

Executive Committee Meeting Minutes

Meeting Date: Friday, May 10, 2019
Start Time: 9:30 am
End Time: 10:20 am
Location: The Burroughs Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the May 10, 2019 meetings

(1.0) Moment of Silence

Roberta called the meeting to order at 9:30 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 were none

(4.0) Approval of April 4, 2019 Meeting Minutes

A motion to approve the April 4, 2019 minutes was made by Joanne Montgomery and seconded by Lauren Gau

For: (6) Gau, Romanik, Lame, Radocchia, Cisneros, Montgomery

Against: (0)

Abstain: (1) Stewart

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Joanne Montgomery gave the following report:

1. We voted on and approved minutes from May 2, 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 presented the results of the MCM Health Insurance Survey.
4. We reviewed the utilization report from Arvil for the following: mental health, in/out substance abuse, housing and food bank for each region.
5. Our next meeting will be held on Thursday, June 6, 2019 from 9:30am – 12:00pm at the Burrough's Community Center.

Quality Improvement Committee

Albana Lame gave the following report:

1. We voted on and approved the minutes from the May 2, 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.

Roberta Stewart & Chris Cole, Co-Chairs

3. Staff gave an update on the site monitoring visits. Everything is moving along. The site visit reports are very clear and comprehensive.
4. We also discussed the client intake packets at length and decided to review all packets throughout the EMA and develop a uniform packet to be used beginning next fiscal year, March 1, 2020
5. Our next meeting will be held on Thursday, June 6, 2019 from 12:00pm – 2:00pm at the Burroughs Community Center.

(6.0) Recipient’s Report

Dionne Kotey gave the following report:

1. The Clinical Quality Management meetings are going very well with all 5 regions.
2. She is working on a CQM binder to document all steps in this process.

(7.0) New/Old Business

- **Planning Council Training**

There will be a presentation on the MCM Client Health Insurance Survey

- **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: **NO MEETINGS IN JULY**

- Special Priority Setting & Resource Allocation Meeting: Thursday, August 1st, 9:00am – 2:00pm
- Executive Committee - Friday, August 9th, 9:30am – 10:30am
- M/F -Friday, August 9th, 10:30am – 11:30am
- Planning Council – Friday, August 9th, 12:00pm – 2:00pm

- **Announcements**

There were none.

Adjournment – 10:30am



Roberta Stewart & Chris Cole, Co-Chairs

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	X					
2	Chris Cole PC Co-Chair	X	X	X	X	A					
3	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X					
4	Albana Lame (Quality Improvement Co-Chair)	X	X	X	X	X					
5	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	A	X	X					
6	Rich Radocchia (M/F Co-Chair)	X	A	X	X	X					
7	Christine Romanik (Quality Improvement Co-Chair)	X	X	X	X	X					
8	Roberta Stewart PC Co-Chair	X	X	X	X	X					
	Ryan White Office	X	X	X	X	X					
	Planning Council Staff	X	X	X	X	X					
	% of Committee present:	100%	88%	75%	100%	88%					