

HIV Health Services Planning Council  
**ADMINISTRATIVE ASSESSMENT COMMITTEE**  
 Meeting Notes: November 8, 2013

**Members Present:** Kane Ortega, Susan Farrington, Erika Navarro, 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 respective organizations or affiliation.	
2. Adopt Agenda	Agenda	Agenda was amended to add an item "4. ADAC member composition. The motion was approved unanimously as amended.	<b>M/S/P</b> Kane, Mark
3. Adopt Minutes	Minutes of April 12, 2013.	The Minutes were adopted without corrections to the FY 2012 3 <sup>rd</sup> and 4 <sup>th</sup> Quarter monitoring meeting of April 12, 2013.	<b>M/S/P</b> Kane, Susan
4. ADAC Member Composition		The Committee discussed the ADAC member composition, and it was reiterated that ADAC Committee members must be appointed Council members and due to the confidential nature of all documents reviewed, the Committee meetings are not open to the general public. It was noted that the Planning Council should be reminded of this requirement when soliciting for new Committee members.	
5. Conduct FY13 1st and 2nd Quarter Assessment	1 <sup>st</sup> and 2 <sup>nd</sup> Quarter Monitoring Tool	AdAC Conducted the combined 1st 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 <sup>th</sup> Quarter Final monitoring tool. There were no major findings in the Final administrative assessment.	<b>M/S/P</b> Susan, Kane
5. Set Meeting dates for FY13 AdAC 3 <sup>rd</sup> and 4 <sup>th</sup> Quarter Assessments		The date for the FY13 AdAC 3 <sup>rd</sup> and 4 <sup>th</sup> Quarter combined assessment has yet to be determined. However, the Committee indicated they would prefer to set it later than previous years so that all year-end reports are completed for their review. The Committee also indicated that at that final meeting, they would like to make additional time to review the Monitoring Tool for potential changes. Specifically, they would like the tool to define when the use of "IP" or In Process should be used, and also determine if there are any standards that should be updated, added or deleted.	<b>M/S/P</b> Kane, Susan

AGENDA ITEM	DOCUMENT	DISCUSSION	MOTION/ACTION
6. Adjourn		Friday, November 8, 2013 2 p.m.	<b>M/S/P</b> Susan, Kane