

Executive Committee Meeting Minutes

Meeting Date: Friday, September 13, 2019
Start Time: 9:54 am
End Time: 10:40 am
Location: The Burroughs Community Center
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the August 9, 2019 meetings

(1.0) Moment of Silence

Chris called the meeting to order at 9:54 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

There were none

(4.0) Approval of August 9, 2019, 2019 Meeting Minutes

A motion to approve the August 9, 2019 minutes was made by Albana Lame and seconded by Max Cisneros

For: (3) Lame, Stewart, Cisneros

Against: (0)

Abstain: (2) Radocchia, Cole

(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 5, 2019

1. We voted on and approved minutes from June 6, 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. Staff presented a five-month (March – August) service utilization report in order to monitor this more closely for the PSRA process.
4. Staff also presented a March – August OAHS Insurance Report by Region, again to help monitor this for the PSRA process.
5. We discussed a new study (needs assessment) that will include the entire EMA. Staff will use the statewide needs assessment and create draft for us to review next month. It will focus on point 2 (treat) and 4 (respond) from Ending the HIV Epidemic Plan for America.
6. Our next meeting will be held on Thursday, October 3, 2019 from 9:30am – 12:00pm at the Burroughs Community Center.

Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on September 5, 2019:

1. We voted on and approved the minutes from the June 6, 2019 meeting.
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. Staff presented the site visit findings for all regions.
4. We identified 3 different QI meetings that will focus on reviewing/updating service standards. On October 3rd we will review OAHS, MCM, oral health and HIPCSA and the meeting will run from 12:00 – 3:00. Staff will send an email to all region leads asking for representation for each standard to contribute to the discussion.
5. Staff also presented a March – August OAHS Insurance Report by Region, again to help monitor this for the PSRA process.
6. Our next meeting will be held on Thursday, October 3, 2019 from 12:00pm – 3:00pm at the Burroughs Community Center.

(6.0) Recipient's Report

Tom Butcher gave the following report:

1. They are currently working on the Grant which is due September 30th.
2. The USCA was very good and there was a great deal of insightful and useful information presented.
3. They are currently interviewing the 'Getting to Zero' position.

(7.0) New/Old Business

- **Planning Council Training**

There will be a New Planning Council Member Training given

Roberta Stewart made a motion to extend the meeting 10 minutes and Albana Lame seconded:

For: (5) Lame, Radocchia, Stewart, Cisneros, Cole

Against: (0)

Abstain: (0)

- **Review Findings from the Assessment of the Administrative Mechanism Process**

Staff presented the findings from the AAM process. It was determined that there were no findings for the Recipient's office:

Roberta Stewart made a motion to accept the Assessment of the Administrative Mechanism report without any findings or concerns and Albana Lame seconded it:

For: (3) Lame, Stewart, Cisneros, Cole, Radocchia

Against: (0)

Abstain: (0)

- **Review Planning Council Agenda**

The planning council agenda was reviewed, and it was determined that it was fine.



Roberta Stewart & Chris Cole, Co-Chairs

- **Parking Lot Items**

ITEM	STATUS
There are none	new

- **Announcements**
 There were none.

Adjournment – 10:40am

Attendance Record - 2019

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Max Cisneros (M/F Co-Chair)	X	X	A	X	X	A	X	X		
2	<i>Chris Cole PC Co-Chair</i>	X	X	X	X	A	X	X	X		
3	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	A	A		
4	Albana Lame (Quality Improvement Co-Chair)	X	X	X	X	X	X	X	X		
5	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	A	X	X	X	X	A		
6	Rich Radocchia (M/F Co-Chair)	X	A	X	X	X	X	A	X		
7	Christine Romanik (Quality Improvement Co-Chair)	X	X	X	X	X	X	X	A		
8	<i>Roberta Stewart PC Co-Chair</i>	X	X	X	X	X	X	X	X		
	Ryan White Office	X	X	X	X	X	X	X	X		
	Planning Council Staff	X	X	X	X	X	X	X	X		
	% of Committee present:	100%	88%	75%	100%	88%	88%	75%	63%		

Guest: Ken Flyte