



# Executive Committee

## MEETING SUMMARY

**Wednesday, August 17, 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. Dr. Robert Johnson (Chair) 2. Ketlen Alsbrook 3. Cezar Dumago (Secretary) 4. Joann McEniry (Co-Chair) 5. Patricia Moore (Treasurer) 6. Sharon Postel (Non-Voting) 7. Warren Poole	8. Dr. Ann Bagchi	9. Vieshia Morales 10. Aliya Roman (Non-Voting)

**Guest:** None

**PC Support Staff:** Carla-Ann Alexander, Victor Peralta, and Juanita Vargas

**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 and quorum was established.

**3. Approval of the Meeting Summary from July 20, 2022**

Moore noted one correction to be made. On page one, the word “KURA” should be corrected to say “CURA.” The July 20<sup>th</sup> meeting summary was motioned to be approved.

**4. Report from the Recipient**

- **Ketlen Alsbrook provided the report.**
  - The recipient’s office is working on finalizing contracts. About 95% of the sub-recipients have been reimbursed through the first quarter of the grant year.
  - Program site visits will be starting during the month of August. The fiscal monitor will be working with each sub-recipient to do an assessment of their source documents, audit reports, financial status, etc.
  - There is a new candidate for the Planning Council.

**5. Standing Committee Updates**

- **Continuum of Care (COC): Support Staff gave an update.**
  - The COC submitted four service standards to the Executive Committee for a thirty-day review.

- **Comprehensive Planning Committee (CPC): Joann McEniry**
  - There was a significant change in Residential Substance Abuse Services. The recommended percentage for the NEMA-wide Service categories for FY22 was 1.65% and decreased to 0.05% for FY23. There was one provider for this service who withdrew their grant award. No other providers applied for this service since it became Medicaid funded. The committee decided to keep the percentage at 0.05% versus 0.00% to leave opportunity for any individual who may need this service in the future.
- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.**  
There was no update given.
- **Consumer Involvement Activities (CIA): Warren Poole**  
There was no update given.

#### **6. Treasurer's Report—Patricia Moore**

- A copy of the proposed budget was sent to the committee via email.
- The budget was motioned to be approved and sent to the Planning Council for review/approval.

#### **7. Old/New Business**

- **Corrective Action Plan and Bylaws Discussion**
  - The Bylaw changes are being submitted to the mayor and administration.
  - Once approved by the mayor, it will be sent to the Planning Council for approval, then submitted to HRSA for review.

#### **8. Administrative Issues**

- There is a new Project Manager, Victor Peralta, for NEMA's Support Staff.

#### **9. Announcements**

- There were no announcements.

#### **10. Next Meeting**

The next Executive Committee Meeting will be held on Wednesday, September 21, 2022, at 1:00PM via Zoom.

#### **11. Adjournment**

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