

HIV Health Services Planning Council  
**EXECUTIVE COMMITTEE**  
 Meeting Notes – May 8<sup>th</sup>, 2008

Members Present: Dave Casey, Peter Feeley, Gary Parent, Michael Ungeheuer

Members Absent: Craig Spatola

Members Absent, Notified Staff: Adrienne Rogers

Members Excused: Bill Puryear

Guests: Ronnie Castillo

Staff & Advisory: Jon Benorden, Sara Fung

AGENDA ITEM	DOCUMENT	DISCUSSION	ACTION/TASK
1. Introductions/ Announcements/ Public Comment			
2. Adopt Agenda	Agenda		M/S (Michael/Gary) to approve agenda; approved.
3. Approve Minutes	Minutes 04.10.08		M/S (Michael/Gary) to approve minutes; approved.
4. Comprehensive Plan Update: Section 3	Section 3	<p>Lili Joy discussed her work with Comprehensive Plan Update. She focused on the Goals and Objectives in Section 3. The document was presented to the Executive Committee 2 weeks prior to the Executive Meeting so they could review the document and bring their comments to Lili. Goals 1-4 are Ryan White Goals, Goal 5 is outside of Ryan White, but Goals 1-5 are System Wide Goals. Goal 6 is Ryan White Service Category specific.</p> <p>The Council approved objectives and goals during the approval of the most recent comprehensive plan. Lili will provide a list of the deleted/changed/added objectives and goals in this current update.</p> <p>After the summarization of the recommendations from Staff and Adrienne has been presented to Exec Committee, there will be an agenda item for the next HHSPC afterwards to have full Council approve of the Comprehensive Plan.</p>	Staff and Adrienne will give their recommendations on the true status of the goals and objectives. Lili will summarize the recommendations and present them back to the Executive Committee.
5. FA Report		No representative from the FA was present to discuss the FA report. It was sent to Executive Committee and staff via email and then forwarded to full Council for approval at the May 28 <sup>th</sup> meeting.	
6. Committee Reports		<p><u>Administrative Assessment Committee:</u> 4<sup>th</sup> Quarter Monitoring Site Visit with the FA has been rescheduled from May 9<sup>th</sup> to May 30<sup>th</sup>.</p> <p><u>Affected Communities Committee:</u> There will be a booth at both Pride and Juneteenth to continue outreach to the HIV community. Ronnie (who filled in for Bill, while he is recovering) asked the Exec Committee for permission to use \$100 for Pride and \$150 for Juneteenth. Michael asked if there were problems at the Rainbow Festival or Pride last year. Ronnie discussed how there was a problem with where the booth was placed and no shade from the</p>	M/S (Michael/Peter) to approve ACC purchasing a booth at both

		<p>sun. Ronnie stated that members of ACC will seek out other groups to help with the cost (i.e. CARES and SAPA).</p> <p><u>Governance Committee</u>: No report.</p> <p><u>Needs Assessment Committee</u>: Due to the delay of the purchasing/training of the QDS software, NAC voted on allowing Jim Austin to starting administering the NA Survey to the HIV+ jail population that he has access too. There is a goal to have between 30 and 32 completed surveys.</p> <p><u>Priorities and Allocations Committee</u>: Adrienne was not ready to present the Year End Fiscal Report to PAC. Part B has until June to use all the money left over. The new award was announced for Part B with about \$35,000 more than last year. It was recommended to not allocate any of that money yet until the final reallocation in August. Prioritizing for 2009 will start at the June meeting.</p> <p><u>Quality Advisory Committee</u>: Staff has received approximately 60 Client Satisfaction Survey Postcards.</p>	<p>Pride (\$100) and Juneteenth (\$150); approved.</p> <p>Staff will prepare a report of the findings for the next QAC and then present it to Exec in June.</p>
7. Setting Planning Council 04.23.08 Meeting Agenda	Proposed 05.28.08 Meeting Agenda	The agenda was discussed. Dr. Asmuth has confirmed he will be presenting on HIV research as part of the Council Member Training. The Member Removal Policy will be discussed and the action item will be to either act on the policy effectively, or allow everyone to have a clean state and start from that point. The 2 <sup>nd</sup> Co-Chair nomination will be discussed for the July HHSPC meeting. And PAC will need to have the Final FY08 Allocations.	
8. Adjourn			Next meeting: June 12 <sup>th</sup> , 2008.