

Executive Committee Meeting Minutes

Meeting Date: Friday, April 12, 2019
Start Time: 9:35 am
End Time: 9:20 am
Location: The Burroughs Community Center
Presiding Chair: Roberta Stewart
Recorder: Jeff Daniel

Summary of Committee Business Votes

- Approval of Minutes from the March 15, 2019 meetings

(1.0) Moment of Silence

Roberta 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

Roberta welcomed everyone.

(3.0) Co-Chair Announcements

There is a Project Officer call on Tuesday, April 16th at 3:30pm.

(4.0) Approval of March 15, 2019 Meeting Minutes

A motion to approve the February 15, 2019 minutes was made by Joanne Montgomery and seconded by Chris Cole

For: (5) Gau, Romanik, Lame, Radocchia, Cole

Against: (0)

Abstain: (3) Stewart, Montgomery, Cisneros

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Lauren Gau gave the following report:

1. We voted on and approved minutes from March 7, 2019.
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. Staff has emailed all regions the MCM Client Health Insurance Survey and this is due back April 26th.
4. We discussed the datasets we're considering for the upcoming 2020 PSRA process. There was a lengthy discussion and we will continue discussing this in May.
5. We also discussed the utilization report that Arvil creates for us and have decided to breakdown this report in greater detail for the following: mental health, in/out substance abuse, housing and food bank for each region. Staff will present this information at the May meeting.
6. Our next meeting will be held on Thursday, May 2, 2019 from 9:30am – 12:00pm at the Burroughs Community Center.

Quality Improvement Committee

Christine Romanik gave the following report:

1. We voted on and approved the minutes from the February 7, 2019 and March 7, 2019 meeting.
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. Staff gave an update on the site monitoring visits. Everything is moving along. The site visit reports are very clear and comprehensive.
4. Albana and Roberta gave feedback on the 2 different surveys they were asked to give to clients. The outcome was that the version without all services listed was better and easier to understand. It still was a little long from the client's opinion but easier to understand. The survey without all of the services listed was approved to roll out throughout the regions.
5. Our next meeting will be held on Thursday, May 2, 2019 from 12:00pm – 2:00pm at the Burroughs Community Center.

(6.0) Recipient's Report

Tom Butcher gave the following report:

- Contracts have been executive for four out of the five regions.
- They will be bringing on a new hire on April 22nd for the Quality Assurance manager position.

(7.0) New/Old Business

• **Planning Council Training**

There will be a presentation on the Getting to Zero Campaign and an introduction to the Disease Intervention Specialists from the Department of Public Health.

• **HRSA Site Visit Report**

Staff presented the updated corrective action plan. At this time the only open item is the discussion of MOUs.

• **Review Planning Council Agenda**

The planning council agenda was reviewed, and it was determined that it was fine.

• **Parking Lot Items**

| ITEM | STATUS |
|----------------|--------|
| There are none | new |

• **Upcoming Planning Council Meetings**

1. SPA –Thursday, May 2nd, 9:30am – 12:00pm
2. QI – Thursday, May 2nd, 12:00pm – 2:00pm
3. Executive Committee - Friday, May 10th, 9:30am – 10:30am
4. M/F – Friday, May 10th, 10:30am – 11:30am
5. Planning Council – Friday, May 10th, 12::00pm – 2:00pm

• **Announcements**

There were none.



Roberta Stewart & Chris Cole, Co-Chairs

Adjournment – 9:50am

Attendance Record - 2019

| | Council Member | Jan | Feb | Mar | Apr | May | June | Aug | Sep | Oct | Nov |
|---|--|------|-----|-----|------|-----|------|-----|-----|-----|-----|
| 1 | Max Cisneros (M/F Co-Chair) | X | X | A | X | | | | | | |
| 2 | <i>Chris Cole PC Co-Chair</i> | X | X | X | X | | | | | | |
| 3 | Lauren Gau (Strategic Planning & Assessment Co-Chair) | X | X | X | X | | | | | | |
| 4 | Albana Lame (Quality Improvement Co-Chair) | X | X | X | X | | | | | | |
| 5 | Joanne Montgomery (Strategic Planning & Assessment Co-Chair) | X | X | A | X | | | | | | |
| 6 | Rich Radocchia (M/F Co-Chair) | X | A | X | X | | | | | | |
| 7 | Christine Romanik (Quality Improvement Co-Chair) | X | X | X | X | | | | | | |
| 8 | <i>Roberta Stewart PC Co-Chair</i> | X | X | X | X | | | | | | |
| | Ryan White Office | X | X | X | X | | | | | | |
| | Planning Council Staff | X | X | X | X | | | | | | |
| | % of Committee present: | 100% | 88% | 75% | 100% | | | | | | |