



Executive Committee MEETING SUMMARY

Wednesday, September 15, 2021 from 1:00 PM to 1:21 PM

Videoconference 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: James Horne (UWGUC)

PC Support Staff: Tania Guaman

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 August 18, 2021

In August, the Jul 21st was approved with edits and the July 28th meeting summary was approved as presented. Both documents were uploaded to the website for public access.

The August 18th meeting summary was edited. A correction was made to the Treasurer's report On page 3 as follows: "As of July, we are within budget amounts except the utilities, which were over the budgeted amount." Dr. Johnson asked for a motion to approve the August 18th with these edits. Dumago motioned to approve. Morales seconded. The vote passed unanimously.

4. Report from the Recipient

Roman provided the following report:

- The recipient is working arduously on the FY 2022 Ryan White Part A grant application.
- The RFP for subrecipients is also in final stages, with an anticipated release date of mid-October with a due date of mid-January before the holidays.

5. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales** – Morales reported nothing for this meeting.

- **Comprehensive Planning Committee (CPC): Joann McEniry** –provided the report.
 - o The committee provided an update on the overview of the 2022-2026 Integrated HIV Prevention and Care Plan Guidance. There are 5 Sections on the plan. The development of each section was assigned to one committee as follows:
 - o (1) **the executive summary**; to be completed by the Recipient and the Planning Council
 - o (2) a **Community engagement description and the description of the planning process section**; will be primarily done by the Community Involvement Activities Committee (CIA). A participant recommendation list was provided by the CPC.
 - o (3) a **data set piece**; the contributing data sets portion will be as committee Research and Evaluation Committee (REC)
 - o (4) a **situational analysis**; will fall under the Continuum of Care Committee (COC)
 - o (5) **goals and objectives**; the writing of the 2022 to 2026 goals and objectives will fall under the Comprehensive Planning Committee (CPC).
 - o Committee Chairs were advised to review the guidance of their assigned section to get started. The deadline of the plan is December 9th, 2022
 - o The CPC had volunteered to draft the Planning Council nomination process. This will be shared to the Executive Committee next month.

- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.** – Bagchi reported nothing for this meeting.

- **Consumer Involvement Activities (CIA): Warren Poole** – Poole reported nothing for this meeting.

6. Treasurer's Report: Moore provided the Treasurer's report.

- o As of the August 2021, we are within budgeted amounts except for utilities, which was over budget as of July. There are six other lines which potentially will be over budget if spending continues as it has been. We are 50% into the fiscal year. We've spent 51% of our dollars. Some of the other categories that are at risk of going over are: travel, comptroller, internet, project manager phone.
- o United Way has absorbed a large portion of overhead costs, but this is now costing the company money to provide support. This is not sustainable.
- o Pat will coordinate a meeting with James Horne, Dr. Johnson, Pat and Joann.

7. State & National Updates

- o Report from the Governor's Advisory Council – The Council will meet next week. There are no updates at this time.

- o Report from the NJ HIV Planning Group – Support Staff will provide a report at the Planning Council meeting.

8. Old/New Business

- By-Laws Committee Report:
 - Given that the Executive committee approved the By-Law changes at the August meeting, a recommendation to adopt these changes will be made to the Planning Council. The membership received copies of the revisions with over five days of notice so a vote can take place today.
- The Committee has revised the NEMA policies since these have not been reviewed in about 10 years. Changes are mainly editorial. The revised version will be introduced to the Executive Committee at the October meeting.

9. Administrative Issues

- Several candidates have been interviewed for the Administrative Assistant position. United Way expects to complete this process within two weeks.
- Calendar invitations for the upcoming meetings for the remainder of the year are scheduled and on the planning Council calendars.
- Per Dr. Johnson's request, the Support Team sent out a letter to Jeremiah Cohen reminding them about the attendance policy due to repetitive absences.
- A letter of Assurance was drafted per the Recipient's request. This letter was sent to Dr Johnson for signature. Once signed, this letter will be returned to the Recipient for submission with the Ryan White Part A FY 2022 grant application.
- A draft of the bid for the needs assessment is pending final review with the Research and Evaluation Committee.
- The Support Team provided an overview for HRSA's 2022-2026 Integrated HIV Prevention and Care Plan guidance. Support Staff will continue to work with committees to meet the deadline of December 9, 2022.
- The Support Team is preparing for the monthly HRSA Check-in with Planning Council Staff and the Recipient. At these meetings, the Program Monitor receives a verbal and written update on the progress of Planning Council activities.

10. Announcements

- The HRSA Site Visit report of findings has not been released yet. The Recipient will provide an update when the report is available.
- The COC has expeditiously completed the review of service standards. Because the work has been completed, the committee may decide to take time off. Further discussions will be held with the committee to plan next steps, including the work of the Integrated Plan.

11. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, October 20, 2021, at 1:00PM via Zoom.

12. Adjournment

Dr. Johnson asked for a motion to adjourn the meeting. Poole motioned to adjourn. Morales seconded. The vote passed unanimously. The meeting was adjourned at 1:21PM.