



Ric Miles, Chair & Michelle Harvey, Vice Chair

Steering Committee Agenda

Tuesday, September 1, 2026

10:30am – 12:00pm

VIRTUAL ONLY

Join Zoom Meeting

<https://us02web.zoom.us/j/86790659905?pwd=auQUnWrqAMbkpsX72ViTfacQueblg8.1>

Meeting ID: 867 9065 9905

Passcode: 746942

- a. **Call to Order/Moment of Silence.** *The chair will call the meeting to order and recognize a moment of silence.*
- b. **Roll Call.** *The chair will call the meeting to order and establish a quorum through support staff announcing each participant in the teleconference participants list.*
- c. **Welcome from the Chair.** *The chair will welcome everyone to the meeting.*
As a reminder, please follow federal regulations and Planning Council guidelines by avoiding discussions on client information, funding decisions benefiting members, contracting issues, unethical conduct, off-topic matters, lobbying, or actions that violate Ryan White Program rules. Adhere to the Council's code of conduct, state your conflict of interest when necessary, and consult bylaws, policies and procedures, and HRSA guidelines if needed.
- d. **Public Comments and Emerging Trends** (Discussion, all matters in this item are information only). *This is a period devoted to comments and discussion by the public about items listed on this agenda. No action may be taken on a matter raised under this item on the agenda until the matter itself has been included specifically on the agenda as an item upon which action will be taken. Comments will be limited to three minutes per person.*
- e. **Review & Approval of Minutes: Tuesday, August 11, 2026, meeting.** *The chair will review the minutes from the previous meeting and entertain a motion for approval.*
- f. **Business Items.** *The chair will review business items and address any possible actions related to the item.*
 - a. **Review Scope of Work & PCAT Planning Council Activity Timeline – September 2026** *Support staff will review the current PCAT to ensure we are following federal mandates.*
 - b. **Review and Resolve Parking Lot Items** *The chair will review any items that may have been left in the parking lot for possible action.*
 - HRSA site visit corrective action plan progress – update to be presented
 - c. **Review and manage Planning Council Membership Attendance** *Support staff will present the attendance for a 12-month consecutive calendar period for review per the bylaws.*
 - d. **Address membership recruitment campaign(s)** *The Planning Council will address membership recruitment efforts.*
 - **Bring One Campaign**

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- e. **Review membership matrix for compliance with federal mandate** *The chair will review the current membership matrix for compliance.*
- f. **Review and Manage Planning Council Membership Application Process** *The chair will discuss any new applications for review.*
- g. **Review the results of Assessment of the efficiency of the administrative mechanism (AEAM)** *The chair will ask support staff to review the results of the Assessment of the efficiency of the administrative mechanism.*
- h. **Review Planning Council PSRA Meeting Feedback from August** *The chair will ask support staff to present the feedback results from August.*
- i. **Planning for Day of Capacity (solidify a location)** *The chair in collaboration with support staff will review Day of Capacity meeting date, trainings, etc.*
- j. **Planning for Annual Meeting in December** *The chair in collaboration with support staff will review the Annual Meeting date, trainings, etc.*
7. **Program Updates and Collaboration with the recipient's office** *The chair will ask for a report from the recipient staff.*
8. **Announcements and Emerging Trends (Discussion, all matters in this item are informational only)** *This is a moment for Planning Council Commissioners to make announcements or discuss emerging trends in the TGA.*
9. **Public Comments and Emerging Trends (Discussion, all matters in this item are information only)** *This is a moment for members of the public to make public comments or discuss emerging trends in the TGA.*
10. **Adjournment** *The Chair will entertain a motion and a second to approve the adjournment of this meeting.*

October Planning Council Meetings:

October 6, 2026

Steering Committee Meeting, 9:30am – 10:30am

Planning Council Day of Capacity, 11:00am – 3:00pm (**MANDATORY IN PERSON**)

LOCATION TBD