

HIV Health Services Planning Council
ADMINISTRATIVE ASSESSMENT COMMITTEE
 Meeting Notes: April 8, 2011

Members Present: Kane Ortega, Susan Farrington, Gary Parent

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, Gary
3. Adopt Minutes	Minutes	The Minutes were adopted without corrections.	M/S/P Kane, Gary
4. FY10 and 4 th Quarter Assessment	Sac TGA 4 th Quarter Monitoring Tool	AdAC Conducted the combined 4th Quarter Administrative Assessment. The Fiscal Agent was tasked with writing up the documentation and forwarding it to the Executive Committee and Planning Council for review and adoption. The Fiscal Agent will also combine all four quarters and forward the annual administrative assessment draft to the committee for approval.	M/S/P Susan, Gary
5. Set Meeting dates for FY11 AdAC Assessments		The following dates were set for the FY11 AdAC Assessments: 1 st Quarter, July 29, 2011 10a.m. to Noon 2 nd Quarter, Oct. 7, 2011, 10 a.m. to Noon 3 rd Quarter, Jan 9, 2012, 10 a.m. to Noon 4 th Quarter, June 8, 2012, 10 a.m. to Noon	M/S/P Kane, Gary
6. Adjourn			M/S/P Susan, Kane