

Executive Committee Meeting Minutes

Meeting Date: Friday, November 15, 2019
Start Time: 9:46 am
End Time: 10:44 am
Location: The Burroughs Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the October 11, 2019 meetings

(1.0) Moment of Silence

Roberta called the meeting to order at 9:46 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 October 11, 2019 Meeting Minutes

A motion to approve the October 11, 2019 minutes was made by Albana Lame and seconded by Max Cisneros

For: (3) Lame, Stewart, Cisneros

Against: (0)

Abstain: (1) Gau

(4.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Lauren Gau gave the following report:

1. We voted on and approved minutes from October 3, 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. Arvil shared that all regions had been unable to create their utilization report due to CAREWare being upgraded and unable to access. Staff will send a data request to the Recipient's office on November 30th asking to see the utilization report for March 2019 – November 2019 to be reviewed at the January meeting.
4. We also discussed a request to move our FPL for RW services to 400% and it was decided that Staff will write a letter addressing the Planning Council's concerns with this and why it's not feasible.
5. We reviewed the MCM Client Health Insurance survey and made simple updates. We'll look at this again in January.
6. We reviewed the 2020 Directives, made additional changes and approved them. The EC made additional updates and these will be reviewed for approval by the Planning Council.
7. We reviewed the N/A surveys for the EMA Needs Assessment beginning on 11/18. Staff made updates and the In Care and Newly Diagnosed surveys were approved. The Out of Care N/A will begin in January and we'll review this survey at that time.

8. Our next meeting will be held on Thursday, January 9, 2019 from 9:30am – 12:00pm at the Burroughs Community Center.

Quality Improvement Committee

Albana Lame gave the following report:

1. We voted on and approved the minutes from the October 3, 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. Substance Abuse Inpatient
 - b. Substance Abuse Outpatient
 - c. Oral Health
 - d. Mental Health
4. Our next meeting will be held on Thursday, January 9, 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 – 10:44am

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	X
2	Chris Cole PC Co-Chair	X	X	X	X	A	X	X	X	X	A
3	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	A	A	A	X
4	Albana Lame (Quality Improvement Co-Chair)	X	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	A
6	Rich Radocchia (M/F Co-Chair)	X	A	X	X	X	X	A	X	X	A
7	Christine Romanik (Quality Improvement Co-Chair)	X	X	X	X	X	X	X	A	X	A
8	Roberta Stewart PC Co-Chair	X	X	X	X	X	X	X	X	X	X
	Ryan White Office	X	X	X	X	X	X	X	X	X	X
	Planning Council Staff	X	X	X	X	X	X	X	X	X	X
	% of Committee present:	100%	88%	75%	100%	88%	88%	75%	63%	88%	50%

Planning Council Guests: Lisa Glutz, Cassandra Cokely
 Guest: Ken Flyte