

HIV Health Services Planning Council
ADMINISTRATIVE ASSESSMENT COMMITTEE
 Meeting Notes: August 6, 2014

Members Present: Kane Ortega, Susan Farrington, Erika Navarro, Mark Underwood, Celina Martinez, Mahara Leong

Members Absent: N/A

Members Absent, Notified in Advance:

Members Excused: N/A

Guests: N/A

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 "Planning Council Assessment Support Assessment Tool "as Item 7. The motion was approved unanimously as amended.	M/S/P Mark, Erika
3. Adopt Minutes	Minutes of Nov 8, 2013	The Minutes were adopted without corrections to the FY 2013 1st and 2 nd Quarter monitoring meeting of November 8, 2013.	M/S/P Mark, Erika
4. Sign and Submit Confidentiality Statement		The Committee discussed, read and signed the Confidentiality Statements.	
5. Conduct FY13 3 rd and 4th Quarter Assessment	3 rd and 4 th Quarter Monitoring Tool	AdAC Conducted the combined 3 rd and 4th Quarter Administrative Assessment. The Fiscal Agent was tasked with writing up the documentation and providing it to the Committee along with the FY13 Final Assessment monitoring tool. There were no major findings in the Final administrative assessment.	M/S/P Susan, Kane
6. Update AdAC Assessment Tool for FY14	FY14 AdAC Monitoring Tool	The Committee reviewed each item in the FY14 Monitoring Tool and made changes to provide clarity to some items. The Fiscal Agent was tasked with writing up the revised FY14 Monitoring Tool to present to the Planning Council for final adoption. It was motioned to adopt the suggested changes to the AdAC Monitoring Tool.	M/S/P Mark, Susan
7. Update Planning Council Support Assessment Tool	FY14 Planning Council Support Assessment Tool	The Committee reviewed each item in the FY14 Planning Council Support Assessment Tool and made several changes to reflect the current responsibilities of the Planning Council support staff. Since the Planning Council staff is no longer employed by an outside non-profit organization, there have been substantial changes in responsibilities that used to be contracted out to that organization. It was motioned to adopt the recommended changes to the PC Support Assessment Tool and forward to the Planning Council for adoption.	M/S/P Mark, Erika

AGENDA ITEM	DOCUMENT	DISCUSSION	MOTION/ACTION
8. Set Meeting dates for FY14 AdAC 1 st and 2 nd Quarter Assessments		The date for the FY14 AdAC 1 st and 2 nd Quarter combined assessment has yet to be determined. However, the Committee indicated they would prefer to set it in November like last year. The Committee will review other Council meeting dates in November before finalizing the FY 14 1 st and 2 nd quarter review date.	M/S/P Kane, Susan
9. Adjourn		Friday, Wednesday, August 6, 2014, 1 p.m.	M/S/P Susan, Kane