

Executive Committee Meeting Minutes

Meeting Date: Friday, January 8, 2021
Start Time: 9:32 am
End Time: 10:17 am
Location: ZOOM Meeting
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the November 13, 2020 meeting

(1.0) Moment of Silence

Chris called the meeting to order at 9:32 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

- We need a new co-chair of the Strategic Planning and Assessment committee.

(4.0) Approval of November 13, 2020 Meeting Minutes

A motion to approve the November 13, 2020 minutes was made by Joanne Montgomery and seconded by David Colbert.

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

Against: (0)

Abstain: (1) Cole

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on January 7, 2021:

1. We voted on and approved minutes from November 5, 2020.
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 need a co-chair for this committee and are looking for interested members.
1. We reviewed the updated non-virally suppressed needs assessment survey. We discussed several potential concerns with running reports to identify clients who are not virally suppressed. It was ultimately decided to ask each region lead to run the report in CAREWare for their agencies and also have Arvil in the Recipient's office run the same report for each region. Staff will compare the results to ensure accuracy before reaching out to clients. This process will allow us to review all data concerns.
4. We will look at the MCM Client Health Insurance Survey in March and have the results in time to use for the FY2022 PSRA (priority setting and resource allocation) process.
5. We reviewed the current by laws and policy and procedure manual. The by laws were approved to remain unchanged. We will update the policy and procedure manual to include sections on the MOU (memorandum of understand) and a social media policy and revisit this in February.

Roberta Stewart & Chris Cole, Co-Chairs

6. John Sapero gave an update on 'In It to End It' and the workshops he has facilitated throughout our EMA so far. He discussed the outcomes of those workshops. We will be having a Planning Council training on this today during our PC meeting.
7. We reviewed our scope of work for next year, the PCAT (Planning Council activity timeline) and made updates.
8. Our next meeting will be held on Thursday, February 4, 2021 from 9:30am –12:00pm via Zoom video conference.

Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on January 7, 2021:

1. We approved the meeting minutes from November 5, 2020.
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 reviewed the scope of work for next year, the PCAT (Planning Council Activity Timeline) and made updates.
4. Dionne Kotey shared that the Part A office will work with the Create+Equity Collaborative which focuses on improving the viral suppression of patients experiencing unstable housing, substance use, mental health concerns, and barriers related to their age. She also presented the quarterly QI (quality improvement) update which detailed performance measure outcomes throughout the EMA. She will also be participating in the monthly PO (project office) calls moving forward.
5. Our next meeting will be held on Thursday, February 4, 2021 from 12:00pm – 2:00pm via Zoom teleconference.

(6.0) Recipient's Office Report

- Dionne Kotey shared that the Part A office will work with the Create+Equity Collaborative which focuses on improving the viral suppression of patients experiencing unstable housing, substance use, mental health concerns, and barriers related to their age.
- Tom Butcher reported on the QI site visit reports he had received.
- He also discussed that the regional leads will be discussing their plans to spend down the CARES Act funding during the Planning Council meeting.
- Lastly, the EMA will be receiving a partial award this grant year.

(7.0) New/Old Business

- **Review Committees Scope of Work (PCAT)**

We reviewed the PCAT and decided that no changes were necessary to make.

Joanne Montgomery made a motion to approve the PCAT for FY2021 as it stands and Rich Radocchia seconded it:

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

Against: (0)

Abstain: (1) Cole

- **Review** Review MOU between Planning Council and Recipient's Office

We reviewed the current MOU (Memorandum of Understanding) between the Planning Council and the Recipient's Office.

Roberta Stewart & Chris Cole, Co-Chairs

Joanne Montgomery made a motion to approve the current MOU (Memorandum of Understanding) as it stands with no changes and Rich Radocchia seconded it:

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

Against: (0)

Abstain: (1) Cole

- **Review Planning Council Agenda**
This agenda was reviewed and determined everything looked good.
- **Parking Lot Items**
None
- **Announcements**
None
- **Adjournment – 10:17am**

Attendance Record - 2020

| | Council Member | Jan | Feb | Mar | Apr | May | June | Aug | Sep | Oct | Nov |
|---|--|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|
| 1 | Max Cisneros (M/F Co-Chair) | A | | | | | | | | | |
| 2 | David Colbert | X | | | | | | | | | |
| 3 | Chris Cole PC Co-Chair | X | | | | | | | | | |
| 4 | Albana Lame (Quality Improvement Co-Chair) | X | | | | | | | | | |
| 5 | Joanne Montgomery (Strategic Planning & Assessment Co-Chair) | X | | | | | | | | | |
| 6 | Mitchell Namias (Strategic Planning & Assessment Co-Chair) | - | | | | | | | | | |
| 7 | Rich Radocchia (M/F Co-Chair) | X | | | | | | | | | |
| 8 | Roberta Stewart PC Co-Chair | X | | | | | | | | | |
| | Ryan White Office | X | | | | | | | | | |
| | Planning Council Staff | X | | | | | | | | | |
| | % of Committee present: | 86% | | | | | | | | | |

Guests: Francesca Quettant, Gigi Chaux