

Executive Committee Meeting Minutes

Meeting Date: Friday, November 13, 2020
Start Time: 9:30 am
End Time: 10:18 am
Location: ZOOM Meeting
Presiding Chair: Roberta Stewart
Recorder: Michael Koran

Summary of Committee Business Votes

- Approval of Minutes from the October 9, 2020 meeting
- NHFF Ryan White Planning Council meeting schedule 2021

(1.0) Moment of Silence

Roberta called the meeting to order at 9:30 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.

(4.0) Approval of October 9, 2020 Meeting Minutes

A motion to approve the October 9, 2020 minutes was made by Chris Cole and seconded by Albana Lame

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

Against: (0)

Abstain: (3) Cineros, Montgomery, Stewart

(5.0) Planning Council Committee Reports

Strategic Planning & Assessment Committee

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on November 5, 2020:

1. We voted on and approved minutes from October 1, 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. Rich Radocchia is considering this position. We would need to fill his Co-Chair position for the Membership/Finance committee.
4. We discussed the MCM Universal Intake Forms packet (Intake, Assessment, Acuity and Care Plans). Jeff had a Zoom meeting with a representative from each region and all updates were made. We will be reviewing those updates at our January SPA meeting and this will be ready to go for GY 2021 beginning on March 1, 2021.
5. 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 January's SPA meeting.

Roberta Stewart & Chris Cole, Co-Chairs

6. We reviewed the Rapid Reallocation section of the 2020 Directives. We will continue to review this make final updates at January's SPA meeting.
7. Our next meeting will be held on Thursday, January 7, 2021 from 9:30am –12:00pm via Zoom teleconference.

Quality Improvement Committee

David Colbert gave the following report:

Here is a summary of our meeting that was held on November 5, 2020:

1. We approved the meeting minutes from October 1, 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 gave a high-level summary of the findings from the site visits which were conducted over the last 2 weeks in all 5 regions. Most commonly, there were issues with recertification of clients and may require a PDSA (Plan Do Study Act) to improve this. Also, there were findings with regions not adhering to CAPS on spending. This will all be detailed in the site visit findings reports given to the Recipient.
4. There will also be an audit of case manager charts. We need to review the Intensive Case Management service to ensure that it is working based on that section of the MCM service standard that was approved. The Strategic Planning and Assessment committee approved the service standard with the ability to make changes based on the actual implementation and outcomes of service delivery.
5. Our next meeting will be held on Thursday, January 7, 2020 from 12:00pm – 2:00pm via Zoom teleconference.

(6.0) Recipient's Office Report

Tom Butcher gave the following report:

- The regional leads have received an email from Tom regarding recertification. Six-month recertification is not optional. If leads do not begin to enforce recertification for clients, the next step would be withholding funds.
- One contract that is being worked on is a Covid-19 assessment.
- Monitoring is continuing for the regions and the sub-subs.
- They are working with Germane Solutions to work with DIS on getting newly diagnosed people into care as fast as possible.
- In response to the Data Integrity PDSA, discussing a SWOT-analysis for this.

(7.0) New/Old Business

• **Review 2021 Planning Council Meeting Schedule**

The Planning Council meeting schedule for 2021 was reviewed and updates were made that included having back to back meetings in January on the 7th and 8th and to add the special PSRA 2022 meetings in August.

A motion to approve the 2021 Ryan White meeting schedule was made by Joanne Montgomery and seconded by Chris Cole:

For: (7) Cisneros, Colbert, Cole, Lame, Montgomery, Radocchia, Stewart

Against: (0)

Abstain: (0)

Roberta Stewart & Chris Cole, Co-Chairs

- **Discuss Virtual Meetings vs. In Person Meetings**
Chris Cole suggested we keep the meetings scheduled virtually through March and we will re-visit this again at that time.
- **Review Planning Council Agenda**
This agenda was reviewed and determined everything looked good.
- **Parking Lot Items**
None
- **Announcements**
None
- **Adjournment – 10:18am**

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

Planning Council Members: Ken Flyte

Guests: Jean Brown, Gigi Chaux