

Planning Council Meeting Minutes

Meeting Date: Friday, November 15, 2019
Start Time: 12:09 pm
End Time: 1:32 pm
Location: The Burroughs Community Center
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from October 11, 2019 meeting minutes

(1.0) Moment of Silence

Roberta called the meeting to order at 12:09 p.m. 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 and requested that all Planning Council and guests introduced themselves, their town within the EMA and their Planning Council leadership role, if applicable.

(2.0) Co-Chair Announcements

Roberta reminded all attendees that meetings are recorded and to please remember to sign in.

(3.0) Community Input

There was none

(4.0) Approval of October 11, 2019 Meeting Minutes

These could not be approved due to lack of quorum.

(5.0) 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. These could not be reviewed by the Planning Council and voted on due to lack of quorum.
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.

Membership/Finance Committee

Max gave the following report:

Here is a summary of our meeting that was held on November 15, 2019:

1. We voted on and approved the minutes from the October 11, 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. We reviewed feedback from the October 11th PC meeting and all feedback was favorable.
4. We reviewed the HRSA reflectiveness mandate and have improved in many areas, especially our non-conflicted %
5. We reviewed the PC member attendance, and all was reported accurately. We have two members who have fallen off the council due to excessive absences.

(6.0) Recipients Office Report

Tom Butcher gave the following report:

- CQM PDSA outcomes have been shared and they are improving is STI screenings and will continue to focus on data integrity and vl demographics.
- Manny Rivera will be the new project director for the ‘Getting to Zero’ campaign.
- Community Involvement will be extremely important with this campaign
- There is more resource sharing across all regions.

(7.0) New/Old Business

Planning Council Training

Albana Lame gave a training on Service Standards

(8.0) Regional Updates

There were none

(9.0) Community Input

There was none

(10.0) Announcements

All announcements will be emailed to staff and sent to all PC members.

(11.0) Parking Lot Items

There are currently no items in the parking lot.

Adjournment - The meeting adjourned at 1:32pm