

*Joanne Montgomery & Lauren Gau, Co-Chairs*

**Strategic Planning & Assessment Committee Meeting Minutes**

**Meeting Date:** Thursday, January 9, 2020  
**Start Time:** 9:31 am  
**End Time:** 11:50 am  
**Location:** Burroughs Community Center  
**Presiding Chair:** Lauren Gau  
**Recorder:** Sara Seaburg

**Summary of Committee Business Votes**

- Approval of Minutes from the November 7, 2019 meeting

**Council Member Assignments**

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

**Staff Member Assignments**

**(1.0) Moment of Silence**

Lauren 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**

All participants introduced themselves.

**(3.0) Co-Chair Announcements**

There were none

**(4.0) Approval of November 7, 2019 Meeting Minutes**

Joanne Montgomery made a motion to approve the meeting minutes from November 7, 2019 and Inthiany Ardila seconded it.

**For: (5)** Ardila, Cole, Cisneros, Radocchia, Montgomery

**Against: (0)**

**Abstain: (2)** Gau, Delgado

**(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.

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

Staff reported on the progress of the current Needs Assessments. Attendees also reviewed the Out of Care Needs Assessment survey tool and updates were made. Staff will present this updated survey at February's meeting for final review.

- **Review Framework for PSRA**

Staff presented the Utilization Report for H1 2019 (March-August). Attendees reviewed the data and there were some discrepancies in the OAHS unduplicated client count and a lengthy discussion took place regarding the number that is being reported and the

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uninsurable client count. This topic will be continued to be discussed. Moving forward, this data will allow more population-based data.

- **Bylaw Review & Update**

Staff presented the current by laws and attendees reviewed these. Updates were made and this process will continue next month.

- **Review Scope of Work for Next Year**

The current scope of work was presented and will be re-organized by month. This will be reviewed next month for final updates.

- **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. 11/7: This item is now closed since it has been discussed in the updating of the service standards and includes documentation of refusal from client.
Intensive Case Management: For GY2020, what does this service category look like since we are not funding EIS and moving to this?	Moved to Quality Improvement Committee to review under Medical Case Management Service Category.

**(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 – 2020**

	<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									
2.	Max Cisneros	X									
3.	Cassandra Cokley	A									
4.	<i>Christopher Cole PC Co-Chair</i>	X									
5.	David Colbert	A									
6.	Loreen Cuiman	A									
7.	Sabrina Delgado	X									
8.	Heather Garofalo	A									
9.	<b>Lauren Gau Co-Chair</b>	X									
10.	Lisa Gluz	A									
11.	Albana Lame	X									
12.	<b>Joanne Montgomery Co-Chair</b>	X									
13.	Daniel Pettit	A									
14.	Richard Radocchia	X									
15.	<i>Roberta Stewart PC Co-Chair</i>	X									
16.	Charlotte Teel	X									
	Ryan White Office	X									
	Planning Council Staff	X									
	% of Council present:	63%									

Guests: Sara Burns, Nancy Kingwood, Tequetta Valeriano, Cary Ostrow, Jackson Monarca