

Executive Committee Meeting Minutes

Meeting Date: Friday, September 10, 2021
Start Time: 9:31 am
End Time: 10:30 am
Location: ZOOM Meeting
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the August 13, 2021 meeting
- Approval of Results of the Assessment of the Administrative Mechanism

(1.0) Moment of Silence

Chris called the meeting to order at 9:31 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Chris welcomed everyone.

(3.0) Co-Chair Announcements

- Project Officer Call on September 21, 2021, at 10:00am

(4.0) Approval of August 13, 2021 Meeting Minutes

A motion to approve the August 13, 2021 minutes was made by Ken Flyte and seconded by David Colbert.

For: (5) Chaux, Colbert, Lame, Radocchia, Stewart

Against: (0)

Abstain: (3) Cole, Datcher, Flyte

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment

Chris Cole gave the following report:

Here is a summary of our meeting that was held on September 2, 2021:

1. We voted on and approved the meeting minutes from June 3, 2021.
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 the Priority Setting and Resource Allocation feedback and discussed the meetings. There were comments on what our needs assessments should look like moving forward, the focus on special populations and possibly splitting up the meetings into 2 different sessions, one for priority setting and one for resource allocations, and also to look more at other funding sources. A request for a training on stigma was also made during this discussion.
4. John Saperro presented the guidance for the integrated comprehensive plan.
5. From the In It To End It/Ending the HIV Epidemic – There is a new free training series called P3, People+Purpose+Power and staff will be sending out a flyer to register for these.
6. Our next meeting will be held on Thursday, October 7, 2021 via Zoom Videoconference

Quality Improvement

Albana Lame gave the following report:

Here is a summary of our meeting that was held on September 2, 2021:

1. We approved the meeting minutes from June 3, 2021.
2. We 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 began reviewing the service standards and it was suggested that individuals from the Planning Council look at these and make suggested updates prior to reviewing them again. Staff will e-mail these out to each member who volunteered and we will look at these over the next 5 months.
4. The next Quality Improvement committee meeting will take place on Thursday, October 7, 2021 via Zoom Video Conference.

(6.0) Review Assessment of the Administrative Mechanism Results

We reviewed the results of both Assessment of the Administrative Mechanism surveys for the Sub Recipient and Sub Sub Recipient. It was determined that there were no findings to be reported. Roberta Stewart made a motion to accept the results without any findings and Albana Lame seconded it:

For: (6) Chaux, Cole, Flyte, Lame, Radocchia, Stewart

Against: (0)

Abstain: (2) Colbert, Datcher

(7.0) Recipient's Office Report

Tom Butcher shared the following report:

- They are working on the grant application at this time and all the details in completing this are in process
- They will be working on 3 RFPs in the fall.
- Monitoring visits will most likely begin in November

(8.0) New/Old Business

• Review Planning Council Meeting Agenda

The Planning Council Meeting agenda was reviewed, and it was determined that it was good.

• Parking Lot Items

None

• Announcements

None

• Adjournment – 10:30 am

Roberta Stewart & Chris Cole, Co-Chairs

Attendance Record - 2021

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Gigi Chaux (M/F Co-Chair)	-	-	-	-	-	-	X	X		
2	David Colbert (QI Co-Chair)	X	X	X	X	X	X	X	X		
3	Chris Cole PC Co-Chair	X	X	X	X	X	X	A	A		
4	Albana Lame (QI Co-Chair)	X	X	X	A	X	X	X	X		
5	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	A	X	A	A		
6	Mitchell Namias (SPA Co-Chair)	-	A	X	X	X	X	X	X		
7	Rich Radocchia (M/F Co-Chair)	X	A	X	X	X	X	X	X		
8	Roberta Stewart PC Co-Chair	X	X	X	X	X	X	X	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:	86%	75%	100%	88%	75%	100%	75%	75%		

Planning Council Guests: Brian Datcher, Ken Flyte