

Executive Committee Meeting Minutes

Meeting Date: Friday, September 11, 2020
Start Time: 9:31 am
End Time: 10:17 am
Location: ZOOM Meeting
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the August 14, 2020 meeting

(1.0) Moment of Silence

Roberta called the meeting to order at 9:31 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 need a new co-chair of the Strategic Planning and Assessment committee.
- There will be a project officer call on Tuesday, September 15th.

(4.0) Approval of August 14, 2020 Meeting Minutes

A motion to approve the August 14, 2020 minutes was made by Albana Lame and seconded by Max Cisneros.

For: (3) Lame, Cisneros, Colbert

Against: (0)

Abstain: (2) Stewart, Radocchia

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Roberta Stewart gave the following report:

Here is a summary of our meeting that was held on September 3, 2020:

1. We voted on and approved minutes from June 4, 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 need a co-chair for this committee and are looking for interested members.
4. 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 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 of 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.
5. There will be three new needs assessments conducted and these were voted on and approved. They are:
 - 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.
 6. In it to End it, Getting to Zero: John Sapero – they are working on a regional website specific to this and will be reaching out to people to contribute their feelings regarding the experience they would like to have when visiting the website. He also shared a change in the tagline to read 'Our plan to end the HIV epidemic' due to feedback concerns. He has recruited members to a leadership team to represent communities for guidance. They have had their first meeting which was very productive. Moving forward they will establish regional leadership teams and work with priority populations.
 7. Tom Butcher, the Recipient reported on the 2 corrective action plans from Region 1 and 2. After making suggestions on their plans, the Recipient is satisfied with these and will monitor these regions moving forward.

Quality Improvement Committee

David Colbert gave the following report:

Here is a summary of our meeting that was held on September 3, 2020:

1. We approved the meeting minutes from June 4, 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. Dionne Kotey from the Recipient's office updated attendees on the EMA CQM Plan. She explained how all regions have submitted their own plans and that these were used in developing an EMA wide plan. She will send staff the plan and they will create a high-level presentation for October's meeting. The committee will also determine if there are ways they can provide support to ensure the EMA meets its goals.
4. The Recipient's office reported on the following:
 - a. Kudos to Dionne for her hard work on the CQM plan.
 - b. Site visits will begin at the end of October and run through December.
5. An item was added to the parking lot: Review MCM Universal Intake Forms packet (Intake, Assessment, Acuity, and Care Plans)

(6.0) New/Old Business

- **Meeting Discussion: Zoom Videoconference or resume 'In Person' Meetings**

Attendees discussed the various meeting formats for future Planning Council meetings. Meeting via Zoom Videoconference, in person back at the Burrough's Community Center and lastly a hybrid model with both in person and videoconference. After various opinions were shared, it was decided that we will continue to meet via Zoom through the remainder of the calendar year and revisit this discussion again in November. We also discussed barriers that may be occurring due to Covid-19 and attendance issues for Planning Council members. This will be discussed in greater detail during the Membership/Finance Committee meeting at 10:30am.

Roberta Stewart & Chris Cole, Co-Chairs

- **Review 2020 Planning Council Budget**

Staff shared the Planning Council budget for the FY2020 which showed that there are currently \$11,217 of unspent funds in food, PWH transportation, copies and facility rental. There were suggestions to use these funds for various consumer support needs and recruitment scenarios. It was decided that we will continue to discuss this at October's meeting and define where these funds should be allocated.

- **Review Planning Council Agenda**

The Planning Council agenda was reviewed

- **Parking Lot Items**

None

- **Announcements**

None

- **Adjournment – 10:17am**

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 | X | X | | |
| 2 | David Colbert | - | - | X | X | X | X | X | X | | |
| 3 | Chris Cole PC Co-Chair | X | X | X | X | X | X | A | A | | |
| 4 | Albana Lame (Quality Improvement Co-Chair) | X | A | X | X | X | X | X | X | | |
| 5 | Joanne Montgomery (Strategic Planning & Assessment Co-Chair) | X | X | X | X | A | X | X | A | | |
| 6 | Rich Radocchia (M/F Co-Chair) | | | | | | | A | X | | |
| 7 | Roberta Stewart PC Co-Chair | X | X | X | X | X | A | X | X | | |
| | Ryan White Office | X | X | X | X | X | X | X | A | | |
| | Planning Council Staff | X | X | X | X | X | X | X | X | | |
| | % of Committee present: | 84% | 84% | 84% | 100% | 71% | 84% | 75% | 71% | | |

Planning Council Members: Mitchell Namias

Guests: Maria Prieto