

**Executive Committee Meeting Minutes**

**Meeting Date:** Wednesday, June 12, 2024  
**Start Time:** 12:30pm  
**End Time:** 1:17pm  
**Location:** Zoom Teleconference  
**Presiding Chair:** Roberta Stewart  
**Recorder:** Sara Seaburg

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**Summary of Committee Business Votes**

- Approval of Minutes from the May 8, 2024, meeting.

**(1.0) Moment of Silence**

Roberta called the meeting to order at 12:30pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

**(2.0) Welcome and Introduction**

Roberta conducted a round of brief introductions.

**(3.0) Co-Chair Announcements**

- HRSA Project Officer Call day/time is still being decided on.

**(4.0) Approval of May 8, 2024, Meeting Minutes**

A motion to approve the May 8, 2024, minutes was made by Chris Cole and seconded by Joanne Montgomery.

**For: (5)** Chaux, Cole, Radocchia, Santella, Stewart

**Against: (0)**

**Abstain: (1)** Montgomery

**(5.0) Planning Council Committee Reports**

Quality Improvement and Strategic Planning Committee (QISPA)

Joanne Montgomery gave the following report:

Here is a summary of our meeting that was held on June 6, 2024:

1. We voted on and approved the meeting minutes from May 2, 2024.
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 discussed the datasets we will use for next year's PSRA process:
  - a. Large Comprehensive In Care Needs Assessment – Staff presented the results from all 5 regions and a total of 502 surveys. We discussed the question we ask regarding gender identity and will look to update that question to make it more reflective of all clients. We determined what question we will focus on for the priority setting process
  - b. Unduplicated client count by service category by region from the Recipient's office was presented and we reviewed the latest report from Arvil. This is the data we will use for our PSRA process.
4. Dustin Pawlow was unable to present the data we had requested from the state in a more user-friendly presentation and will do that in September for us.
5. We reviewed the survey questions from the Assessment of the Efficiency of the Administrative Mechanism (AEAM) and made one update. Staff will be sending these out and we'll review all responses during our September Executive Committee meeting.

*Roberta Stewart & Chris Cole, Co-Chairs*

6. Our next meetings will be held **on July 30<sup>th</sup> for the Priority Setting process and on August 1<sup>st</sup> for the Resource Allocation process** in person at Burroughs Community Center and via Zoom as well.

#### Membership/Finance Committee (M/F)

Gigi Chaux gave the following report:

Here is a summary of our meeting that was held on May 10, 2024:

1. We voted on and approved the meeting minutes from April 12, 2024.
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 discussed the following topics:
  - a. We reviewed the reflectiveness documents and we're working on finding representation in the following areas – local public health agencies, hospital planning or health-care planning agencies and state Medicaid agencies. Connections have been made for all areas. Staff will email all public health agencies from a list that Anthony will send to see if anyone is interested in the PC.
  - b. We reviewed the PC feedback from April 12, 2024 and all feedback was favorable.
  - c. We reviewed and approved applications where the PC attendance requirements has been met.
  - d. We reviewed attendance and most members are doing well. We removed 2 PC members due to excessive absences.
  - e. We decided to do a training on the Resource Allocation process in preparation for the PSRA process in July/August.
  - f. We also discussed our mentoring initiative. Staff is going to put together a document that shows the requirements and responsibilities of Planning Council committee co-chairs for anyone who is interested. We will continue to discuss this in the upcoming months.
4. Our next meeting will be held on June 14, 2024 in person at Burroughs Community Center and via Zoom as well.

#### **(6.0) Recipient's Office Report**

Tom Butcher gave the following report:

1. They received the final award in May and there was about a \$70,000 reduction in funding.
2. Award letters will be sent in the beginning of July.
3. Axel said the carryover request can be sent to HRSA now that we have the final amount from Lakeisha.
4. The NOFO will be coming out in July and he will share that with us when he receives it.

#### **(7.0) New/Old Business**

- **Review Planning Council Budget**

Staff presented the budget through June and explained all amounts and percentages.

- **Review Planning Council Agenda**

We reviewed the Planning Council agenda for Friday, June 14, 2024 and everything looks good.

- **Review Comprehensive Integrated Plan**

This was discussed and we are hoping to confirm everything with Mitchell next month as to where we are with the plan.

- **Parking Lot Items**

There are none.

*Roberta Stewart & Chris Cole, Co-Chairs*

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- **Announcements**  
None
- **Adjournment** – 1:17 pm

**Attendance Record - 2024**

	<b>Council Member</b>	Jan	Feb	Mar	Apr	May	June	Aug	Sep	Oct	Nov
1	Gigi Chaux (M/F Co-Chair)	X	X	X	X	X	X				
2	<b>Chris Cole PC Co-Chair</b>	X	A	X	A	X	X				
3	Joanne Montgomery (SPA Co-Chair)	X	X	X	X	A	X				
4	Mitchell Namias (SPA Co-Chair)	A	A	A	X	A	A				
5	Rich Radocchia (M/F Co-Chair)	A	X	X	X	X	X				
6	Anthony Santella (QI Co-Chair)	X	X	X	X	X	X				
7	<b>Roberta Stewart PC Co-Chair</b>	X	X	X	X	X	X				
	Ryan White Office	X	X	X	X	A	X				
	Planning Council Staff	X	X	X	X	X	X				
	% of Committee present:	71%	71%	86%	86%	71%	86%				

Guests: Jean Brown, Karim Ba, Nitza Agosto, Ruth Pennacchia, Libra Davis, Maria Bigby