

Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Notes

Minutes Meeting Date: Wednesday, April 8, 2026

Start Time: 2:05pm

End Time: 2:28pm

Location: Zoom Teleconference

Presiding Chair: Chris Cole

Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of the March 11, 2026 Executive Committee Meeting Minutes.

(1.0) Moment of Silence

Chris 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

Chris 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, April 21, 2026, at 10:00am.

(4.0) Approval of March 11, 2026, Meeting Minutes

Roberta Stewart made a motion to approve the March 11, 2026, meeting minutes and Christopher Johns seconded the motion.

For (4) Cole, Johns, Santella, Stewart

Against (0)

Abstain (0)

(5.0) Planning Council Committee Reports

Quality Improvement and Strategic Planning Committee (QISPA)

There was no report given as all attendees were present at the QISPA meeting on April 2, 2026.

Membership/Finance Committee (M/F)

There was no report given as all attendees were present at the MF meeting on March 13, 2026.

(6.0) Recipient's Office Report

1. Krystal reported that 6 out of 8 contracts are in process.
2. HRSA site visit preparations are underway.
3. The Annual Progress Report is due to HRSA on May 29, 2026.

(7.0) New/Old Business

- **Review Planning Council Agenda**

We reviewed the Planning Council agenda for Friday, April 10, 2026 and everything looks good.

- **Parking Lot Items**

There are none.

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- **Announcements**
There were none.

- **Adjournment** – 2:28pm

Attendance Record - 2026

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