



*Roberta Stewart & Chris Cole, Co-Chairs*

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### Executive Committee Meeting Minutes

**Meeting Date:** Friday, May 15, 2020  
**Start Time:** 9:34 am  
**End Time:** 10:30 am  
**Location:** ZOOM Meeting  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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#### Summary of Committee Business Votes

- Approval of Minutes from the May 15, 2020 meetings

#### (1.0) Moment of Silence

Roberta called the meeting to order at 9:34 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

#### (2.0) Welcome and Introduction

Roberta welcomed everyone.

#### (3.0) Co-Chair Announcements

We are still looking for a co-chair for our Membership/Finance Committee.

#### (4.0) Approval of April 3, 2020 Meeting Minutes

A motion to approve the April 3, 2020 minutes was made by Chris Cole and seconded by Albana Lame.

**For: (3)** Cole, Gau, Lame

**Against: (0)**

**Abstain: (1)** Stewart

#### (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 May 7, 2020:

1. We voted on and approved minutes from March 5, 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 discussed the CARES Act award which provides one-time funding to help current Ryan White HIV/AIDS Program recipients prevent, prepare for, and respond to COVID-19. Jeff discussed a concern he had in the amount of funding received for our EMA. After careful research it seems as though the number of unduplicated clients in our EMA is not represented correctly in the award. Sera Morgan, our project officer feels that this may be an error on HRSA's side and she is going to investigate this further with hopes of resolving it. Staff presented results from the 2 different surveys given to subrecipients and clients in our EMA. Based on the data received the following was approved. The CARES Act funding will be divided among the 5 regions based on their allocation percentage and used for food bank/home delivered meals service category.
4. Jeff also presented the summary results from the In Care needs assessment and Newly Diagnosed needs assessments both completed in March. He also focused on the data he used to help develop

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the Intensive Medical Case Management component under Medical Case Management. This was approved by the committee with the option to make changes as this goes into effect in order to most effectively deliver these services to clients who meet the MAI requirement.

5. We also discussed the parking lot item concerning the reduction in Part B funding and next month Jeff is going to present a comparison of the Part B service allocation to review prior to the PSRA process.
6. Our next meeting will be held on Thursday, June 4, 2020 from 9:30am – 12:00pm via Zoom teleconference.

#### Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on May 7, 2020:

1. We approved the meeting minutes from March 5, 2020.
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 spent most of the meeting discussing what defines a unit of service in each of the service categories. We reviewed the data received from the Recipient's office which outlined the CAREWare options (dropdown lists) for each service category, and displayed results for the unduplicated client count and units of service by region. Attendees reviewed all dropdown options listed and updated these to reflect how they should be capturing this data. Arvil will now update those dropdown lists in CAREWare to reflect these changes.
4. We also discussed needing to update the Quality Improvement Committee plan. Sara will work with Dionne Kotey in the Recipient's office to update this plan.
5. Our next meeting will be held on Thursday, June 4, 2020 from 12:00pm – 2:00pm at the Burroughs Community Center.

#### **(6.0) Part A Office Report**

Tom Butcher gave the following report:

- They've had a call with HRSA regarding the error in the CARES Act funding award and they will be rectifying this soon.
- They are working on the process of distributing this funding once it's received
- All contracts are moving smoothly through the process.

#### **(7.0) New/Old Business**

- **Planning Council Training**

None for April – Staff will look into the online training system that other Planning Councils are using and report back on this in June.

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

Staff will be finalizing all updates and will present this at the June meeting.

- **Review Planning Council Agenda**

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



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- **Parking Lot Items – There are none**
- **Announcements**  
There were none.
- **Adjournment – 10:30am**

**Attendance Record - 2020**

	<b>Council Member</b>	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Max Cisneros (M/F Co-Chair)	A	X	A	X	A					
2	David Colbert	-	-	X	X	X					
3	<b>Chris Cole PC Co-Chair</b>	X	X	X	X	X					
4	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X					
5	Albana Lame (Quality Improvement Co-Chair)	X	A	X	X	X					
6	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X	A					
7	<b>Roberta Stewart PC Co-Chair</b>	X	X	X	X	X					
	Ryan White Office	X	X	X	X	X					
	Planning Council Staff	X	X	X	X	X					
	% of Committee present:	84%	84%	84%	100%	71%					

Planning Council Guests: Mitchell Namais  
 Guests: Ken Teel