

HIV Health Services Planning Council
ADMINISTRATIVE ASSESSMENT COMMITTEE
 Meeting Notes: November 7, 2012

Members Present: Kane Ortega, Susan Farrington, Mark Underwood

Members Absent:

Members Absent, Notified in Advance:

Members Excused: N/A

Guests:

Staff & Advisory Present: Adrienne Rogers

AGENDA ITEM	DOCUMENT	DISCUSSION	MOTION/ACTION
1. Introductions / Announcements / Public Comment		-Committee members introduced themselves and referenced their organization.	
2. Adopt Agenda	Agenda	Agenda was adopted.	M/S/P Kane, Mark
3. Adopt Minutes	Minutes of April 8, 2012	The Minutes were adopted without corrections of the 4 th Quarter Final monitoring meeting of April 8, 2012.	M/S/P Kane, Susan
4. FY12 1 st and 2 nd Quarter Assessment	Sac TGA 4 ^{1st} and 2 nd Quarter Monitoring Tool	AdAC Conducted the combined 1 st and 2nd Quarter Administrative Assessment. The Fiscal Agent was tasked with writing up the documentation and providing it to the Committee along with the 4 th Quarter monitoring tool. The Fiscal Agent will also combine the 3 rd and 4 th quarter monitoring tools for the final 4 th quarter assessment scheduled for some time in late April of 2013. There were no major findings in the 1 st and 2 nd quarter monitoring.	M/S/P Susan, Kane
5. Set Meeting dates for FY12 AdAC 3 rd and 4 th Quarter Assessments		The following date was set for the FY12 AdAC 3 rd and 4 th Quarter combined assessment: Friday, April 12 th , 10 a.m.	M/S/P Kane, Susan
6. Adjourn			M/S/P Susan, Kane