

Executive Committee Meeting Minutes

Meeting Date: Wednesday, February 7, 2024
Start Time: 12:36pm
End Time: 1:37pm
Location: Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the January 10, 2024, meeting.

(1.0) Moment of Silence

Roberta called the meeting to order at 12:36pm. 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, February 27, 2024 at 2:00pm

(4.0) Approval of January 10, 2024, Meeting Minutes

A motion to approve the January 10, 2024, minutes was made by Joanne Montgomery and seconded by Anthony Santella.

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

Against: (0)

Abstain: (1) Radocchia

(5.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISPA)

Anthony Santella gave the following report:

Here is a summary of our meeting that was held on February 1, 2024:

1. We voted on and approved the meeting minutes from January 5, 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 – Robert Heimer lead a discussion on how to move forward with our behavioral health needs assessment and made suggestions. He is willing to work with us moving forward and Joanne will take the lead on this with him.
 - b. Large Comprehensive In Care Needs Assessment – Staff presented the N/A questions from the 2020 in care survey and updates were made. We'll review the updated survey next month, and staff will email this out prior to the meeting.
 - c. 5 Community Forums, 1 for each region – Staff gave an update on the progress of these.
 - d. IMCM – Staff presented the final report of the findings from the monitoring visits.
4. We reviewed the By-Laws with updates suggested last month and these were approved. **VOTE**

Roberta Stewart & Chris Cole, Co-Chairs

5. We reviewed the current directives to the Recipient's office and decided to continue to review these again next month.
6. Our next meeting will be held on March 7, 2024 in person at Burroughs Community Center and via Zoom as well.

Membership/Finance Committee (M/F)

Here is a summary of our meeting that was held on January 12, 2024:

1. We voted on and approved the meeting minutes from November 3, 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 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 approved one new application and the applicant is in the process of completing their attendance requirements.
 - c. Determine future PC trainings – next month we will do a training on performance measures and in March we will present a Mentor training.
 - d. We reviewed the scope of work for next year and added one new item in August.
4. Our next meeting will be held on February 9, 2024 in person at Burroughs Community Center and via Zoom as well.

(6.0) Recipient's Office Report

Tom Butcher gave the report.

1. They have completed the awards for each region and the award letters will be going out this week for the 7-month partial award.
2. There will be a proposal review meeting on March 14th and a teams invite will be sent out.
3. They've run a report concerning the viral suppression rates for all ICM clients and rates are very good for the current year.

(7.0) New/Old Business

- **Review Planning Council Budget**
Staff presented the budget through January 2024.
- **Review Planning Council Agenda**
We reviewed the Planning Council agenda for Friday, February 9, 2024 and everything looks good.
- **Review Memorandum of Understanding**
We reviewed the current MOU and the section on XI. Information Sharing: Recipient to the Council. Tom will be sharing the Grant Award information and the information on the FFR with the council moving forward.
- **Parking Lot Items**
There are none.
- **Announcements**

Roberta Stewart & Chris Cole, Co-Chairs

None

- **Adjournment** – 1:27 pm

Attendance Record - 2024

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

Planning Council Guests: Carmella Ricciardelli, Brian Datcher

Guests: Jean Brown, Nitza Agosto