Executive Committee Meeting Notes

Minutes Meeting Date: Wednesday, April 8, 2026
Start Time: 2:05pm
End Time: 2: 28pm
Location: Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of the April 8, 2026 Executive Committee Meeting Minutes.

(1.0) Moment of Silence

Roberta called the meeting to order at 2:05pm. 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 given familiarity among members, formal introductions were waived.

(3.0) Co-Chair Announcements

There will be a HRSA Project Officer call on Tuesday, May 27, 2026, at 10:00am.

(4.0) Approval of April 8, 2026, Meeting Minutes

Joanne Montgmery made a motion to approve the April 8, 2026, meeting minutes and Gloria McNeil seconded the motion.

For (3) Johns, Santella, Stewart
Against (0)
Abstain (3) McNeil, Montgomery, Namias

(5.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISPA)

Joanne Montgomery gave the following report:

- The committee reviewed the April 2, 2026 meeting minutes and requested an amendment, which will be incorporated before presentation at a future meeting. Members reviewed the Planning Council activity timeline and determined that activities remain on schedule.
- The committee discussed the Grant Year 2027 Priority Setting and Resource Allocation (PSRA) process and confirmed revised PSRA meeting dates. Priority Setting was scheduled for September 9, 2026, and Resource Allocation for September 11, 2026.
- Staff reported that a Doodle poll had been distributed to identify a preferred date for PSRA data review sessions. Members also discussed establishment of a PSRA Ad Hoc Committee and confirmed that interested member information had been forwarded appropriately.
- The committee reviewed proposed PSRA datasets and approved inclusion of 2026 Needs Assessment data if available.
- An update on the Integrated HIV Prevention and Care Plan was presented, noting that the draft plan was approximately 88% complete and would soon be distributed to stakeholders for review prior to a concurrence vote.

- Committee members also received an update on the Clinical Quality Management (CQM) Plan, including a forthcoming EMA-wide oral health initiative.

A discussion focused on scheduling and preparation for upcoming PSRA activities. Staff reported that only nine Planning Council members had responded to the Doodle poll distributed to determine the date for the data review session. Although July 28 appeared to be the most popular date, members expressed concern that participation in the poll was limited and agreed that additional reminders should be distributed before a date was finalized. The Executive Committee agreed that the issue should be revisited during the upcoming Planning Council meeting to encourage greater participation.

The committee also discussed the importance of reviewing service utilization data prior to PSRA activities. Members emphasized the need for providers to review and validate data before the information is used for funding discussions. Concerns were raised regarding historical inconsistencies in counting service units across providers, particularly in housing and residential substance use treatment services. Members noted that inconsistencies in data entry practices can affect calculations such as cost-per-client analyses and lead to misleading comparisons between providers and regions. The committee encouraged the Recipient's Office to circulate service utilization reports to providers before data review meetings so that discrepancies could be identified and addressed prior to submission and presentation.

Committee leadership also stressed the need to revisit PSRA methodologies earlier in future planning cycles. Members expressed interest in developing more standardized formulas and decision-making processes related to cost-per-client calculations and resource allocation decisions to reduce subjectivity and ensure consistency across funding discussions.

<u>Membership/Finance Committee (M/F)</u>
Christopher Johns gave the following report:

- He reported that membership composition remains stable, with 18 Planning Council members currently serving. Vacancies continue to exist in several required membership categories, including hospitality and healthcare planning representation. Membership reflectiveness remains compliant, with non-conflicted membership currently at approximately 33.33%.
- The committee reviewed member attendance and reported no major concerns at this time. Attendance remains satisfactory, with only a small number of members approaching attendance concerns.
- Discussion also occurred regarding Standard Operating Procedures (SOPs) for consumer incentives and gift card distribution. Members acknowledged the document had been distributed in the Executive Committee packet but agreed additional review was needed before action could be taken.

(6.0) Recipient's Office Report

- Ella Pluchino reported that significant effort is currently focused on preparation for the upcoming HRSA site visit. Recipient staff are finalizing documentation requests, completing a site visit presentation, and conducting final reviews of submitted materials.
- Discussion included the upcoming site visit entrance interview presentation. Ella indicated that the presentation contains a brief Planning Council overview, including committee structure, responsibilities, member reflectiveness, and an overview of the PSRA process.

- Members discussed whether Planning Council Co-Chairs should present the Planning Council portion of the entrance interview presentation, as has occurred during previous site visits. The presentation will be shared with Planning Council leadership for additional review and input.

(7.0) New/Old Business

- **Discussion about the Memorandum of Understanding between the Recipient's office and the Planning Council**
  The Executive Committee discussed concerns related to the lack of a formal Memorandum of Understanding between the Planning Council and the Recipient's Office. Staff noted that both HRSA documentation requests and transition planning documents referenced an MOU; however, no active MOU currently exists.

  Members recalled previous efforts to establish such a document following prior site visit findings. Several participants expressed concern that the absence of a current MOU may again be identified during the HRSA site visit. Staff clarified that the matter was being discussed to ensure committee leadership would not be surprised if questions arise during site visit interviews.

- **Planning Council Support**
  Ella Pluchino reported that the Request for Proposals (RFP) for Planning Council Support Services had recently closed and that recipient leadership would begin reviewing submitted applications. Committee members discussed the importance of ensuring adequate Planning Council involvement in future procurement and budget planning discussions. Members emphasized that Planning Council support activities include many operational functions that may not always be explicitly captured in work plans or policy documents but are necessary for Planning Council operations.

  Committee members expressed concern regarding the level of funding allocated for Planning Council support services and questioned whether the proposed funding amount was sufficient to support all required Planning Council functions, including governance support, meeting facilitation, membership activities, training, PSRA coordination, incentives management, and administrative responsibilities. Members noted that transitions between contractors may result in the loss of institutional knowledge and emphasized the need to document operational processes thoroughly during the transition period

- **Assessment of the Efficiency of the Administrative Mechanism**
  The Executive Committee revisited the Assessment of the Administrative Mechanism (AEAM), a Planning Council responsibility. Ella Pluchino reported that recipient leadership viewed the AEAM as a Planning Council function and suggested that the existing survey tool developed by the Planning Council remain the primary mechanism for conducting the assessment. Additional possibilities discussed included requesting objective administrative data regarding contracting processes and payment timelines from the Recipient's Office.

  Members expressed concerns regarding independence and objectivity if recipient-generated data were used as the sole source of information for the assessment. The committee agreed that the survey instrument itself was complete; however, implementation remains unresolved because a mechanism is needed to distribute and collect the survey independently of the Recipient's Office. Discussion included whether future Planning Council support contractors could assist with administration of the survey. The committee agreed that additional discussion would be required before moving forward

- **Consumer Incentive SOP Review**
  The committee briefly discussed the proposed SOP for distribution of consumer incentives. Members acknowledged that the procedures had been included within Executive Committee meeting materials but that most members had not completed a detailed review. Given the direct connection between incentives, retention, and member participation, the committee agreed that responsibility for reviewing and recommending approval of the SOP should be transferred to the Membership/Finance Committee for further discussion and recommendation

Mitchell Namias made a motion to extend the meeting by 15 minutes and Joanne Montgomery seconded it.

For (6) Johns, McNeil, Montgomery, Namias, Santella, Stewart
Against (0)
Abstain (0)

- **Review Planning Council Agenda**
  We reviewed the Planning Council agenda for Friday, May 15, 2026 and everything looks good.

- **Parking Lot Items**
  There are none.

- **Announcements**
  There were none.

- **Adjournment –** 3:10pm

Attendance Record - 2026

	Council Member	Jan	Feb	Mar	Apr	May	Oct	Nov
1	***Chris Cole PC Co-Chair***	X	X	X	X	A		
2	Gloria McNeil (MF Co-Chair)	A	X	A	A	X		
3	Christopher Johns (MF Co-Chair)	X	X	X	X	X		
4	Joanne Montgomery (SPA Co-Chair)	X	X	A	A	X		
5	Mitchell Namias (SPA Co-Chair)	X	A	X	A	X		
6	Anthony Santella (QI Co-Chair)	A	A	X	X	X		
7	***Roberta Stewart PC Co-Chair***	X	X	X	A	X		
	Ryan White Office	A	X	X	X	X		
	Planning Council Staff	X	X	X	X	X		
	% of Committee present:	71%	71%	71%	57%	86%		