

2017-18 PCAT (Planning Council Activity Timeline)														
	Committees	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Task Leader
	Community Liaison Committee (CLC)													
1	Create 5 Education Sessions to provide information about RW Services a. Support Groups, b. Other Type of Events, TBD	X	X	X	X	X	X	X	X					Naimah O'Neal
2	Plan 2 Community Input Sessions (for PSRA): a. Event #1 - Location TBD b. Event #2 - Location TBD	X	X	X	X	X	X	X						James Stevenson
3	Identify & Plan a list of Capacity Building Training for CLC members	X	X	X	X	X	X	X	X	X				Bryan Jones
4	Create a Planning Council Consumer Outreach Presentation	X	X	X	X	X	X	X	X					Naimah O'Neal Sharron Harris
5	Quarterly Progress Report for Compliance with Committee Work Plan				X			X				X		Naimah O'Neal, James Stevenson
6	Assist with the Statewide Needs Assessment Initiative	X	X	X	X	X	X	X	X	X		X	X	Naimah O'Neal
7	Review Work Plan for Compliance	X	X	X	X	X	X	X	X	X		X	X	Naimah O'Neal
	Strategy & Finance Committee													
1	Training for S&F Committee Members	X	X	X	X	X	X	X	X	X		X	X	Robert Watkins
2	Conduct Assessment of the Efficiency of the Administrative Mechanism				X	X	X							Darryl Fore
3	Assist with Planning Council re-allocations strategy / process, Review Expenditures by Service Category	X	X	X	X	X	X	X	X	X		X	X	S&F Committee
4	Plan and Conduct PSRA Process (<i>see separate PSRA work plan</i>)	X	X	X	X	X	X							Melissa Federman
5	Conduct a progress review on Committee work products	X	X	X	X	X	X	X	X	X		X	X	Desi Johnson
6	Quarterly Progress Report for Compliance with Committee Work Plan				X			X				X		Darryl Fore, Max Rodas
7	Review of Work Plan for next year (<i>Committee PCAT</i>)									X		X		Darryl Fore, Max Rodas
	Membership, Retention & Marketing													
1	Review and Train on the open Nomination Policy	X	X	X										Chris Ritter, Brenda Glass
2	Review and Finalize Attendance Policy	X												Chris Ritter, Brenda Glass
3	Conduct Bi-annual analysis of PC Membership for Federal Reflectiveness Mandate	X	X	X						X				Clinton Droster Sharron Harris
4	Develop & Implement a comprehensive Planning Council Training Program	X	X	X	X	X	X	X	X	X		X	X	Chris Ritter, Brenda Glass
5	Monitor and Enforce Planning Council Attendance		X	X	X	X	X	X	X	X		X	X	Naimah O'Neal
6	Develop & Conduct Targeted Outreach / Marketing Program Annually, 6a. Conduct an Open Nominations Process	X	X	X	X									Brenda Glass, Chris Ritter
7	Monitor Committee work plan for compliance	X	X	X	X	X	X	X	X	X		X	X	Chris Ritter, Brenda Glass
8	Monitor & Report PC Mentor Program Progress				X			X				X		Brenda Glass
9	Quarterly Progress Report for Compliance with Committee Work Plan				X			X				X		Chris Ritter, Brenda Glass
	Quality Improvement													
1	<i>Represent the TGA in Statewide Integrated Plan (8 Goals)</i>	X	X	X	X	X	X	X	X	X		X	X	Jason McMinn, Sharron Harris

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2	Grantee Review of the local Continuum of Care		X				X		X			X		Kate Burnett-Bruckman
3	Grantee Quality Site Visit Presentation		X											Kate Burnett-Bruckman
4	Present HRSA: HIV/AIDS Bureau (HRSA:HAB) 5 Core Performance Measures to the QI Committee	X			X			X				X	X	Jason McMinn, Sharron Harris
5	Represent TGA in Ohio Needs Assessment process -to include planning, RFP review and HIV Care Continuum area of focus					X	X	X	X	X		X	X	Jason McMinn
6	Review QI portion of Grant Guidance						X	X	X					Full Committee
7	Assign "buddy"and provide QI Committee - specific orientation	X		X			X		X			X		Jason McMinn
8	Determine formal, written CAREWare Data request	X	X	X	X	X	X	X	X	X		X	X	Jason McMinn
9	Review Quality Management Plan of the Grantee's Office	X	X	X	X	X	X	X	X	X		X	X	Full Committee
10	Review SOW (Scope of Work) for FY2018/19											X	X	Full Committee
11	Develop the Quality Improvement Work Plan for FY 2018/19											X	X	Full Committee
	Executive Committee													
1	Review and Approve Mar. 1, 2017 - Feb. 28, 2018 PCAT	X	X											Full Committee
2	Monitor PCAT for Compliance	X	X	X	X	X	X	X	X	X		X	X	PC - Co-chairs
3	Review Planning Council portion of PC/Grantee MOU for updates							X	X	X				PC - Co-chairs
4	Provide Monthly Progress Update from HRSA Project Officer	X	X	X	X	X	X	X	X	X		X	X	PC - Co-chairs
5	Standing Committee Quarterly Progress Report for Compliance with Committee Work Plan				X			X				X		Standing Committee Co-Chairs
6	Review & Approve Mar. 1, 2018 - Feb. 28, 2019 PCAT											X	X	Full Committee
	Planning Council Meetings													
1	Planning Council Business	X	X	X	X	X	X	X	X	X		X	X	PC Co-chairs

Final, Approved 3/15/17