

**Executive Committee
MEETING SUMMARY****Wednesday, August 16, 2023, from 1:00 PM to 1:31 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. Viesha Morales 5. Sharon Postel (Non-Voting) 6. Walter Okoroanyanwu, MD 7. Warren Poole	8. Ricardo Salcido	9. Patricia Moore (Treasurer)

Guest: None**PC Support Staff:** Carla-Ann Alexander and Roberto Benoit**1. Welcome & Moment of Silence**

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

Support Staff conducted the roll call, and a quorum was established.

3. Approval of the Meeting Summary from June 21, 2023

The June 21st meeting summary was distributed electronically. Bagchi made a motion, and Morales seconded. Bagchi abstained. All were in favor, no opposition. The meeting summary was approved.

4. Report from the Recipient

- **Roman provided the report.**
 - For FY 23, there are 27 contracts fully executed and 16 in execution phase within DocuSign. DocuSign is a new implementation by the Recipient’s office, and they hope to continue the process within the next fiscal year’s NCC.
 - The recipient’s office is working on developing a template for FY 24 NCC report with an anticipated release date in September. An official save-the-date notice is being sent out for the technical assistance webinar happening September 7th. The actual due date for the return of the NCC will be September 29th.
 - The recipient’s office is also working on the EHE RFP, immediately following the NCC release. Which will be released early October with due dates concluding the end of the month.

- The last ERICS meeting was in July, the next meeting will be in September. The recipient's office is working on providing members of ERICS information regarding their clients that have not been linked to care, in addition to those that have been explored in the current needs assessment. This will allow the Recipient's office to continue capturing any barriers.
- HRSA has instituted a new Project Officer to work with the Recipient's office. The first call with the Project Officer will be held on August 22.
- State Department of Health meeting has been postponed for August, but the recipient's office was able to schedule a brief meeting with the DOH to discuss data on Newark and Essex County and receive more transparency surrounding unmet needs, linkage to care, retention to care, VLS, and how all of that compares to the clients already within CHAMP. Roman additionally requested more frequent reporting of data by the DOH. The department of health agreed to provide additional data reporting—going from once a year to reporting data twice a year to the recipient's office. The recipient's office will be using this data to generate a report to share with the committees in their QM table. This will allow the RWU to accurately identify demographics and areas of highest need.
- The RWU is continuing to partner with the Cluster detection response team. The team will be meeting on August 30th, where they will be making final edits to the plan and releasing the survey and questionnaire to collect buy-in from sub-recipients. This survey looks to identify whether sub-recipients would be available to provide resources and aid in the event of a cluster response.
- The recipient's office is in communication with the city hall. The clerk's office will be able to participate in an oath ceremony for September.

5. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales**
 - 4 service standards are slated to be voted for approval in the full PC meeting.
 - Non-medical Case Management
 - Outpatient Ambulatory Health
 - Emergency Financial Assistance
 - Mental Health
 - 1 service standard is up for 30-day review. No updates for this current meeting.
 - Outpatient Substance Use
- **Comprehensive Planning Committee (CPC): McEniry gave a brief update.**
 - The CPC did not meet this month, the next meeting will be held on September 8th, 2023.
 - Priority Setting and Resource Allocation report was submitted for a 30-day review last month. It is slated to be voted on for approval during the full planning council meeting.
- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D. reported no updates.**
- **Consumer Involvement Activities (CIA): Warren Poole**
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- Poole has expressed the committee's interest in returning to in-person meetings. He's stated that Beth Israel is willing to host the committee for free and would like to know if it is okay to continue meeting in person.
- McEniry responded by stating that the decision to remain virtual was previously made at the Executive Committee but was open for discussion. She stated the pros and cons of in-person gatherings. She mentioned people who would not be able to join in person due to barriers surrounding transportation and the travel from different counties. In person meetings may work for some people and remote may work better for others.
- Additionally, McEniry reminded the committee that we have not budgeted for meeting space or additional accommodation such as food. Poole mentioned that Beth Israel would be willing to accommodate the committee for free. McEniry continued to stress that if any financial implications are involved, we must first discuss this with Pat, the PC treasurer. She additionally requested that support staff follow up with Beth Israel to get commitment in writing (e-mail or memorandum of agreement) as to close loopholes and ensure unexpected costs would not arise if we did decide to move forward.
- Roman noted that she has attended ERICs meetings in the past at Beth Israel. The meeting space seemed sufficient for the committee's needs.
- McEniry voiced that if the committee is going to think about re-launching in person meetings, It must be launched appropriately. An agreement must be established with Beth Israel, in writing, agreeing to host the committee for free. It would be a shame for the committee to begin in person and then later go back to virtual because the agreement between parties was not clear.
- Additionally, McEniry proposed the idea of bi-monthly meetings; One month in person, one month virtual, to create a space for people to be involved that cannot attend in person.
- Bagchi raised up the possibilities of a hybrid meeting schedule—Where remote and in-person meetings would be taking place during the meeting.
- McEniry stated that she's ran hybrid meetings in the past and has found it very difficult to engage both online and in-person audiences. Prior to making a final decision on this, she would like to take the rest of the month to conduct research on how this can be properly executed and come back to the table next month to discuss the findings.
- Okoroanyanwu inquired if Poole was aware whether Beth Israel would be able to accommodate drinks and food in addition to the meeting space. He mentioned that participants often expect a light snack or meal during in-person gatherings.
- Roman chimed in by mentioning an increase in RWU salary by 8.5% due to Union requirements. Local 21, the union that represents employees within the recipient's office, requested an increase of employee salaries due to increase of cost of living. The city must account for those increases as well as increases within fringe costs. In allocating the full award, the Recipient's office does not have enough to allocate additional administrative dollars. For this reason, United Way was not able to receive additional funding to their full award. With that being said, additional dollars are not available to accommodate for food and beverage in addition to a meeting space.

- McEniry closed off the discussion, by asking to revisit this matter next month after more research has been conducted. She requested that support staff follow up with Poole and the contact at Beth Israel to better determine what they can accommodate and plan accordingly. McEniry also mentioned raised up Okoroanyanwu's request for Webinars. She stated that these webinars are okay to host, being that they are virtual, but in person workshops/trainings, may be a bit more difficult and will require additional time and funding. Therefore she suggests that we gather additional information and come back to the next EC meeting with new findings to continue the discussion.
- **Nomination Committee: Dr. Walter Okoroanyanwu**
 - The Nominations Committee last met on August 9, 2023
 - Okoroanyanwu mentioned that Calvin Toler was voted for the PC treasurer position in last month's PC meeting and that Debbie Morgan is slated to be voted on for the secretary position during today's PC meeting.

6. Treasurer's Report—Patricia Moore

- No treasurer's report.

7. Old/New Business

8. Administrative Issues PC Support Staff

9. Announcements

10. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, September 20, 2023, at 1:00 PM via Zoom.

11. Adjournment

Bagchi made a motion to adjourn the meeting, Poole seconded the motion. The meeting was adjourned at 1:31 PM.