

Executive Committee Meeting Minutes

Meeting Date: Friday, October 11, 2019
Start Time: 9:31 am
End Time: 10:27 am
Location: The Burroughs Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the September 13, 2019 meetings

(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.

(1.0) Welcome and Introduction

Roberta welcomed everyone.

(2.0) Co-Chair Announcements

There were none

(3.0) Approval of September 13, 2019 Meeting Minutes

A motion to approve the September 13, 2019 minutes was made by Joanne Montgomery and seconded by Chris Cole

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

Against: (0)

Abstain: (2) Romanik, Montgomery

(4.0) 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 October 3, 2019

1. We voted on and approved minutes from September 5, 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 requested to see the utilization report for 3/1/19 – 8/31/19 again. The numbers have been updated throughout the regions and we would like to see the most recent data.
4. We also asked to see the 3rd quarter numbers (9/1/19 – 11/30/19) for this report at January's meeting.
5. Staff lead a discussion on the upcoming EMA wide N/A and it was determined that would there would 1 survey for 'out of care' clients that EIS would conduct and another survey for 'in care' clients that would have several different methods of conducting the survey. Staff will present these at November's meeting.

6. Our next meeting will be held on Thursday, November 7, 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 October 3, 2019:

1. We voted on and approved the minutes from the September 5, 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 following service standards for review and updates by all attendees which included representation from all 5 regions:
 - a. Medical Case Management
 - b. Outpatient Ambulatory Health Services
 - c. Oral Health Services
4. Our next meeting will be held on Thursday, November 7, 2019 from 12:00pm – 3:00pm at the Burroughs Community Center.

(5.0) Recipient’s Report

Tom Butcher gave the following report:

1. They are having a CQM meeting on 10/23 to discuss and review the PDSA.
2. Manny Rivera will be the new project director for the ‘Getting to Zero’ campaign.
3. Community Involvement will be extremely important with this campaign

(6.0) New/Old Business

- **Planning Council Training**
There will be a training on Directives today.
- **Review Planning Council Agenda**
The planning council agenda was reviewed, and it was determined that it was fine.
- **Parking Lot Items**

ITEM	STATUS
There are none	new

- **Announcements**
There were none.

Adjournment – 10:27am

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	X	
2	Chris Cole PC Co-Chair	X	X	X	X	A	X	X	X	X	
3	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	A	A	A	
4	Albana Lame (Quality Improvement Co-Chair)	X	X	X	X	X	X	X	X	X	
5	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	A	X	X	X	X	A	X	
6	Rich Radocchia (M/F Co-Chair)	X	A	X	X	X	X	A	X	X	
7	Christine Romanik (Quality Improvement Co-Chair)	X	X	X	X	X	X	X	A	X	
8	Roberta Stewart PC Co-Chair	X	X	X	X	X	X	X	X	X	
	Ryan White Office	X	X	X	X	X	X	X	X	X	
	Planning Council Staff	X	X	X	X	X	X	X	X	X	
	% of Committee present:	100%	88%	75%	100%	88%	88%	75%	63%	88%	

Guest: Ken Flyte