

Joanne Montgomery & Lauren Gau, Co-Chairs

Strategic Planning & Assessment Committee Meeting Minutes

Meeting Date: Thursday, February 6, 2020
Start Time: 10:30 am
End Time: 12:40 am
Location: Burroughs Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the January 9, 2019 meeting

Council Member Assignments

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

Staff Member Assignments

(1.0) Moment of Silence

Roberta called the meeting to order at 10:30 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

Roberta asked for a vote to extend the meeting by 1 hour due to the delayed start of the meeting. Chris Cole made a motion to extend the meeting 1 hour and Rich Radocchia seconded it:

For: (6) Cole, Radocchia, Stewart, Colbert, Ardila, Lame

Against: (0)

Abstain: (0)

(4.0) Approval of January 9, 2020 Meeting Minutes

Chris Cole made a motion to approve the meeting minutes from January 9, 2020 and Rich Radocchia seconded it.

For: (4) Ardila, Cole, Radocchia, Lame

Against: (0)

Abstain: (2) Stewart, Colbert

(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 with updates.

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Rich Radocchia made a motion to approve the Out of Care Needs Assessment survey tool and Inthiany Ardila seconded it.

For: (6) Cole, Radocchia, Stewart, Colbert, Ardila, Lame

Against: (0)

Abstain: (0)

- **Review and Approve 2020 Service Category Definitions**

Staff presented the 5 service category definitions that were updated (Transportation, Food Bank/Home Delivered Meals, Emergency Financial Assistance, Housing Service and Mental Health) David Colbert made a motion to accept the updated service category definitions and Chris Cole seconded it:

For: (6) Cole, Radocchia, Stewart, Colbert, Ardila, Lame

Against: (0)

Abstain: (0)

- **Review and Approve Updated 2020 Directives**

Staff presented the updated Directives and Rich Radocchia made a motion to accept the 2020 Directives and Albana Lame seconded it:

For: (6) Cole, Radocchia, Stewart, Colbert, Ardila, Lame

Against: (0)

Abstain: (0)

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

The updated scope of work was presented, and Chris Cole made a motion to approve the 2020 PCAT and Rich Radocchia seconded it.

For: (6) Cole, Radocchia, Stewart, Colbert, Ardila, Lame

Against: (0)

Abstain: (0)

- **MCM Health Insurance Coverage Survey Tool – Final Review**

Attendees reviewed the MCM Health Insurance Survey tool and made updates. Inthiany Ardila made a motion to approve the updated MCM Health Insurance Survey and David Colbert seconded it:

For: (6) Cole, Radocchia, Stewart, Colbert, Ardila, Lame

Against: (0)

Abstain: (0)

Roberta Stewart made a motion to extend the meeting 15 minutes and Rich Radocchia seconded it:

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For: (6) Cole, Radocchia, Stewart, Colbert, Ardila, Lane

Against: (0)

Abstain: (0)

- **Develop Intensive Medical Case Management Component**

This was discussed thoroughly and there were differing opinions heard. There were two primary concerns that were brought up. How will this be identified in CAREWare to capture this as MAI? How will this be different from EIS? We will continue to discuss and develop this.

- **Unresolved Parking Lot Items – there are none**

(5.0) Announcements

There were none

(6.0) Adjournment

The meeting adjourned at 12:40pm

Strategic Planning and Assessment Committee Attendance Record – 2020

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sept	Oct	Nov
1.	Inthiany Ardila	X	X								
2.	Max Cisneros	X	A								
3.	Cassandra Cokley	A	A								
4.	<i>Christopher Cole PC Co-Chair</i>	X	X								
5.	David Colbert	A	X								
6.	Loreen Cuiman	A	A								
7.	Sabrina Delgado	X	A								
8.	Heather Garofalo	A	A								
9.	Lauren Gau Co-Chair	X	A								
10.	Lisa Gluz	A	A								
11.	Albana Lane	X	X								
12.	Joanne Montgomery Co-Chair	X	A								
13.	Daniel Pettit	A	A								
14.	Richard Radocchia	X	X								
15.	<i>Roberta Stewart PC Co-Chair</i>	X	X								
16.	Charlotte Teel	X	A								
	Ryan White Office	X	X								
	Planning Council Staff	X	X								
	% of Council present:	63%	38%								

Guests: Sara Burns, Tequetta Valeriano, Rolo Lopez Jr, Dennis Torres, Natalie Kil