



Executive Committee

MEETING SUMMARY

Wednesday, September 21, 2022, from 1:00 PM to 1:30 PM

Videoconference via Zoom: <https://zoom.us/j/84694719298>

Teleconference: (929) 205 6099 / Meeting ID: 846 9471 9298#

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

Guest: None

PC Support Staff: Carla-Ann Alexander, Victor Peralta

1. Welcome & Moment of Silence

Joann McEniry 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 and quorum was established.

3. Approval of the Meeting Summary from August 17, 2022

The August 17th meeting summary was motioned and approved.

4. Report from the Recipient

- **Aliya Roman provided the report.**

- The recipient's office is working on the Non-Competing Continuation Report that is due to HRSA on October 3rd.
- The recipient's office is working on the Administrative Mechanism.
- The office is making changes to the Program Term Report, which is sent to HRSA, to reflect all allocations for FY22.
- The first virtual site visit for FY22 has been scheduled for October 1st.
- Michelle Thompson of the Northeast Caribbean AETC has developed a Medical Case Management Pilot Program for new case managers. The recipient's office signed staff up for the training program.
- Expenditures: As of today, the formal award is 51.9% spent, the MAI award is 73.4% spent, and supplemental awards has not been touched yet.

5. Standing Committee Updates

- **Continuum of Care (COC): Support Staff gave an update.**
 - The COC submitted two service standards to the Executive Committee for a thirty-day review.
- **Comprehensive Planning Committee (CPC): Joann McEniry**
 - The CPC submitted the FY23 Priority Setting and Resource Allocation Report to the Planning Council for approval.
- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.**
 - There was no update given.
- **Consumer Involvement Activities (CIA): Warren Poole**
 - Poole asked if the CIA should have a separate application for anyone interested in joining. McEniry stated that each committee have an Operations Policies and Procedures (OPP) that will explain the CIA's requirements/rules. Poole explained that the CIA does not have an OPP and, with Support Staff, will create one. McEniry suggested reviewing the other committee's OPPs and create a draft to present for consideration.

6. Treasurer's Report—Patricia Moore

- As of August 30th, all lines are within budgeted amounts.
- Some operating expenses must be adjusted in the next budget modification to reflect actual expenses.
- Expenses through August are \$104,586.07, which is approximately 37% of the award.

7. Old/New Business

- **Corrective Action Plan and Bylaws Discussion**
 - Alsbrook reported that the Administration has recommended changes in terms of the Corrective Action Plan. The issue is that there needs to be a transition of members who served on the Planning Council for many years to new individuals. It was recommended that NEMA create a succession plan that complies with the requested requirements over an extended period.
 - Support Staff will email the committee with a date for a Special Executive Committee Meeting.
 - Roman stated HRSA will be returning our Program Submissions Report. HRSA requested that the Planning Council's roster is included in the updated report along with a procedure for alignment with their recommendations regarding the Bylaws. To elaborate, the report identifies the individuals who are out of term, and they want to know the new terms for individuals currently on the roster based on the new Bylaws.

8. Administrative Issues

There were no issues.

9. Announcements

There were no announcements.

10. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, October 19, 2022, at 1:00PM via Zoom.

11. Adjournment

The meeting was adjourned at McEniry's decree at 1:30 PM.