

HIV Health Services Planning Council  
**ADMINISTRATIVE ASSESSMENT COMMITTEE**  
 Meeting Notes: January 5, 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 with the following correction to the Minutes of July 9, 2010: "Gary Parent was an excused absence".	<b>M/S/P</b> Kane, Gary
3. Adopt Minutes	Minutes	The Minutes were adopted with the following correction to the Minutes of July 9, 2010: "Gary Parent was an excused absence."	<b>M/S/P</b> Susan, Gary
4. FY10 2 <sup>nd</sup> and 3 <sup>rd</sup> Quarter Assessment	Sac TGA 2 <sup>nd</sup> and 3 <sup>rd</sup> Quarter Monitoring Tool	AdAC Conducted the combined 2 <sup>nd</sup> and 3 <sup>rd</sup> 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.	<b>M/S/P</b> Susan, Gary
5. Adjourn			<b>M/S/P</b> Susan, Kane
6. Next Meeting		Friday, 10:00 a.m., April 8, 2011: 4 <sup>th</sup> Quarter Assessment	
7. Adjourn			