



# Executive Committee

## MEETING SUMMARY

**Wednesday, July 20, 2022, from 1:00 PM to 1:18 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. Dr. Ann Bagchi 3. Joann McEniry (Co-Chair) 4. Patricia Moore (Treasurer) 5. Sharon Postel (Non-Voting) 6. Ketlen Alsbrook 7. Cezar Dumago (Secretary) 8. Aliya Roman (Non-Voting)		9. Warren Poole 10. Vieshia Morales

**Guest:** None

**PC Support Staff:** Carla-Ann Alexander

**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 June 15, 2022**

Dumago noted one correction to be made. On page three, the word “point” should be corrected to say “appoint.” The June 15<sup>th</sup> meeting summary was approved.

**4. Report from the Recipient**

- **Ketlen Alsbrook provided the report.**
  - The grantees office is working on the program submission report. This includes the letter of concurrence from the Planning Council with allocations for FY23 along with the reflectiveness roster. This report is due July 26<sup>th</sup>.
  - The Program Term Report, which includes final allocation plans and sub recipients, is due August 13<sup>th</sup>.
  - One provider (KURA), who funded Residential Substance Abuse services, rescinded their awards for the remaining half of the grant year 2023. They are currently funded until the end of August. Going forward, they no longer will be sub-recipients for the Part A funds. They recently became a Medicaid certified entity. As result, there has been a decrease in their need for funds and those funds must be reallocated. Given that the Core Service

Waiver is in place, the recipient's office will be looking into increasing funds in Support Services.

- For FY2022, all contracts have been adopted for the city of Newark and are currently in execution phase.
- Site visits will begin August 2022 and conclude by February 2023.

## 5. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales**

There was no update given.

- **Comprehensive Planning Committee (CPC): Joann McEniry**

There was no update given.

- **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

- Additional awards were received in the amount of \$149,227, giving a total award amount of \$279,227.
- Moore will be meeting with United Way to develop a budget for the remainder of Fiscal Year 2022-2023. Once complete, it will be sent to the Executive Committee and Planning Council for review.

## 7. Old/New Business

- **Corrective Action Plan and Bylaws Discussion**

- Treasurer Pat Moore edited the Bylaw changes, and it was distributed electronically for review. Ketlen pointed out, "an individual can be re-nominated unless the appointee is renewed due to a lack of potential candidates." The discussion of having deadlines was brought up in the past.
- The committee will make one change (exempting parts B, C, and D) then submit the Bylaws to Ketlen, recipient office. The council needs a five-day notice to review.

## 8. Administrative Issues

There were no issues.

## 9. Announcements

- An abstract was approved by HRSA for a presentation about the vital role of community collaboration at the Ryan White Conference this year. Joann McEniry, Janice Adams-Jarells, and a few others will be presenting on this topic on Friday August 26<sup>th</sup>.
- Ketlen announced that the Planning Council's request for 2023 has been fully funded.

- Moore mentioned looking for a special recruiter for the Planning Council. Dr. Johnson noted that once the Bylaws are approved, then the council can create a plan for implementing the Bylaw changes.

**10. Next Meeting**

The next Executive Committee Meeting will be held on Wednesday, August 17, 2022, at 1:00PM via Zoom.

**11. Adjournment**

The meeting was adjourned at Dr. Johnson's decree at 1:18 PM.