

Executive Committee Meeting Minutes

Meeting Date: Friday, January 10, 2020
Start Time: 9:31 am
End Time: 10:44 am
Location: The Burroughs Community Center
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the November 15, 2019 meetings

(1.0) Moment of Silence

Chris called the meeting to order at 9:31 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

Chris announced that there is an opening for a co-chair for the Quality Improvement Committee.

(4.0) Approval of November 15, 2019 Meeting Minutes

A motion to approve the November 15, 2019 minutes was made by Joanne Montgomery and seconded by Lauren Gau.

For: (4) Lame, Stewart, Cisneros, Gau,

Against: (0)

Abstain: (1) Cole

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Lauren Gau gave the following report:

Here is a summary of our meeting that was held on January 9, 2020:

1. We voted on and approved minutes from November 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. We looked at our current In Care and Newly Diagnosed needs assessment numbers to see how many completed surveys each region has compared to our goal.
4. We reviewed a new survey tool for the Out of Care needs assessment. Staff will update this based on our discussion to make it simpler and have open ended questions and present this at the February meeting. Staff will also email all region leads and ask them to run a report for all out of care clients in CAREWare and they will review all results to verify the accuracy of the data.
5. Staff presented the utilization report for all 5 regions from March 1, 2019 – November 30, 2019. There was a discussion about the Outpatient Ambulatory Health Services number for unduplicated

Roberta Stewart & Chris Cole, Co-Chairs

clients and the relationship to uninsured clients and what that should look like. We also will be reviewing this data to determine what it can tell us about the populations in our EMA.

6. We began reviewing our current by laws and made some small updates. We will continue to review these at our February meeting.
7. Our next meeting will be held on Thursday, February 6, 2020 from 9:30am – 12:00pm at the Burroughs Community Center.

Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on January 9, 2020:

1. We were unable to vote on the minutes from November 7, 2019 due to lack of quorum.
2. We 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 following service standards for review and updates by all attendees which included representation from all 5 regions:
 - a. Emergency Financial Assistance
 - b. Medical Transportation
 - c. Housing
 - d. Food Bank/Home Delivered MealsWe made updates to ensure all service standards align with HRSA/HAB measures as well as performance outcomes.
4. Our next meeting will be held on Thursday, February 6, 2020 from 12:00pm – 2:00pm at the Burroughs Community Center.

(6.0) Part A Office Report

The Ryan White office staff gave the following report:

1. Site visits will begin in March/April for Regions 2 and 5.
2. They are completing all contract amendments due to the partial award.
3. CQM will be continuing to meet and focus on regional PDSAs.

(7.0) New/Old Business

- **Planning Council Training**

There will be no Planning Council training today. The New Member Planning Council training will take place next month.

- **HRSA Site Visit Report –Review of Corrective Action Update (MOUs)**

We reviewed a draft MOU and made several updates. We weren't able to complete this and staff will e-mail the Executive Committee the document to complete prior to next months meeting.

- **Review Planning Council Agenda**

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

- **Parking Lot Items – There are none**

- **Announcements**

There were none.



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- **Adjournment** – 10:30am

Attendance Record - 2020

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Max Cisneros (M/F Co-Chair)	A									
2	Chris Cole PC Co-Chair	X									
3	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X									
4	Albana Lame (Quality Improvement Co-Chair)	X									
5	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X									
6	Roberta Stewart PC Co-Chair	X									
	Ryan White Office	X									
	Planning Council Staff	X									
	% of Committee present:	84%									

Guest: Ken Flyte