

**Executive Committee Meeting Minutes**

**Meeting Date:** Friday, May 14, 2021  
**Start Time:** 9:31 am  
**End Time:** 10:20 am  
**Location:** ZOOM Meeting  
**Presiding Chair:** Chris Cole  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from the April 9, 2021 meeting

**(1.0) Moment of Silence**

Chris 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**

Chris welcomed everyone.

**(3.0) Co-Chair Announcements**

- PO Call on Tuesday, May 18, 2021 at 10:00am

**(4.0) Approval of April 9, 2021 Meeting Minutes**

A motion to approve the April 9, 2021 minutes was made by Rich Radocchia and seconded by David Colbert.

**For: (4)** Colbert, Namias, Radocchia, Stewart

**Against: (0)**

**Abstain: (2)** Cole, Lame

**(5.0) Planning Council Committee Reports**

Strategic Planning & Assessment Committee

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on May 6, 2021:

1. We voted on and approved the meeting minutes from April 1, 2021.
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 reviewed the MCM needs assessment survey and the feedback that was received from case managers in each region. The survey was updated and approved.
4. We discussed the FPL (federal poverty level) and Jeff gave an update on his meeting with the Liaison to the Mayor's Office that he had on May 5th. He shared the presentation that he gave and explained why we will not be making any changes in our FPL eligibility.
5. Joanne presented the current Service Category Definitions and updates were requested. Staff will make these updates with track changes and we will review these next month.
6. Staff presented the proposed datasets that we'll be using for the FY2022 PSRA (priority setting and resource allocation) process. These include the following:
  - a. 2020 In-care Needs Assessment
  - b. 2021 Non-Virally Suppressed Needs Assessment

- c. 2020 Service Utilization
- d. 2020 Newly Diagnosed Needs Assessment
- e. 2019 Aged Needs Assessment
- f. 2019 Priority Populations Needs Assessment
- g. 2021 Medical Case Management Survey.

We will also discuss using the 'In It To End It' data that John Sapero has been collecting as well next month.

7. From the In It To End It/Ending the HIV Epidemic - We will be finalizing and submitting the No-Cost Extension which is due this week.
8. We discussed the 2021 MCM Client Health Insurance Survey. This will be sent out on 6/1/2020 with and completion data of 7/1/2020.
9. Our next meeting will be held on Thursday, June 3, 2021 from 9:30am –12:00pm via Zoom video conference.

#### Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on May 6, 2021:

1. We approved the meeting minutes from April 1, 2021.
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 presented the FY2020 Part A Care Continuum. This included linkage to care, link to care, retained in care, prescribed ART and virally suppressed data. She also shared the following update:
  - a. They had their region CQM meeting on April 28<sup>th</sup>.
  - b. All regions shared their PSDAs and discussed the progress being made with these by region. Some regions have discontinued their PSDA because they've met their described goals.
  - c. Information being discussed is extremely helpful for regions to share their successes and help other regions who need support in these areas.
4. Our next meeting will be held on Thursday, June 3, 2021 from 12:00pm – 2:00pm via Zoom teleconference.

#### **(6.0) Recipient's Office Report**

Tom Butcher shared the following report:

- Contracts are moving in the RFA (request for approval) system.
- They are working on several reports with upcoming deadlines.
- Kudos to John with the In It to End It campaign and David Colbert for his participation in the last focus group.

#### **(7.0) New/Old Business**

- **Review Planning Council Meeting Agenda**

The Planning Council Meeting agenda was reviewed, and it was determined that it was good.

- **In Person Meetings vs. Virtual Meetings**

*Roberta Stewart & Chris Cole, Co-Chairs*

We discussed this at length and it was decided that we will continue to meet virtually until September and in the meantime, staff will create a survey for PC members to take to determine the level of comfort meeting in person.

- **Parking Lot Items**  
None
- **Announcements**  
None
- **Adjournment** – 10:20 am

**Attendance Record - 2021**

	<b>Council Member</b>	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Max Cisneros (M/F Co-Chair)	A	X	X	X	A					
2	David Colbert	X	X	X	X	X					
3	<b>Chris Cole PC Co-Chair</b>	X	X	X	X	X					
4	Albana Lame (QI Co-Chair)	X	X	X	A	X					
5	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	A					
6	Mitchell Namias (SPA Co-Chair)	-	A	X	X	X					
7	Rich Radocchia (M/F Co-Chair)	X	A	X	X	X					
8	<b>Roberta Stewart PC Co-Chair</b>	X	X	X	X	X					
	Ryan White Office	X	X	X	X	X					
	Planning Council Staff	X	X	X	X	X					
	% of Committee present:	86%	75%	100%	88%	75%					

Planning Council Guests: Ken Flyte, Gigi Chaux  
Guests: Jean Brown