

*Joanne Montgomery & Lauren Gau, Co-Chairs*

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**Strategic Planning & Assessment Committee Meeting Minutes**

**Meeting Date:** Thursday, September 5, 2019  
**Start Time:** 9:38 am  
**End Time:** 11:50 am  
**Location:** Burroughs Community Center  
**Presiding Chair:** Joanne Montgomery  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from the June 6, 2019 meeting

**Council Member Assignments**

- Attend Committee/Council meetings as outlined in the Council Bylaws

**Staff Member Assignments**

**(1.0) Moment of Silence**

Joanne called the meeting to order at 9:38 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(2.0) Welcome and Introduction**

All participants introduced themselves.

**(3.0) Co-Chair Announcements**

There were none

**(4.0) Approval of June 6, 2019 Meeting Minutes**

David Colbert made a motion to approve the meeting minutes from June 6, 2019 and Inthiany Ardila seconded it.

**For: (6)** Ardila, Lame, Stewart, Cole, Colbert, Montgomery

**Against: (0)**

**Abstain: (1)** Cisneros

**(5.0) New Business/Old Business**

- **Review the Strategic Planning and Assessment Planning Council Activity Timeline**  
The Committee reviewed the Planning Council Activity Timeline and determined that everything was on track.
- **Identify Datasets/needs for PSRA and coordinate with other committees to facilitate the exchange of information**  
Staff presented a service utilization report for the EMA for March 1, 2019 – August 31, 2019 and also presented an insurance report from OAHS for the same time

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frame. Attendees reviewed this data and discussed the timeliness of the data being entered. The QI committee will add this to their parking lot.

- **Review Framework of PSRA**

This was included in the discussion above

- **Define One New Study and Present Results**

Attendees discussed this and decided to use some questions from the statewide needs assessment and also create questions to address points 2 and 4 from the Ending the HIV Epidemic Plan for America which speaks to ‘treat’ and ‘respond’. Staff will draft up these questions and the committee will review these next month.

- **Develop and Review the Comprehensive Plan**

We will discuss this next month

- **Unresolved Parking Lot Items**

Parking Lot Summary

ITEM	STATUS
Request regional leads to prepare presentation on RW funded services and what they use these funds for within each service.	Updated 1/3: Regional Leads will be asked to attend the SPA meeting on April 4 <sup>th</sup> and share this information with the committee. 3/15: this will be on hold until all regions have completed their site visits and findings are presented. 9/5: Staff will send an e-mail and invite all region lead and providers to QI meetings to review and update the service standards. This is now closed.
Procedures discussed to ensure Ryan White is the payer of last resort.	5/2: This was addressed today during the presentation of the MCM Health Insurance Survey results. It was decided that moving forward, CIPA will be mandated for all clients who are on the ACA. This requirement will then be included in the updates to service category definitions and services standards for the MCM or HIPCSA services, TBD. This will remain open until that time.

**(5.0) Announcements**

There were none

**(6.0) Adjournment**

The meeting adjourned at 11:50am

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**Strategic Planning and Assessment Committee Attendance Record – 2019**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
1.	Inthiany Ardila	X	X	X	X	X	X	-	X		
2.	Max Cisneros	X	A	X	X	X	A	-	X		
3.	Cassandra Cokley	A	A	A	A	A	A	-	A		
4.	<i>Christopher Cole PC Co-Chair</i>	A	X	A	X	X	X	-	X		
5.	David Colbert	-	-	-	-	X	X	-	X		
6.	Loreen Cuiman	A	A	A	A	A	A	-	A		
7.	Sabrina Delgado	A	A	A	X	X	A	-	A		
8.	Thomas Evans	A	A	A	A	A	A	-	A		
9.	Heather Garofalo	A	X	X	X	A	A	-	A		
10.	<b>Lauren Gau Co-Chair</b>	X	X	X	X	X	X	-	A		
11.	Heidi Jenkins	A	A	A	A	A	A	-	A		
12.	Lisa Gluz	A	A	A	A	A	A	-	A		
13.	Albana Lame	X	X	X	X	X	X	-	X		
14.	<b>Joanne Montgomery Co-Chair</b>	A	X	X	A	X	X	-	X		
15.	Daniel Pettit	-	-	-	-	-	-	-	A		
16.	Richard Radocchia	X	X	A	X	A	X	-	A		
17.	Christine Romanik	A	A	A	A	A	A	-	A		
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	-	X		
19.	Aaron Stuart	-	-	-	-	A	A	-	A		
20.	Charlotte Teel	A	X	X	X	X	X	-	A		
21.	Donald Winfrey	-	-	-	-	A	A	-	A		
	Ryan White Office	X	X	X	X	X	X	-	X		
	Planning Council Staff	X	X	X	X	X	X	-	X		
	<b>% of Council present:</b>	<b>32%</b>	<b>47%</b>	<b>42%</b>	<b>53%</b>	<b>45%</b>	<b>45%</b>	<b>-</b>	<b>33%</b>		

Guests: Sara Burns, Christina Rizk, Tequetta Valeriano