

Joanne Montgomery Co-Chair

Strategic Planning & Assessment Committee Meeting Minutes

Meeting Date: Thursday, September 3, 2020
Start Time: 9:32 am
End Time: 11:59 pm
Location: Zoom Teleconference
Presiding Chair: Joanne Montgomery
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of Minutes from the June 4, 2020 meeting
- Approval of 3 new studies: 1) Non-Virally Suppressed Needs Assessment; 2) The effects of Covid-19 on our client population; and 3) Medical Case Managers – are they receiving what they need in order to ensure service delivery to their clients.

Council Member Assignments

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

Staff Member Assignments

(1.0) Moment of Silence

Joanne called the meeting to order at 9:32 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

We need a co-chair for this committee and are looking for interested members.

(4.0) Approval of June 4, 2020 Meeting Minutes

Rich Radocchia made a motion to approve the meeting minutes from June 4, 2020 and David Colbert seconded it.

For: (7) Ardila, Radocchia, Lame, Teel, Cole, Stewart, Colbert

Against: (0)

Abstain: (1) Montgomery

(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.

- **GY2020 (March-June) Service Utilization Report**

Staff presented the GY2020 (March-June) Service Utilization Report. Attendees reviewed each regions' unduplicated client count and units of service by service category. Many regions had lower numbers than expected due to the COVID-19 pandemic, all regions feel that they will be or already have been increasing the number of clients accessing services. There were concerns with the number of care plans initiated/updated under the Mental Health service category and regions are going to review their data in CAREWare to ensure

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accuracy. Some regions will be initiating budget revisions as well if they determine that this will be necessary. There was a request that all regions become or continue to be proactive in seeking out clients who may need services but have failed to reach out. Lastly there will be a data request to the Recipient's office in the OAHs and MCM service categories to confirm that the number of unduplicated clients are accurate.

- **Define one new study and present results**

The SPA committee voted to conduct three new needs assessments:

- a. Non-Virally Suppressed Needs Assessment
- b. The effects of Covid-19 on our client population
- c. Medical Case Managers – are they receiving what they need to ensure service delivery to their clients.

Roberta Stewart made a motion to approve the needs assessment studies and David Colbert seconded it.

For: (10) Ardila, Radocchia, Lame, Teel, Cole, Stewart, Colbert, Montgomery, Cisneros, Montague

Against: (0)

Abstain: (0)

- **In it to End it, Getting to Zero**

John Sapero gave the following update:

1. They are working on regional websites will be reaching out to people to contribute their feedback regarding the experience they would like to have when visiting the website.
2. He also shared a change in the tagline to read 'Our plan to end the HIV epidemic' due to feedback concerns.
3. He has recruited members to a leadership team to represent communities for guidance. They have had their first meeting which was very productive.
4. Moving forward they will establish regional leadership teams and work with priority populations.

- **Review Regions 1 and 2 Corrective Action Plans**

Tom Butcher, the Recipient, reported on the corrective action plans from Regions 1 and 2. After making suggestions on their plans, the Recipient is satisfied with these and will closely monitor the corrective action plans moving forward.

(6.0) Announcements

None

(7.0) Adjournment

The meeting adjourned at 11:59pm.

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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 | - | X | X | - | X | | |
| 2. | Max Cisneros | X | A | X | - | X | A | - | X | | |
| 3. | Cassandra Cokley | A | A | A | - | A | A | - | A | | |
| 4. | <i>Christopher Cole PC Co-Chair</i> | X | X | A | - | X | X | - | X | | |
| 5. | David Colbert | A | X | X | - | X | X | - | X | | |
| 6. | Loreen Cuiman | A | A | A | - | A | A | - | A | | |
| 7. | Sabrina Delgado | X | A | A | - | X | A | - | A | | |
| 8. | Armando Erba | | | | | | | - | A | | |
| 9. | Linda Ferraro | - | - | A | - | X | A | - | A | | |
| 10. | Ken Flyte | - | - | - | - | A | A | - | A | | |
| 11. | Lisa Gluz | A | A | A | - | A | A | - | A | | |
| 12. | Robert James | | | | | | | - | A | | |
| 13. | Albana Lame | X | X | A | - | X | X | - | X | | |
| 14. | Ronald Montague | - | - | A | - | A | A | - | X | | |
| 15. | Joanne Montgomery Co-Chair | X | A | A | - | X | X | - | X | | |
| 16. | Mitchell Namias | - | - | A | - | X | X | - | A | | |
| 17. | Daniel Pettit | A | A | X | - | A | A | - | A | | |
| 18. | Richard Radocchia | X | X | X | - | X | X | - | X | | |
| 19. | <i>Roberta Stewart PC Co-Chair</i> | X | X | X | - | A | X | - | X | | |
| 20. | Charlotte Teel | X | A | X | - | X | X | - | X | | |
| | Ryan White Office | X | X | X | - | X | X | - | X | | |
| | Planning Council Staff | X | X | X | - | X | X | - | X | | |
| | % of Council present: | 63% | 38% | 47% | - | 63% | 53% | - | 50% | | |

Guests: Nancy Kingwood, Tequetta Valeriano, Kathyleen Pitner, Jen LoSchiavo, Dennis Torres