



# Executive Committee

## MEETING SUMMARY

**Wednesday, May 17, 2023, from 1:01 PM to 1:19 PM**  
 Videoconference via Zoom: <https://zoom.us/j/84694719298>  
 Teleconference: (929) 205 6099 / Meeting ID: 846 9471 9298#

Present	Excused Absences	Unexcused Absences
1. Joann McEniry (Interim Chair) 2. Dr. Ann Bagchi 3. Aliya Roman (Non-Voting) 4. Vieshia Morales 5. Patricia Moore (Treasurer) 6. Sharon Postel (Non-Voting) 7. Walter Okoroanyanwu, MD	8. Warren Poole 9. Ricardo Salcido	

**Guest:** None

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

**1. Welcome & Moment of Silence**

McEniry welcomed all in attendance and called the meeting to order at 1:01 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**

Alexander conducted the roll call and quorum was established.

**3. Approval of the Meeting Summary from April 19, 2023**

The April 19<sup>th</sup> meeting summary was distributed electronically. Morales and McEniry made comments on changes that need to be made. The April 19<sup>th</sup> meeting summary was motioned and approved.

**4. Report from the Recipient**

- **Roman provided the report.**
  - Monitors are working on the contracting uploads for FY23 and closing out FY22.
  - The Needs Assessment to linkage to care has been released. Assessments must be returned by the 26<sup>th</sup> unless an extension is requested.
  - Linkage to care will remain a standing committee action throughout the fiscal year 23.
  - The Recipient Office is working on CHAMP MCM care plans data injury to let the EMA know what the processes are.
  - Roman was able to attend the clinical quality improvement meeting with Rutgers FXB this morning.

- The Recipient Office working with the AETC to build a curriculum that will support the new hires in the EMA for fiscal year 23.
- CQM meetings are back resumed. The meetings are bi-monthly, and the next meeting is scheduled for June 28, 2023.
- CQM Specialist is surveying the outpatient providers on who provides routine HIV testing, including the number of certified testers in the EMA.
- A representative of the recipient's office will be present at all CIA meetings going forward.
- The recipient's office is in the process of setting up a meeting, so they can resubmit the AIM statements to the learning collaborative.
- The recipient's office is working with City Hall in relation to the renewal ceremonies and the PC Chair appointment.

## 5. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales reported no update.**
- **Comprehensive Planning Committee (CPC): Ricardo Salcido reported no updates.**
- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D. reported no updates.**
- **Consumer Involvement Activities (CIA): Warren Poole reported no updates.**
- **Nomination Committee: Dr. Walter Okoroanyanwu gave a brief update.**
  - The committee met for the first time on May 4<sup>th</sup>. All the members but one attended.
  - The committee discussed the bylaws. The committee discussed vacancies that currently exist in the Planning Council. The committee discussed how many members they should have.
  - The committee talked openly and generally to get to know each other.
  - The committee came up with some candidates for the secretary position.
  - Natalie Muhammad have accepted the roll for the secretary. Calvin has been identified by the committee as a potential for the treasurer position.

## 6. Treasurer's Report—Patricia Moore

- As of April 30<sup>th</sup>, all lines are within the budgeted amount, and we have spent approximately 28.5% of the budget for the first 6 months.

## 7. Old/New Business

- Dr. Okoroanyanwu was the chair for a nominations committee for the New York City Ryan White program a few years ago. He believes there is a need for the committee to review the bylaws and to make it more impressive for all the memberships, including recruitment, general recruitment, and maintenance of the membership.
- Dr. Okoroanyanwu will send the support staff the OPP's, or bylaws from the committee he worked with previously so they can be distributed to the Nominations Committee.

## 8. Administrative Issues

- Benoit was not able to attend today's meeting due to travel issues.

**9. Announcements**

There were no announcements.

**10. Next Meeting**

The next Executive Committee Meeting will be held on Wednesday, June 21, 2023, at 1:00 PM via Zoom.

**11. Adjournment**

The meeting was adjourned at McEniry's decree at 1:19 PM.