

Joanne Montgomery & Lauren Gau, Co-Chairs

Strategic Planning & Assessment Committee Meeting Minutes

Meeting Date: Thursday, March 5, 2020
Start Time: 9:34 am
End Time: 11:55 am
Location: Burroughs Community Center
Presiding Chair: Joanne Montgomery
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the February 6, 2020 meeting
- Approval of updated 2020 By Laws

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 9:34 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 February 6, 2020 Meeting Minutes

David Colbert made a motion to approve the meeting minutes from February 6, 2020 and Inthiany Ardila seconded it.

For: (5) Ardila, Radocchia, Lame, Colbert, Stewart

Against: (0)

Abstain: (4) Gau, Montgomery, Teel, Cisneros

(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 and updated the committee on the number of completed surveys for the in care clients and newly diagnosed clients. Regions 1, 3 and 4 received packets that included paper copies of the out of care N/A along with \$25 Walmart gift cards as incentives. They will begin conducting this last piece of the needs assessment.

- **Review Intensive Case Management Service Component**

Staff presented an overview of this which will fall under the medical case management service category. The 3 priority populations identified in our previous needs assessment will be assessed first as funding for this is coming from MAI dollars. After that case managers will look at newly diagnosed clients, out of care clients and finally, non-virally suppressed and/or medication adherent clients. The committee also reviewed the newly proposed universal intake packets that included 4 documents: medical case management acuity scale template, intake form template, assessment template and care plan template. These forms were reviewed and an adhoc committee will be reviewing these and making any updates/changes needed. We will review these again in April.

- **MCM Health Insurance Survey**

Staff has sent an email out to all regions with the survey attached and a start date of March 1st.

- **Identify Datasets/Needs for PSRA and Coordinate With Other Committees to Facilitate the Exchange of Information**

The committee began discussing the datasets that will be used during the upcoming 2021 PSRA process and will continue to discuss this in April

- **Bylaw Review & Update**

Staff presented the updated by laws for review by the committee. Rich Radocchia made a motion to approve the updated by laws and Albana Lame seconded it:

For: (8) Ardila, Radocchia, Lame, Stewart, Colbert, Teel, Gau, Cisneros

Against: (0)

Abstain: (1) Montgomery

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

(5.0) Announcements

There were none

(6.0) Adjournment

The meeting adjourned at 11:55am

Joanne Montgomery & Lauren Gau, Co-Chairs

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	X							
2.	Max Cisneros	X	A	X							
3.	Cassandra Cokley	A	A	A							
4.	<i>Christopher Cole PC Co-Chair</i>	X	X	A							
5.	David Colbert	A	X	X							
6.	Loreen Cuiman	A	A	A							
7.	Sabrina Delgado	X	A	A							
8.	Linda Ferraro	-	-	A							
9.	Ken Flyte	-	-	-							
10.	Lauren Gau Co-Chair	X	A	X							
11.	Lisa Gluz	A	A	A							
12.	Albana Lame	X	X	A							
13.	Ronald Montague	-	-	A							
14.	Joanne Montgomery Co-Chair	X	A	X							
15.	Mitchell Namias	-	-	A							
16.	Daniel Pettit	A	A	X							
17.	Richard Radocchia	X	X	X							
18.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X							
19.	Charlotte Teel	X	A	X							
	Ryan White Office	X	X	X							
	Planning Council Staff	X	X	X							
	% of Council present:	63%	38%	47%							

Guests: Sara Burns, Elda Thomas, Nancy Kingwood, Carey Ostrow, Jen Loschiavo, Nick Boshnack, Kathyleen Pitner, Jean Lorus, Christina Rizk, Stuart Lane, Tequetta Valeriano, Desmond, Corteres