

Executive Committee Meeting Minutes

Meeting Date: Thursday, January 10, 2024
Start Time: 12:00pm
End Time: 12:52pm
Location: Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the November 3, 2023, meeting.

(1.0) Moment of Silence

Chris called the meeting to order at 12:00pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Chris conducted a round of brief introductions.

(3.0) Co-Chair Announcements

- HRSA Project Officer Call on Friday, January 26, 2023 from 10am – 11pm

(4.0) Approval of November 3, 2023, Meeting Minutes

A motion to approve the November 3, 2023, minutes was made by Joanne Montgomery and seconded by Gigi Chau.

For: (5) Chau, Montgomery, Namias, Santella, Stewart

Against: (0)

Abstain: (1) Cole

(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 January 5, 2024:

1. We voted on and approved the meeting minutes from November 2, 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 datasets we will use for next year's PSRA process:
 - a. Behavioral Health – Robert Heimer will be at February meeting
 - b. Large Comprehensive Needs Assessment – we'll do our own
 - c. 5 Community Forums, 1 for each region – Staff gave an update on the progress of these.
 - d. Regional Utilization, Expenditures and Units of Service – Data request to Recipient's office regarding Housing and Substance Abuse Inpatient Service Categories to further evaluate their expenditures.
 - e. IMCM – Staff presented the monitoring results of the IMCM service.
4. We reviewed the current directives to the Recipient's office and will continue to look at these next month.
5. We also reviewed our PCAT for next grant year and made updates where necessary.
6. Our next meeting will be held on February 1st, 2024 in person at Burroughs Community Center and via Zoom as well.

Membership/Finance Committee (M/F)

Gigi Chaux gave the following report:

Here is a summary of our meeting that was held on November 3, 2023:

1. We voted on and approved the meeting minutes from October 5, 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 reviewed the following items:
 - a. PC Feedback from October 13, 2023
 - b. Mandate for Federal Reflectiveness
 - c. Attendance
 - d. Membership Recruitment Campaign
 - e. New Membership Applications
4. Determined future Planning Council Trainings

(6.0) Recipient's Office Report

Tom Butcher gave the report.

1. The RFP for PC Support is due on 2/23/24. Members of the EC will help to review those proposals
2. Next week he'll be out in all regions for the site visit results with Thomas and Deryk from CR.
3. Our project officer wanted the name of a PC member with HIV to attend the Ryan White Conference in August and a member was discussed and will be invited personally by Tom.

(7.0) New/Old Business

- **Review Planning Council Budget**

Staff presented the budget and shared the latest figures available. Next month will reflect the reallocations and most up to date expenditures.

- **Review Planning Council Agenda**

We reviewed the Planning Council agenda for Friday, January 12, 2024 and everything looks good.

- **Review Scope of Work for Next Year**

We reviewed the Planning Council activity timeline. Attendees discussed the need for this committee to come up with regional topics for discussion to be put on the Planning Council Meeting agenda moving forward. It was decided to take this off the PC agenda moving forward.

We also discussed the 2 meetings for the PSRA process. It was decided we will have the Priority Setting process meeting on July 30th from 9 – 1 and the Resource Allocation process meeting on August 1st from 9 – 1. Both meetings will be held at the Burroughs Community Center.

- **Parking Lot Items**

There are none.

- **Announcements**

None

- **Adjournment – 12:43pm**

Roberta Stewart & Chris Cole, Co-Chairs

Attendance Record - 2024

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Gigi Chaux (M/F Co-Chair)	X	X	A	X	X	X	X	X	X	X
2	Chris Cole PC Co-Chair	A	X	X	X	X	X	X	X	A	A
3	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	X	X	X	X	A	X
4	Mitchell Namias (SPA Co-Chair)	X	X	X	X	X	A	X	A	A	X
5	Rich Radocchia (M/F Co-Chair)	X	A	X	X	X	A	X	X	X	X
6	Anthony Santella (QI Co-Chair)	X	X	X	X	X	X	X	X	X	X
7	Roberta Stewart PC Co-Chair	X	X	X	X	X	X	A	X	X	X
	Ryan White Office	X	X	X	X	X	X	X	X	X	X
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X
	% of Committee present:	86%	86%	86%	100%	100%	71%	86%	86%	57%	86%

Planning Council Guests: Carmella Ricciardelli

Guests: Jean Brown, Nitza Agosto