

## Strategic Planning & Assessment Committee Meeting Minutes

**Meeting Date:** Thursday, October 3, 2019  
**Start Time:** 9:36 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 September 5, 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 9:36 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 September 5, 2019 Meeting Minutes

Albana Lame made a motion to approve the meeting minutes from September 5, 2019 and Roberta Stewart seconded it.

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

**Against: (0)**

**Abstain: (2)** Teel, Racocchia

#### (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.

- **Review Framework of PSRA**

Attendees discussed the utilization report from 3/1/19 – 8/31/19 and staff will ask for the same report to be run again. Many regions have made updates to the CAREWare system and the information should now be much more accurate.

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

Attendees discussed this and asked staff to create a draft copy of 2 different N/A survey tools, one for out of care and one for in care. These will be presented at the November SPA meeting for review.

- **Determine FY2020 Directives to Ryan White Office**

Staff presented the current directives for review and updates. Attendees made several recommendations for updates to be made and staff will make those and bring it back for a final review in November.

- **Unresolved Parking Lot Items**

Parking Lot Summary

ITEM	STATUS
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

**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	X	
2.	Max Cisneros	X	A	X	X	X	A	-	X	X	
3.	Cassandra Cokley	A	A	A	A	A	A	-	A	A	
4.	<i>Christopher Cole PC Co-Chair</i>	A	X	A	X	X	X	-	X	X	
5.	David Colbert	-	-	-	-	X	X	-	X	A	
6.	Loreen Cuiman	A	A	A	A	A	A	-	A	A	
7.	Sabrina Delgado	A	A	A	X	X	A	-	A	A	
8.	Thomas Evans	A	A	A	A	A	A	-	A	A	
9.	Heather Garofalo	A	X	X	X	A	A	-	A	A	
10.	<b>Lauren Gau Co-Chair</b>	X	X	X	X	X	X	-	A	A	
11.	Heidi Jenkins	A	A	A	A	A	A	-	A	A	
12.	Lisa Gluz	A	A	A	A	A	A	-	A	A	
13.	Albana Lame	X	X	X	X	X	X	-	X	X	
14.	<b>Joanne Montgomery Co-Chair</b>	A	X	X	A	X	X	-	X	X	
15.	Daniel Pettit	-	-	-	-	-	-	-	A	A	
16.	Richard Radocchia	X	X	A	X	A	X	-	A	X	
17.	Christine Romanik	A	A	A	A	A	A	-	A	A	
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	-	X	X	
19.	Aaron Stuart	-	-	-	-	A	A	-	A	A	
20.	Charlotte Teel	A	X	X	X	X	X	-	A	X	
21.	Donald Winfrey	-	-	-	-	A	A	-	A	A	
	Ryan White Office	X	X	X	X	X	X	-	X	X	
	Planning Council Staff	X	X	X	X	X	X	-	X	X	
	% of Council present:	32%	47%	42%	53%	45%	45%	-	33%	38%	

Guests: Sara Burns, Nancy Kingwood, Tequetta Valeriano