



# Executive Committee

## MEETING SUMMARY

**Wednesday, April 21, 2021 from 1PM to 1:13PM**

Video-Conference via Zoom: <https://zoom.us/j/97734641473>

Teleconference: (929) 205 6099 / Meeting ID: 977 3464 1473#

Present	Excused Absences	Unexcused Absences
1. Ann Bagchi, Ph.D. 2. Cezar Dumago (Secretary) 3. Robert L. Johnson, MD (Chair) 4. Joann McEniry (Co-Chair) 5. Patricia Moore (Treasurer) 6. Vieshia Morales 7. Warren Poole 8. Sharon Postel (Non-Voting) 9. Aliya Roman (Non-Voting)	10. Ketlen Alsbrook (Recipient)	

**Guests:**

**PC Support Staff:** Tania Guaman, Vicky Saguy

**1. Welcome & Moment of Silence**

Dr. Johnson welcomed all in attendance and called the meeting to order at 1:00 PM. A moment of silence was observed for all those who have passed, those affected by, and those living with HIV/AIDS.

**2. Roll Call**

Dumago conducted the roll call. Quorum was established.

**3. Approval of Meeting Summary from March 17, 2021**

The February meeting summary was approved last month as presented.

The March 17<sup>th</sup> meeting summary was sent electronically in advance for review. Dr. Johnson asked for a motion to approve the meeting summary as presented. Morales motioned to approve. Dumago seconded. Support Staff noted a language change on the CIA Report noting that “in lieu of the CIA Chair’s request of \$60 for incentives for May, June and July; United Way of Greater Union County provided three gift cards”. There were no oppositions or abstentions. The March 17<sup>th</sup> Summary was approved with recommended edits.

**4. Report from the Recipient**

Roman provided the following report about the Recipient’s work:

- The recipient’s office is working to close out FY 2020. All but seven agencies are closed.
- Quality Management: medical care agency report cards should be released by the end of this week, along with the case study tool and guidance that the EIRCs will be using for the case studies that relate to the Integrated Health Plan.

- For FY 21, there are 17 contracts (45%) in registrar. Twelve contracts (32%) for the May 5 Meeting for adoption and execution. Seven contracts (19%) in admin review. The remaining contracts are working out revision with program monitors. These contracts are taking longer to adopt and execute because of revisions.
- The recipient is still waiting for the Ryan White Part A Full Award but received the EHE Full Award in the amount of \$1,667,000.
- The recipient is preparing for HRSA site visit, which is scheduled for July 12 to July 16. In preparation for the site visit, the recipient scheduled a meeting with the Planning Council on April 27<sup>th</sup> to discuss about the Planning Council deliverables.

Dr. Johnson asked if there has been progress with the Swearing-In Ceremony for Council members. The recipient is waiting for the City Clerk's office to complete the oaths for pickup. Once the oaths are ready, they will be submitted to Support Staff to collect original signatures. Lastly, the oaths will be sent back to the City Clerk's office to do the swearing in ceremony virtually. The recipient's office will follow up on the receipt of the oaths.

## 5. Standing Committee Updates

- **COC: Vieshia Morales** – Morales provided the March 11<sup>th</sup> COC report.
  - o The COC will introduce some service standards to the Planning Council and the Planning Council will be approving the service standards that were introduced at the last meeting.
  - o There was a presentation by Dr. Poblete about the HIV injectables.
  - o The full report will be given at the Planning Council meeting.
- **CPC: Joann McEniry** – McEniry provided the March 12<sup>th</sup> CPC report.
  - o The Planning Council will approve the changed of the CPC Operating Policies and Procedures (OPPs) which included language changes that were made to the NEMA Bylaws.
- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi provided the March 15<sup>th</sup> REC report.
  - o Funds were allocated for the analysis of the Needs Assessment Consumer and Agency surveys.
- **CIA: Warren Poole** – Poole will provide the CIA report at the full Planning Council meeting.
  - o The CIA is still accepting gift cards donations. Anyone who would like to donate can reach out to Poole or Guaman.

## 6. Treasurer's Report

Moore provided the Treasurer's report. The budget that was approved at the last meeting was accepted. Expenses are within the budgeted amount during this first month of the fiscal year.

## 7. State & National Updates

- Report from the NJ HIV Planning Group – Guaman reported that a New Jersey Policy and Advocacy report was added to the NJHJPG agenda to receive updates on the policies.
- Report from the Governor's Advisory Council – Dr. Johnson informed the committee that the Governor's Council has not met recently.

The Full reports will be given at the full Planning Council body meeting.

**8. Old/New Business**

Moore requested to have an explanation on the Needs Assessment resolution. There were discussions held with UWGUC and the Treasurer would like to have that on record. Dr. Johnson asked to have this discussion as an agenda item for next meeting and to invite Mr. Horne to the meeting.

**9. Administrative Issues**

- Last month, Support Staff was asked to find out ways to about donation gather incentive funds for consumers through pages like GoFundMe and others. Support Staff will follow up next month.
- Four new Planning Council membership applications were received, two from providers, and two from consumers. Support Staff requested input on how to proceed with these applications. Dr. Johnson recommended to establish a nomination protocol to review and process applications. McEniry suggested that a draft of this process be presented to the committee at the next meeting as recommendation for Planning Council Applications. The CPC protocol would include a requirement for applicants to attend at least three meetings before getting voted on as committee members to avoid quorum issues.

**10. Announcements**

There were no announcements.

**11. Next Meeting**

The next Executive Committee Meeting will be held on Wednesday, April 21, 2021 at 1:00PM via Zoom.

**12. Adjournment**

The meeting was adjourned at 1:13PM.