



Roberta Stewart & Chris Cole, Co-Chairs

Executive Committee Meeting Minutes

Meeting Date: Friday, June 12, 2020
Start Time: 9:02 am
End Time: 10:30 am
Location: ZOOM Meeting
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the May 15, 2020 meetings

(1.0) Moment of Silence

Chris called the meeting to order at 9:02 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Chris welcomed everyone.

(3.0) Co-Chair Announcements

Rich Radocchia will return as the co-chair of the Membership Finance Committee.

(4.0) Approval of May 15, 2020 Meeting Minutes

A motion to approve the May 15, 2020 minutes was made by Joanne Montgomery and seconded by David Colbert.

For: (2) Gau, Lame

Against: (0)

Abstain: (5) Cole, Radocchia, Cisneros, Montgomery, Colbert

(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 June 4, 2020:

1. We voted on and approved minutes from May 7, 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 presented the new award that was received based on the resolution of an error that was found. There were many concerns regarding how this new funding would be distributed. It was decided that the allocation would be based on the number of Covid 19 cases in each region and then split evenly between food bank/home delivered meals and housing services.
4. We also reviewed the datasets to be used in the 2021 PRSA process and the following were approved:
 - Service Utilization 2019
 - In Care Needs Assessment 507 Completed Surveys in EMA

- Newly Diagnosed Needs Assessment 24 Completed Surveys in EMA
 - 2019 Aged Needs Assessment
 - 2019 Priority Populations Needs Assessment
 - MCM Client Health Insurance Survey from 2019
5. Jeff presented the Part B funding comparison by region by service category to allow attendees to see how this year will be impacted by the reduction in Part B funding.
 6. It was decided that we will have a Strategic Planning & Assessment committee data meeting in July to review all data to be used in the PSRA meeting in August. Staff will send out a Doodle poll to see what days/times work best for most.

Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on June 4, 2020:

1. We approved the meeting minutes from May 7, 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. Staff presented on the Quality Improvement Committee plan. The content has changed based on several factors including the Clinical Quality Management addition to the Recipient's office as well as regional Quality Improvement committees. Suggestions were made and staff will update a formal plan to be presented in September. Sara will continue to work with Dionne on this.
4. The Assessment of the Administrative Mechanism surveys were presented, and updates were made an approved for both the Region Leads and Providers surveys.

(6.0) Part A Office Report

Tom Butcher gave the following report:

- CARES Act Awards have been executed for the EMA
- All contracts will be completed by September
- CQM is working on reviewing regional QM plans in order to create one plan for the EMA. They are also continuing to work on the zip code study.

(7.0) New/Old Business

• **Planning Council Training**

None for June – Staff will work with Joanne to develop an online training tool that will allow PC members to take the new member training virtually.

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

Staff presented the final MOU for the EMA in detail and highlighted all updated areas based on recommendations from the committee. This will also be added to the Executive Committee PCAT for January.

Joanne Montgomery made a motion to approve the final MOU presented and David Colbert seconded it.

For: (6) Radocchia, Cisneros, Montgomery, Colbert, Gau, Lame

Against: (0)

Abstain: (1) Cole



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- **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 – 10:30am**

Attendance Record - 2020

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

Planning Council Guests: Mitchell Namias