

HIV Health Services Planning Council
ADMINISTRATIVE ASSESSMENT COMMITTEE
 Meeting Notes: October 2, 2009

Members Present: Gary Parent, Susan Farrington

Members Absent: Valerie Peterson

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	The agenda for the meeting of October 2, 2009 was motioned and approved for adoption.	M/S/P (Gary/Susan) to approve agenda.
3. Review 1 st and 2 nd Quarter Monitoring Tool		<p>The Fiscal Agent distributed the Sacramento Adac Monitoring Tools. Each Council member provided a score for each item being reviewed. Some items were not reviewed as they only apply to fourth quarter year-end monitoring. Once the Council members scored all of the relevant items, they made the following recommendations to be included in the final year-end Adac report:</p> <p>Recommendation: Item 1.L. The evaluation tool wording should be corrected to include all grant funds and not specify just Part A or B, etc.</p> <p>Recommendation: Item 3.H. The Quality Advisory Committee needs to update mental health service standards.</p> <p>Recommendation: The contract development section should be reserved for the 4th quarter monitoring.</p> <p>Recommendation: The Adac Committee should follow-up on the due dates for the Planning Council self-assessments to ensure they are completed within the Fiscal year.</p>	M
4. Administrative Assessment Process		The Fiscal Agent staff will prepare the Adac 1 st and 2 nd Quarter meeting minutes along with the combined scores of the two reviewers. These final documents will be forwarded to the Executive Committee for approval to move forward to the Planning Council for adoption.	M/S/P (Susan/Gary) to Review final Adac Report and move forward to the Planning Council.

AGENDA ITEM	DOCUMENT	DISCUSSION	MOTION/ACTION
5. Next Meeting		<u>To Be Announced</u>	
8. Adjourn			