



**Executive Committee
MEETING SUMMARY**

Wednesday, October 18, 2023, from 1:05 PM to 1:28 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. Debbie Morgan (Secretary) 7. Calvin Toler (Treasurer) 8. Walter Okoroanyanwu, MD	9. Viesha Morales	10. Warren Poole

Guest: PC Support Staff: Roberto Benoit

1. Welcome & Moment of Silence

McEniry welcomed all in attendance and called the meeting to order at 1:05 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

Debbie Morgan conducted the roll call, and a quorum was established.

3. Approval of the Meeting Summary from September 20, 2023

The September meeting summary was distributed electronically. Salcido made a motion, and Bagchi seconded. Toler abstained. All were in favor, no opposition. The meeting summary was approved.

4. Report from the Recipient – Aliya Roman provided the report.

- During this meeting, Roman reports that the EHE RFP roll out was completed and advertised, but experienced minor technical difficulties. The recipient’s office is working on resending the proposal via email.

5. Standing Committee Updates [template found on Google Drive]

- **Continuum of Care (COC): McEniry provided a brief update.**
 - The COC (Continuum of Care) last met on Wednesday October 12, 2023
 - The Health Insurance Premium and Cost-sharing Assistance (HIPCA) for low-income individuals and Oral Health service standard 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 Foodbank/ Home Delivered Meals Service Standard and is submitting it to the Planning Council for 30-day review process.

- **Comprehensive Planning Committee (CPC): Support Staff provided a brief update.**
 - The CPC last met on Friday, October 13, 2023
 - During this meeting, Postel gave a brief update on the Progress/ Performance of the goals/objectives of the 2022-2026 Integrated Prevention and Care Plan and discussed feedback received from the CDC regarding the 22-26 IHAP.
 - Salcido, the CPC chair, reports that the timeline will be amended for the CPC to meet new deadlines for the priority settings and resource allocations report.
 - The next CPC meeting is scheduled for Friday, November 17, 2023, at 9:30 AM via Zoom.
- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.**
 - The REC last met on Monday, October 16, 2023, at 10 am via Zoom.
 - Due to a scheduling conflict, Bagchi is unable to attend REC meetings for the next couple months. Bagchi, the REC chair, reports that there are no updates for this meeting.
 - The next REC meeting will be held on Monday, November 20, 2023, at 10 am via Zoom.
- **Consumer Involvement Activities (CIA): Warren Poole**
 - The CIA last met on August 23, 2023, at 5 pm via Zoom.
 - 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.
 - The next CIA meeting will be held on Monday, October 26, 2023, at 10 am via Zoom.
- **Nomination Committee: Dr. Walter Okoroanyanwu**
 - The Nominations Committee were scheduled to meet on Wednesday, October 13, 2023, but the meeting was cancelled due to the committee not having any outstanding business to attend to.
 - Okoroanyanwu mentioned that there are no new updates to report currently, the committee is awaiting the newly appointed members to be sworn in.
- 6. Treasurer's Report—Toler provided the report.**
 - During this meeting, Toler reports that on September 22, the FY 23 contract budget and supporting documents were submitted to the Ryan White Unit for review.
 - Toler also reports that on October 6, 2023, the FY 24 NCC documents were submitted to the Ryan White Unit for review.
 - The September expense report was sent to the PC by United Way's finance team. The budget was reviewed by Toler. Details will be shared to the Executive committee and Planning Council. All line items are reflective of the budgeted amounts.
- 7. Old/New Business**
 - Dr. Walter contacted the support staff about a letter of support from the PC, endorsing his application to the 23-24 Leadership Academy for Public Health.
 - Support Staff will follow up with Okoroanyanwu with the requested documents signed by the interim chair
- 8. Administrative Issues PC Support Staff**

- Roman also explains that recommended funding for all programs are now being finalized and all programs will receive notices of award soon. Sub-recipients should work on diligently sending back the program documents as soon as possible so as not to create any delay in receiving funding.
- Roman reports that Oath ceremonies have experienced a Push back due to changes in staff and the request to cross-check the PC roster for renewal. Oath certificates will still to be signed in person and a confirmation of the new date will be sent out once the RWU receives notice.

Announcements

There were no announcements for this meeting.

9. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, November 15, 2023 at 1:00 PM via Zoom.

10. Adjournment

Bagchi made a motion to adjourn the meeting, Toler seconded the motion. The meeting was adjourned at 1:58 PM.