

Executive Committee Meeting Minutes

Meeting Date: Friday, June 14, 2019
Start Time: 9:40 am
End Time: 10:58 am
Location: The Burroughs Community Center
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the June 14, 2019 meetings

(1.0) Moment of Silence

Chris called the meeting to order at 9:40 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

There were none

(4.0) Approval of May 10, 2019 Meeting Minutes

A motion to approve the May 10, 2019 minutes was made by Joanne Montgomery and seconded by Christine Romanik

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

Against: (0)

Abstain: (1) Cole

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Lauren Gau 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. We reviewed the datasets that we'll be using for the upcoming 202 PSRA process. Staff will use the data sent by the state and create a summary report of that data for our EMA only. We had concerns regarding the format of the data sent and the lack of collaboration with this data in creating a report that was clear and concise. Staff will draft a letter expressing those concerns to Cross Sector.
4. We will be having a Zoom video meeting once staff has created the summary of that data to review the results prior to the PSRA meeting on August 2nd.
5. We also addressed an issue that came up from the utilization report for the service Food Bank/Home Delivered Meals in region 1 and we discussed this with their coordinator. There is still follow up that is needed, and we'll revisit that in September.
6. Regions will also be reaching out to their Young MSM of Color for the Special Populations N/A to help achieve a larger group of results for this group.

Roberta Stewart & Chris Cole, Co-Chairs

- Our next meeting will be held on Thursday, September 5, 2019 from 9:30am – 12:00pm at the Burrough’s Community Center

Quality Improvement Committee

Christine Romanik gave the following report:

- We voted on and approved the minutes from the May 2, 2019 meeting.
- 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.
- Staff gave an update on the site monitoring visits. Everything is moving along. The site visit reports are very clear and comprehensive.
- We discussed the eligibility packets received from all regions and determined that we will work towards one uniform packet throughout the EMA for beginning of the next grant year, March 1, 2020.
- We will also begin updating all service standards in September due to the new guidelines from HRSA. Staff will begin formatting these and we’ll review all changes.

Our next meeting will be held on Thursday, September 5, 2019 from 12:00pm – 2:00pm at the Burrough’s Community Center

(6.0) Recipient’s Report

Tom Butcher gave the following report:

- The site visits are completed and went very well.
- The Clinical Quality Management plan is due 7/1 by all regions and then Tom will develop a master plan from these.
- June 24th will be the announcement of the winner of the ‘Getting to Zero’ grant, there will be 5 winners.

(7.0) New/Old Business

- Planning Council Training**

There will be a presentation on the Priority Setting and Resource Allocation Process.

- 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

Roberta Stewart & Chris Cole, Co-Chairs

- Planning Council – Friday, August 9th, 12:00pm – 2:00pm

- **Announcements**

There were none.

Adjournment – 10:58am

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

Planning Council Guest: Heidi Jenkins