

**Executive Committee
MEETING SUMMARY****Wednesday, September 20, 2023, from 1:00 PM to 1:24 PM**Videoconference via Zoom: <https://us06web.zoom.us/j/81290687976>

Teleconference: (929) 205 6099 / Meeting ID: 812 9068 7976#

Present	Excused Absences	Unexcused Absences
1. Joann McEniry (Interim Chair) 2. Dr. Ann Bagchi 3. Aliya Roman (Non-Voting) 4. Ricardo Salcido 5. Sharon Postel (Non-Voting) 6. Walter Okoroanyanwu, MD	7. Viesha Morales 8. Debbie Morgan (Secretary) 9. Warren Poole	10. Calvin Toler (Treasurer)

Guest: Juanita Vargas**PC Support Staff:** 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 August 16, 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 – Aliya Roman provided the report.

- The recipient’s office is working on the bi-annual progress report for EHE. The progress report covers the period of March 1 – August 31, 2023 and is due to HRSA on October 2nd.
- Recipient’s office is anticipating applications for the FY 24 Ryan White Non-Competing Continuation (NCC) from subrecipients due October 6, 2023. RWU’s program monitors will be in communication with sub-recipients who need assistance in developing their program service delivery models.
- Last month’s EIRC’s meeting was canceled, and the month prior was canceled due to the committees working on the Needs Assessment. The next EIRC’s meeting is tentatively scheduled for the fourth Monday of October, October 23, 2023, and will focus on linkage to care. The recipient’s office has generated a list of clients who have not been linked to care after the needs assessment was completed and will be assessing these clients for barriers to care. Once the analysis has been completed, updates and feedback will be given to the CPC committee as well as the full NEMA PC.

- IDP has expressed the need for additional administrative support to conduct meetings, manage listserv, and track sub-recipient's attendance. The recipient's office has decided to continue this process in-house and has designated their program monitor, Carla-Ann, with the responsibility of managing that process.
- The recipient's office is conducting virtual site visits this year but is hoping to return to in-person site visits next year.
- Being that the agenda for the year will be packed with deliverables, the recipient's office is suggesting that the committee be proactive and begin working on the PSRA and Epi Profile for FY 2024-2025 a bit earlier in the year—to ensure that the documents are in time for the FY'25 RFP.

5. Standing Committee Updates

- **Continuum of Care (COC): McEniry provided a brief update.**
 - The COC (Continuum of Care) last met on August 10, 2023.
 - During this meeting, Postel reviewed Progress Report #3 Performance on the goals/objectives of the 2022-2026 Integrated Prevention and Care Plan
 - The Outpatient Substance Use service standards were submitted to the Planning Council for a 30-day review process in last month's meeting. This service standard is slated to be voted on for approval in today's PC meeting.
 - The committee approved the Health Insurance Premium and Cost-sharing Assistance (HIPCA) for low-income individuals and Oral Health service standard and is submitting it to the Planning Council for 30-day review process.
- **Comprehensive Planning Committee (CPC): Support Staff gave a brief update.**
 - The CPC last met on Friday, September 08, 2023.
 - During this meeting, Postel reviewed Progress Report #3 Performance on the goals/objectives of the 2022-2026 Integrated Prevention and Care Plan
 - The next CPC meeting is scheduled for Friday, October 13, 2023, at 9:30 AM via Zoom.
- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D. and Support staff gave a brief update.**
 - The REC last met on Monday, September 18, 2023, at 10 am via Zoom.
 - Due to a scheduling conflict, Bagchi is unable to attend REC meetings for the next couple months. DeStefano, the REC co-chair, will be filling in her place while She is away.
 - Support staff reports that in their September meeting, the REC experienced a few technical difficulties resulting in a lack of quorum. Postel was slated to give a few presentations including the 2023 Administrative Mechanism and 2023 Needs Assessment, but she was unable to attend; the presentations were tabled until next month's meeting.
 - The next REC meeting will be held on Monday, October 16, 2023, at 10 am via Zoom.
- **Consumer Involvement Activities (CIA): Warren Poole**
 - McEniry asked support staff if there were any updates surrounding the CIA's request in last month's meeting for an in-person meeting space.
 - Support staff noted that there have not been any updates yet.
 - McEniry reminded support staff that once they've connected with Beth Israel, they should ask for formalization of an MOA or other proof regarding the space as being donated for whatever length of time and what provisions and accommodations would be made for the CIA committee.

- Roman mentioned that the Recipient's office is in communication with Christian and Gary from Newark Beth Israel, regarding a meeting space for their EIRCS meetings. Roman mentioned that she would include the CIA committee within her request for a meeting space at Beth Israel and will circle back with Support Staff on updates.
- **Nomination Committee: Dr. Walter Okoroanyanwu**
 - The Nominations Committee did not meet this month.
 - Okoroanyanwu mentioned that the committee is awaiting guidance from the mayor's office on when new nominations and renewals for Planning Council membership can begin taking place.
 - Roman mentioned that the Recipient's office is in discussion with the City Clerk's office for a tentative date of October 13th, during the CPC meeting, and will report back to the PC once the request has been accepted.

6. Treasurer's Report—McEniry provided the report.

- The amended FY 23-24 full budget was distributed electronically ahead of this meeting.
- Vargas introduced the budget and updated the committee on the request for additional funding. The request was denied by the recipient's office, resulting in a decrease from previous years. To accommodate for the reduction, United Way has eliminated or reduced a few lines from the budget:
 - The administrative assistant line was eliminated.
 - The program coordinator line has remained the same and may be modified later in the year, if necessary.
 - Staff parking was reduced and United Way will now be covering any additional expense.
 - United Way will be absorbing the expense of the yearly audit for the organization.
 - Fringe Benefits were reduced by 1% and United Way will absorb any additional costs associated with Fringe.
- Salcido motioned to approve the budget. Bagchi seconded the motion. The motion was properly moved and seconded. All were in favor of ratifying the budget. None opposed or abstained.

7. Old/New Business

8. Administrative Issues PC Support Staff

The recipient's office raised an issue surrounding Core Service Waiver that was not properly documented in the committee meeting summaries. McEniry confirmed with the Recipient's office that the Core Service Waiver was discussed and agreed upon in both the June CIA meeting and July CPC meeting. Mceniry advised that the support staff adjust the meeting summaries to reflect the discussion had surround the Core Service Waiver and the approval by the committees. After the amendment to the meeting summary has been made, the Support Staff and Recipient's office is to circle back with the committee to let them know of the changes and motion for a vote to approve the meeting summary as amended.

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, Okoroanyanwu seconded the motion. The meeting was adjourned at 1:24 PM.