

Executive Committee Meeting Minutes

Wednesday, January 17, 2024

4: 00 pm to 5:30 pm

Start: 4:10 pm

End: 5:28 pm

Facilitating Co-Chair: B. Kimball

Moment of Silence

Welcome and Introductions

Approval of Agenda: January 17, 2024

Addendum:

Motion: F. Ross

Seconded: C. Nicholls

VOTE: In Favor: All

Opposed: 0

Abstained: 0

Approval of Minutes: November 15, 2023

Addendum:

Motion: F. Ross

Seconded: J. McMinn

VOTE: In Favor: All

Opposed: 0

Abstained: 0

Motion carries.

Approval of Full PC Agenda: January 17, 2024

Addendum: On PC Business change wording on survey update as no totals are available.

Motion: F. Ross

Seconded: J. McMinn

VOTE: In Favor: 8

Opposed: 0

Abstained: 0

Motion carries.

Committees

Thinking of the 2024 goals and workplan for your committee, what support would you like from the Executive Committee? – B. Kimball

We have been coming into new ideas with LJ's coming on board. Next session, we would like co-chairs to think on how this time can really be used to fit you your objectives and work plans in this space, and how other co-chairs can help you meet those objectives.

Faith – It would be good to have a training session on Robert's Rules, so as to be more comfortable handling certain situations, maintaining order, and knowing how to guide conversations. For us CLC chairs, we hold meetings before our CLC meeting to try and hash out a lot before we bring it to the committee. It helps us remain focused in knowing what we want to bring forth in conversations. It is very helpful.

Lj – Everyone on PC should have a refresher on Robert's Rules, as well as support in growing communication skills and in maintaining flow of conversations.

Clinton – Agree with Robert's Rules training, and think all committees have improved over the last years.

Jason - A bylaw review would also be helpful.

Billy – Instead of the two-minute section, would like each chair to come in and speak their case, be heard and express what they are doing or need, and to ask for help or advice on what/how we can do better in our committees.

Christy – The understanding is that this is to be a more open space on the agenda, rather than something formal, that each co-chair could put the call out and present information on what they may need for their committees. This would be a standard agenda item.

Billy – Yes, where each chair states their case, and say they need help, if that's the case.

Julie – Thought of the idea of having a placeholder on the agenda to discuss things so we don't forget. Also, an idea focused on not just leadership challenges but also leadership successes so as not to always focus on the negative, but rather more process-oriented things. That's where RR training comes in, or like Faith mentioned having meetings before the meeting where we share tips and advice from each other.

Lj – Like idea of having personalized connections.

Planning Council Business

Vote on Renewal Membership Applications – B. Kimball

This is for the vote and recommendation of the eight (8) renewal PC member candidates: Billy Gayheart, Dr. Barbara Gripshover, Deairius Houston, Naimah O'Neal, Julie Patterson, Faith Ross, Karla Ruiz, and Stephanice Washington for re-appointment to Planning Council.

Motion: To vote and recommend the eight (8) renewal PC membership candidates: for full PC final vote and approval for re-appointment to Planning Council.

Motion: J. Patterson Seconded: F. Ross

VOTE: In Favor: 8 Opposed: 0 Abstained: 0

Motion passed.

Member Survey Results with Time for Questions

Brian – We want to encourage all to turn in the feedback survey, if not done already.

Lj – It was mentioned in all subcommittee meetings, although the timing is off due to also having a CLC survey out there.

Brainstorming Topics for Future Deep Dive Discussions in Quality Improvement – J. McMinn

We started last couple years with housing deep dive, not much good directives that would move the needle in our TGA with housing. Then we had oral health, had some effect there. From there went to mental health/psychosocial, came up with directives, and now in aging, with Positively Aging. Will look to work on how to report updates on directives out to all. We have traditionally done service categories in Part A and gone out from there, but would like feedback on creating a system of reviewing different areas.

Lj – If this is part of the QI work plan, we can create steps on what to do. I can ask the PO about connecting with specific TGA's and can send you all some of the links on presentations and topics regarding directives.

Christy – Maybe looking at other TGA's in what they have done.

Jason – Doing some internet research could provide leads.

Julie – The idea of Integrating U=U across Ryan White Part A, and also a way to discuss more process-oriented (or maybe leadership) things like RR of order.

Creating Quality Space for Executive Committee – L.J. Sylvia

In the November committee, members shared what they wanted for the Executive Committee meetings. The list included:

Make sure this meeting is not redundant with Full PC

Provide support for co-chairs, perhaps training, and also support on challenges or issues.

Create space for more collaboration between committees (remove silos).

Focus more on leadership and managing overall operations.

Lj - We must now all work together to make this meeting what it is intended to do.

Announcements & Adjournment

Lj -The link for the PC member feedback survey is: <https://forms.gle/KnMFTdaB133iu2mJA>.

This is to get your thoughts about meeting schedules and things like that. Also, please continue to share the CLC survey for PLWH.

Motion: K. Dennis Seconded: F. Ross

Attendance

		Jan	Feb	Mar	Apr	May	June PSRA	Aug	Sep	Oct	Nov
	Executive Committee										
1	Kimberlin Dennis- Exec Co-Chair	10									
2	Christy Nicholls – Exec Co-chair	10									
3	Brian Kimball – Exec Co-Chair	10									
4	Naimah O'Neal	0									
5	Faith Ross	10									
6	Clinton Droster	10									
7	Julie Patterson	10									
8	Billy Gayheart	10									
9	Jason McMinn	10									
10	Deairius Houston	0									
	Total in Attendance	8									

Staff: M. Baker, L.J. Sylvia, T. Mallory