

Executive Committee Meeting Minutes

Meeting Date: Friday, October 9, 2020
Start Time: 9:33 am
End Time: 10:17 am
Location: ZOOM Meeting
Presiding Chair: Chris Cole
Recorder: Michael Koran

Summary of Committee Business Votes

- Approval of Minutes from the September 11, 2020 meeting
- Final PC budget leftover funds for 2 needs assessments

(1.0) Moment of Silence

Chris called the meeting to order at 9:33 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

- We need a new co-chair of the Strategic Planning and Assessment committee.

(4.0) Approval of September 11, 2020 Meeting Minutes

A motion to approve the September 11, 2020 minutes was made by David Colbert and seconded by Rich Radocchia

For: (4) Colbert, Lame, Radocchia, Stewart

Against: (0)

Abstain: (1) 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 October 1, 2020:

1. We voted on and approved minutes from September 3, 2020.
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 need a co-chair for this committee and are looking for interested members.
4. Staff presented the attendance requirement section of our current by laws along with a proposed amendment to the language that would consider a declared state of emergency as we are currently experiencing with Covid 19. Roberta explained that due to unavoidable circumstances, Planning Council members have been unable to attend meetings as required. This will allow for a suspension of the requirement during this time. This was approved and staff will e-mail the amended by laws to all Planning Council members for review 7 days prior to the October Planning Council meeting.
5. We discussed the MCM Universal Intake Forms packet (Intake, Assessment, Acuity and Care Plans). Each region identified 1 point of contact who will participate in a meeting to review these

- forms and make final updates. Staff will email this packet along with a Doodle poll to find out what day/time works best for the group.
6. We reviewed the data request from Arvil concerning the utilization report from March – June 2020. In reviewing Region 1’s client numbers last month for OAHS (Outpatient Ambulatory Health Services) and MCM (Medical Case Management) the committee asked for verification. The OAHS number was higher than expected and the MCM number was lower than expected. After reviewing the newly requested data and having explanations given by Region 1 representatives, the committee was satisfied.
 7. Define new study – We reviewed the questions from the Non-Virally Suppressed Needs Assessment done in 2018 and updates were suggested. Staff will go back and make changes and present them at Novembers meeting.
 8. We reviewed and updated our current Directives. There was still concern about the Rapid Reallocation section and staff will rework this section and present it at Novembers meeting.
 9. In it to End it, Getting to Zero: John Sapero discussed that the Leadership Team for the initiative had met on Wednesday, September 23rd. The Team reviewed a proposed strategy to engage HIV community stakeholders, PLWH and others to inform the planning process. He is currently working with LGBTQ+ and other organizations to identify opportunities to engage clients to take part in the listening sessions.
 10. We talked briefly about the Comprehensive Plan and staff shared that HRSA has delivered guidance to table this until further notice.
 11. We have one new parking lot item – Discussion regarding virtual vs. in person meetings.

Quality Improvement Committee

Albana Lame gave the following report:

Here is a summary of our meeting that was held on October 1, 2020:

1. We approved the meeting minutes from September 3, 2020.
2. We 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 along with Dionne Kotey, the Quality Assurance Manager from the Recipient’s office, presented on the Clinical Quality Management Plan. The presentation reviewed the annual quality goals of the CQM program, explained the CQM committee leadership and their roles, and outlined the structure of the CQM Plan.
4. We also discussed the Assessment of the Administrative Mechanism process and one change for next year will be that Staff will be conducting the surveys by personally interviewing all Regional Leads and Sub/sub Recipients. This will ensure clear communication and understanding of the questions that are being asked.
5. Staff announced that there will be a pre-monitoring workshop for 10/14 at 9AM EST to guide all regions through the upcoming monitoring process.

(6.0) Recipient’s Office Report

Tom Butcher gave the following report:

- The Grant has been submitted successfully. He believes it is exceptionally good and would like to thank everyone who helped made it happen.
- Carryover funds contracts are being reviewed and updated. They have been submitted to the request for agreement system.
- John Sapero gave an update on ‘In It to End It’ and shared details about what is being worked on. Tom and Director Bond will be joining him to give an update to the Task Force next week.

Roberta Stewart & Chris Cole, Co-Chairs

- John also shared the website HIVcaresystemdynamics.org and gave some background information on Peg Weeks who runs the meeting.

(7.0) New/Old Business

- **Review 2020 Planning Council Budget**

Staff shared the final Planning Council budget for the FY2020 which showed that there are currently \$10,404 of unspent funds in food, PWH transportation, copies and facility rental. A motion that the unspent funds be reallocated to the following needs assessments approved by the SPA committee by Roberta Stewart and seconded by Rich Radocchia:

1. Non-Virally Suppressed N/A
2. Medical Case Management N/A

For: (4) Colbert, Lame, Radocchia, Stewart
Against: (0)
Abstain: (1) Cole

- **Review Planning Council Agenda**

The Planning Council agenda was reviewed

- **Parking Lot Items**

None

- **Announcements**

None

- **Adjournment – 10:09am**

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	X	A	
2	David Colbert	-	-	X	X	X	X	X	X	X	
3	Chris Cole PC Co-Chair	X	X	X	X	X	X	A	A	X	
4	Albana Lame (Quality Improvement Co-Chair)	X	A	X	X	X	X	X	X	X	
5	Joanne Montgomery (Strategic Planning & Assessment Co-Chair)	X	X	X	X	A	X	X	A	A	
6	Rich Radocchia (M/F Co-Chair)							A	X	X	
7	Roberta Stewart PC Co-Chair	X	X	X	X	X	A	X	X	X	
	Ryan White Office	X	X	X	X	X	X	X	A	X	
	Planning Council Staff	X	X	X	X	X	X	X	X	X	
	% of Committee present:	84%	84%	84%	100%	71%	84%	75%	71%	71%	

Planning Council Members: Mitchell Namias, Ken Flyte

Guests: Maria Prieto, Francesca Quettant