

Executive Committee Meeting Minutes

Meeting Date: Friday, February 14, 2020
Start Time: 9:44 am
End Time: 10:45 am
Location: The Burroughs Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the January 10, 2020 meetings

(1.0) Moment of Silence

Roberta called the meeting to order at 9:44 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Robarta welcomed everyone.

(3.0) Co-Chair Announcements

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

(4.0) Approval of January 10, 2020 Meeting Minutes

A motion to approve the January 10, 2020 minutes was made by Joanne Montgomery and seconded by Max Cisneros.

For: (3) Cole, Cisneros, Gau

Against: (0)

Abstain: (2) Stewart, Montgomery

(5.0) Approve Final PCAT for All Planning Committees

Roberta Stewart made a motion to approve the 2020 Planning Council Activity Timeline for all Planning Council committees:

For: (5) Cole, Cisneros, Gau, Stewart, Montgomery

Against: (0)

Abstain: (0)

(6.0) 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 February 6, 2020:

1. We voted on and approved minutes from January 9, 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 as compared to our goal.
4. We reviewed and approved new survey tool for the Out of Care needs assessment. Staff emailed all region leads and asked them to run a report for all out of care clients in CAREWare and they'll reply back as to how many actual 'out of care' clients they have in their region. This will run from March 1st – April 30th.
5. We also reviewed and approved the updated Service Category Definitions for the following:
 - a. Transportation, Housing, Food Bank/Home Delivered Meals, Emergency Financial Assistance and Mental Health
 - b. **VOTE**
6. We reviewed and approved updates made to the 202 Directives as well:
 - a. **VOTE**
7. We approved the MCM Health insurance Survey Tool and this will begin on March 1st – April 30th.
8. We reviewed our scope of work for next year and approved this.
9. We discussed what the Intensive MCM component for MAI \$ will look like and how it will be captured in CAREWare. We also discussed what will make this different from EIS.
10. Our next meeting will be held on Thursday, March 5, 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 February 6, 2020:

1. We approved the meeting minutes from January 9, 2020 and November 7, 2019.
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. We are in need of a new co-chair for this committee and David Colbert is interested.
4. Staff presented the Housing Service Standard, and this was updated. All updated service standards were approved.
 - a. **VOTE to approve all Service Standards: Housing, Transportation, Food Bank/Home Delivered Meals, EFA, MCM, Outpatient Ambulatory Health Services, Oral Health, Mental Health, HIPCSA, Substance Abuse Inpatient and Substance Abuse Outpatient.**
5. We reviewed our Scope of Work for next year and approved this.
6. Our next meeting will be held on Thursday, March 5, 2020 from 12:00pm – 2:00pm at the Burroughs Community Center.

Chris Cole made a motion to extend the meeting 15 minutes and Joanne Montgomery seconded it.

For: (5) Cole, Cisneros, Gau, Stewart, Montgomery

Against: (0)

Abstain: (0)

(7.0) 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.

Roberta Stewart & Chris Cole, Co-Chairs

(8.0) New/Old Business

- **Planning Council Training**

There will be a New Member Planning Council training focusing on the Planning Council Membership Code of Conduct.

- **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.

- **Adjournment – 10:45am**

Attendance Record - 2020

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

Planning Council Guests: Cassandra Cokley

Guest: Ken Flyte