

Executive Committee Meeting Minutes

Meeting Date: Wednesday, March 13, 2024
Start Time: 12:30pm
End Time: 1:25pm
Location: Zoom Teleconference
Presiding Chair: Chris Cole
Recorder: Sara Seaburg

Summary of Committee Business Votes

- Approval of Minutes from the February 7, 2024, meeting.

(1.0) Moment of Silence

Chris called the meeting to order at 12:00pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS.

(2.0) Welcome and Introduction

Chris conducted a round of brief introductions.

(3.0) Co-Chair Announcements

- HRSA Project Officer Call on Tuesday, March 19, 2024 at 10am.

(4.0) Approval of February 7, 2024, Meeting Minutes

A motion to approve the February 7, 2024, minutes was made by Joanne Montgomery and seconded by Anthony Santella.

For: (4) Chaux, Montgomery, Radocchia, Santella,

Against: (0)

Abstain: (1) Cole

(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 March 7, 2024:

1. We voted on and approved the meeting minutes from March 7, 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. Behavioral Health – Joanne updated us on the progress of this and it was determined that we'll form a small work group to review the assessments that Dr. Heimer suggested.
 - b. Large Comprehensive In Care Needs Assessment – Staff presented the N/A questions with updates and further updates were made. Staff will bring this back in April for a final review.
 - c. 5 Community Forums, 1 for each region – Staff gave an update on the progress of these.
4. Our next meeting will be held on April 4, 2024 in person at Burroughs Community Center and via Zoom as well

Membership/Finance Committee (M/F)

Roberta Stewart & Chris Cole, Co-Chairs

Gigi Chaux gave the following report:

Here is a summary of our meeting that was held on February 9, 2024:

1. We voted on and approved the meeting minutes from January 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.
 - b. We reviewed the PC feedback from January 12, 2024 and discussed the need to make sure that during the community input section of the PC meeting, the co-chairs make sure that even PC members who are consumers get a chance to speak.
 - c. We reviewed one renewal application and one new application. The renewal application was approved, and the new applicant was invited into the application process.
 - d. Lakeisha showed us the quarterly expenditure report by service category through January 2024.
 - e. Determine future PC trainings –March we will present a Mentor training.
4. Our next meeting will be held on March 15, 2024 in person at Burroughs Community Center and via Zoom as well.

(6.0) Recipient's Office Report

Tom Butcher gave the report.

1. There was a meeting with the Executive Committee to review the scope of work for this new grant year. He will move forward with the contract for GY2024.
2. All 5 regional contracts are with city hall and they're waiting to hear back on those.
3. There has been restructuring of the health department.

(7.0) New/Old Business

- **Review Planning Council Budget**
Staff presented the budget for GY2023.
- **Review Planning Council Agenda**
We reviewed the Planning Council agenda for Friday, March 15, 2024 and everything looks good.
- **Review Memorandum of Understanding**
We reviewed the current MOU and the affected areas by the restructuring of the health department. Staff suggested that the EC reach out to the director of the health department to find out these details. Chris and Roberta will reach out to Maritza.
- **Review Comprehensive Integrated Plan**
This was discussed and Chris and Roberta will reach out to the CHPC co-chairs and reiterate the last paragraph of our letter of non-concurrence. Our PC has not seen any of the updates that were made based on feedback that they received.
- **Discuss New Agenda Format and Item**
Staff will be updating all agendas moving forward with a time frame for each topic to ensure all topics have the ability to be discussed. Also added to each agenda will be an item entitled, 'Set the Agenda for the (month)

Roberta Stewart & Chris Cole, Co-Chairs

Meeting along with an allocated timeframe for each agenda item.'

- **Parking Lot Items**
There are none.
- **Announcements**
None
- **Adjournment** – 1:25 pm

Attendance Record - 2024

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

Planning Council Guests: Carmella Ricciardelli
Guests: Jean Brown