeting that was held on June 9, 2023.

1. We voted on and approved the meeting minutes from May 12, 2023.
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 our membership attendance and everyone is in good standing.
4. We reviewed our HRSA reflectiveness mandate and we have determined that there are 2 categories that still are need of representation.
5. Our training at the August Planning Council meeting will be an overview of the Priority Setting and Resource Allocation process.
6. Our next meeting will be held on Friday, September 15, 2023 in person at Burroughs Community Center and via Zoom as well.

(6.0) Recipient's Office Report

Tom Butcher gave the report.

1. Ella Pickartz is the new Quality Manager
2. Lakeisha presented the final carryover request of \$20, 004.16 and this will be presented during the Planning Council meeting for further details and approval.
3. There are 3 request for proposals coming up, planning council support, clinical quality management and monitoring.
4. The NCC is due to on October 2nd and staff will complete their portion 2 weeks prior and send to the recipient's office.

(7.0) New/Old Business

- **Review Planning Council Budget**

Staff presented the budget and shared the most up to date figures.

- **Review Planning Council Agenda**

We reviewed the Planning Council agenda for Friday, August 11, 2023 and everything looks good.

- **Meeting Times Updated**

We discussed the time of the Executive Committee meeting and have decided to change the time from 2:00 – 3:00pm on the 2nd Wednesday of the month to 12:30 – 1:30pm on the 2nd Wednesday of the month, same day just a time adjustment.

We also decided to updated the Membership/Finance Committee meeting start time to 10:30am instead of 10am since we have a great deal of time before the Planning Council meeting begins that is not being use. The Membership/Finance Committee meeting will now meet from 1030 – 11:30am prior to the Planning Council

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meeting.

- **Parking Lot Items**
None

- **Announcements**
None

- **Adjournment – 2:59pm**

Attendance Record - 2023

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Gigi Chaux (M/F Co-Chair)	X	X	A	X	X	X	X			
2	Chris Cole PC Co-Chair	A	X	X	X	X	X	X			
3	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	X	X	X			
4	Mitchell Namias (SPA Co-Chair)	X	X	X	X	X	A	X			
5	Rich Radocchia (M/F Co-Chair)	X	A	X	X	X	A	X			
6	Anthony Santella (QI Co-Chair)	X	X	X	X	X	X	X			
7	Roberta Stewart PC Co-Chair	X	X	X	X	X	X	A			
	Ryan White Office	X	X	X	X	X	X	X			
	Planning Council Staff	X	X	X	X	X	X	X			
	% of Committee present:	88%	88%	88%	100%	100%	71%	88%			

Guests: Brian Datcher, Jean Brown, Nitza Agosto