

Executive Committee Meeting Minutes

Meeting Date: Friday, August 14, 2020
Start Time: 9:35 am
End Time: 10:22 am
Location: ZOOM Meeting
Presiding Chair: Roberta Stewart
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the June 12, 2020 meetings
- Approval of Results for the 2019 Assessment of the Administrative Mechanism for Leads and Sub Sub Recipients

(1.0) Moment of Silence

Roberta called the meeting to order at 9:35 am. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Roberta welcomed everyone.

(3.0) Co-Chair Announcements

- We need a new co-chair of the Strategic Planning and Assessment committee. Lauren Gau as accepted a new job and will be leaving the Planning Council.
- There will be a project officer call on Tuesday, August 18th.

(4.0) Approval of June 12, 2020 Meeting Minutes

A motion to approve the June 12, 2020 minutes was made by Joanne Montgomery and seconded by Albana Lame.

For: (5) Gau, Lame, Cisneros, Montgomery, Colbert

Against: (0)

Abstain: (1) Stewart

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Lauren Gau gave the following report:

Here is a summary of the PSRA meeting that was held on August 6, 2020:

1. The meeting was well attended by all regional representatives and Planning Council members. The data presented was used to determine the priority of all services and allocations of all funding. Below are the details of the 2021 Service Priorities and Resource Allocation:

Service Category	2021 Ranking
Outpatient/Ambulatory Health Services	1
Food Bank/Home Delivered Meals	2
Medical Transportation	3
Medical Case Management	4
Oral Health Care	5
Housing Services	6
Mental Health Services	7
Emergency Financial Assistance	8
Substance Abuse Services-Outpatient	9
Health Insurance Premium/Cost Sharing Assistance	10
Substance Abuse Services-Inpatient	11
Local AIDS Pharmaceutical Assistance	12
<i>Denotes Core Service</i>	
<i>Denotes Support Service</i>	

		Total Request	\$ 5,691,195
		Max Request	\$ 5,691,195
Service Category	FY21 Part A Grant Request	% of Allocation	FY21 MAI Grant Request
Outpatient/Ambulatory Health Services	\$ 319,367	7%	
Medical Case Management	\$ 1,495,376	34%	\$ 407,100
Substance Abuse Services-Outpatient	\$ 694,395	16%	
Mental Health Services	\$ 680,509	15%	
Oral Health Care	\$ 169,000	4%	
Health Insurance Premium/Cost Sharing	\$ 48,177	1%	
Substance Abuse Services-Inpatient	\$ 350,086	8%	
Housing Services	\$ 248,817	6%	
Food Bank/Home Delivered Meals	\$ 178,988	4%	
Emergency Financial Assistance	\$ 166,500	4%	
Medical Transportation	\$ 79,200	2%	
TOTAL ALLOCATION	\$ 4,430,415	100%	\$ 407,100

(6.0) Recipient's Office Report

Tom Butcher gave the following report:

- The 5 contracts for the CARES Act Awards will be processed soon for all regions. They are working on defining the start date of these contracts.
- They are also working on the 2021 Ryan White Part A grant application
- The approved MOU document is with corporation counsel and they are awaiting final approval.
- Regions 1 and 2 have submitted corrective action plans regarding their 2019 unspent funding.

Roberta Stewart & Chris Cole, Co-Chairs

(7.0) New/Old Business

- **Review results from the 2019 Assessment of the Administrative Mechanism**

Staff presented the results from both the Lead and Sub Sub Recipient AAM surveys. After the results were presented, it was determined that there were no findings.

Joanne Montgomery made a motion to accept the Assessment of the Administrative Mechanism survey results without any findings and Albana Lame seconded it.

For: (6) Gau, Lame, Cisneros, Montgomery, Colbert, Stewart

Against: (0)

Abstain: (0)

- **Review Planning Council Agenda**

The planning council agenda was reviewed.

- **Parking Lot Items**

None

- **Announcements**

None

- **Adjournment – 10:22am**

Attendance Record - 2020

	Council Member	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Max Cisneros (M/F Co-Chair)	A	X	A	X	A	X	X			
2	David Colbert	-	-	X	X	X	X	X			
3	Chris Cole PC Co-Chair	X	X	X	X	X	X	A			
4	Lauren Gau (Strategic Planning & Assessment Co-Chair)	X	X	X	X	X	X	X			
5	Albana Lame (Quality Improvement Co-Chair)	X	A	X	X	X	X	X			
6	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X	A	X	X			
7	Rich Radocchia (M/F Co-Chair)							A			
8	Roberta Stewart PC Co-Chair	X	X	X	X	X	A	X			
	Ryan White Office	X	X	X	X	X	X	X			
	Planning Council Staff	X	X	X	X	X	X	X			
	% of Committee present:	84%	84%	84%	100%	71%	84%	75%			

Planning Council Members: Mitchell Namias