

Strategic Planning & Assessment Committee Meeting Minutes

Meeting Date: Thursday, October 1, 2020
Start Time: 9:34am
End Time: 11:37 pm
Location: Zoom Teleconference
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Votes

- Approval of Minutes from the September 3, 2020 meeting
- Approval of the Updated 2020 NHFF By Laws

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 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

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

(4.0) Approval of September 3, 2020 Meeting Minutes

Chris Cole made a motion to approve the meeting minutes from September 3, 2020 and David Colbert seconded it.

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

Against: (0)

Abstain: (1) Stewart

(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.

- **Review attendance requirement in Planning Council By-Laws**

Staff presented the attendance requirement section of our current by laws along with a proposed amendment to the language that would consider a declared state of emergency as we are currently experiencing with Covid 19. Roberta explained that due to unavoidable circumstances, Planning Council members have been unable to attend meetings as required. This will allow for a suspension of the requirement during this time.

Joanne Montgomery Co-Chair

Rich Radocchia made a motion to accept the updated 2020 By Laws and Albana Lama seconded it.

For: (7) Ardila, Colbert, Cole, Delgado, Lama, Radocchia, Teel

Against: (0)

Abstain: (1) Stewart

- **Review Medical Case Management client packet**

We discussed the MCM Universal Intake Forms packet (Intake, Assessment, Acuity and Care Plans). Each region identified 1 point of contact who will participate in a meeting to review these forms and make final updates. Staff will email this packet along with a Doodle poll to find out what day/time works best for the group.

- **Review Data Request from the Recipient's Office – Utilization for Region 1 for Outpatient Ambulatory Health Services (OAHS) & Medical Case Management (MCM)**

We reviewed the data request from Arvil concerning the utilization report from March – June 2020. In reviewing Region 1's client numbers last month for OAHS (Outpatient Ambulatory Health Services) and MCM (Medical Case Management) the committee asked for verification. The OAHS number was higher than expected and the MCM number was lower than expected. After reviewing the newly requested data and having explanations given by Region 1 representatives, the committee was satisfied.

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

We reviewed the questions from the Non-Virally Suppressed Needs Assessment done in 2018 and updates were suggested. Staff will go back and make changes and present them at November's meeting.

- **Determine FY2021 Directives to the Recipient's office**

We reviewed and updated our current Directives. There was still concern about the Rapid Reallocation section and staff will rework this section and present it at November's meeting.

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

John Sapero discussed that the Leadership Team for the initiative had met on Wednesday, September 23rd. The Team reviewed a proposed strategy to engage HIV community stakeholders, PLWH and others to inform the planning process. He is currently working with LGBTQ+ and other organizations to identify opportunities to engage clients to take part in the listening sessions.

- **Develop and Review the Comprehensive Plan**

We talked briefly about the Comprehensive Plan and staff shared that HRSA has delivered guidance to table this until further notice.

(6.0) Announcements

None

(7.0) Adjournment

The meeting adjourned at 11:37pm.

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	X	
2.	Max Cisneros	X	A	X	-	X	A	-	X	A	
3.	Cassandra Cokley	A	A	A	-	A	A	-	A	A	
4.	<i>Christopher Cole PC Co-Chair</i>	X	X	A	-	X	X	-	X	X	
5.	David Colbert	A	X	X	-	X	X	-	X	X	
6.	Loreen Cuiman	A	A	A	-	A	A	-	A	A	
7.	Sabrina Delgado	X	A	A	-	X	A	-	A	X	
8.	Armando Erba							-	A	A	
9.	Linda Ferraro	-	-	A	-	X	A	-	A	A	
10.	Ken Flyte	-	-	-	-	A	A	-	A	A	
11.	Lisa Gluz	A	A	A	-	A	A	-	A	A	
12.	Robert James							-	A	A	
13.	Albana Lame	X	X	A	-	X	X	-	X	X	
14.	Ronald Montague	-	-	A	-	A	A	-	X	A	
15.	Joanne Montgomery Co-Chair	X	A	A	-	X	X	-	X	A	
16.	Mitchell Namias	-	-	A	-	X	X	-	A	A	
17.	Daniel Pettit	A	A	X	-	A	A	-	A	A	
18.	Richard Radocchia	X	X	X	-	X	X	-	X	X	
19.	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	-	A	X	-	X	X	
20.	Charlotte Teel	X	A	X	-	X	X	-	X	X	
	Ryan White Office	X	X	X	-	X	X	-	X	X	
	Planning Council Staff	X	X	X	-	X	X	-	X	X	
	% of Council present:	63%	38%	47%	-	63%	53%	-	50%	40%	

Guests: Nancy Kingwood, Tequetta Valeriano, Kathyleen Pitner, Jen LoSchiavo, Dennis Torres, Gigi Chau, Nick Boshnack, Jackson Monarca, Brian Datcher, Maria Prieto