



**Executive Committee
MEETING SUMMARY**

Wednesday, December 20, 2023, from 1:03 PM to 1: 1:29 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. Viesha Morales 9. Walter Okoroanyanwu, MD		10. Warren Poole

Guest: PC Support Staff: Roberto Benoit, Lashon Gray

1. Welcome & Moment of Silence

McEniry welcomed all in attendance and called the meeting to order at 1:03 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 November 15, 2023

The November 15, 2023, meeting summary was distributed electronically. Morales made a motion, and Bagchi seconded. Morales requested that a revision be made to make the Standing Committee Updates reflect that items should be tabled for further discussion in the Planning Committee meeting. Toler requested that a revision be made to make the correction to the end of year balance to reflect 150,004.15. All were in favor of approving the minutes as amended, no opposition. No one abstained. The meeting summary from November 15th was approved as amended.

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

- The recipient’s office confirms that award letters for Part A program FY 24 will be released by December 31, 2023, and are in fiscal review.
- The recipient’s office also reports that the budget insertion for FY 24 is complete and is currently uploading the Apply and Except into the city’s contracting system to make way for FY 24.

- Roman (Recipient office rep) confirmed that 17 programmatic site visits along with two fiscal compliance audits were completed. Any remaining fiscal and programmatic site visits for Part A and EHE are scheduled through February 2024.
- During the EIRC's meeting on December 18, 2023, the committee discussed the linkage to care barriers for 14 clients, along with the 48 clients discussed in the previous meeting. Roman noted during the discussion, client readiness, previous diagnosis, and transfer into care, missed appointments, data entry errors and undocumented individuals were cited as to reasons for clients not linked to care.
- Roman explained that the current finding will be included in the end of the year report for the CPC, CQM and EIRC's committees.
- Roman mentioned the recipient's office will receive approved summary sheets from the CQM committee for the 182 clients that were in Sussex County for cohort 4. Data from the summary sheets will then be presented to the EIRC's committee to address barriers to retention.
- Roman also added, the committee had an open discussion on best practices, training on how to use Champs and how to access the exceptions report.
- Roman mentioned that the program monitoring staff will support the programs by identifying the barriers for viral suppression and barriers for retention.
- The recipient's office also reports that the EHE RFP was released, and the proposals are due in the Ryan White unit by January 11, 2024.
- The EHE RFP was amended to include support of the EMA with EHE funding to help non VLS Essex county families with temporary housing, bed nights for shelters and transitional housing for women, children, and families.
- The recipient's office also reports the expansion of the number of community health workers used to help support linkage to care and re-engagement issues.
- Roman reports that IHAP's performance data and deliverables were completed and assessed at the CPC meeting on November 17, 2023, and the CQ meeting on November 29, 2023. The next IHAP CPC assessment completion is scheduled for January 12, 2024, and the IHAP CQ assessment completion is scheduled for January 24, 2024.
- The recipient's office reports 16 CDR subrecipients expressed support in responding to HIV clusters in EMA jurisdictions.
- The CPC committee voted to collaborate with a consultant and the Cluster Detection Response team to design template for the CDR workplan. Roman added that IHAP's consultants will continue to collaborate with the CPC committee until February. All results will be presented to the Planning council for approval.
- Lastly, the PCN 2102 "Have You Heard" informative sub recipient meeting, emphasized the need to follow the program's design for the certification and recertifications of clients. The purpose of the new PCN is to enhance continuity of care, ensures that clients have access to medical support services to achieve viral suppression and eliminates the six-month recertification process. Roman notes that the new changes allow Ryan White recipients and sub recipients the flexibility to conduct timely engagement. Roman continues to explain that timely eligibility confirmation in accordance with the policies and procedures to assess if there's any changes in client income and or resident status. Roman notes that Immigration status for this purpose is irrelevant.
- Bagchi added that the importance in following PCN policies and procedures to avoid possible administrative errors during the new transfer of cases. Bagchi mentioned During a COC committee meeting discussing the Universal Service Standard, proof of status. Mary Eliza from the Special Care Clinic had a newly transferred client that came into a clinic with HIV AIDS

medication, claiming to have been diagnosed with HIV. When further testing was conducted the test results showed that the client was NOT HIV positive.

- Morales added that in the example Bagchi gave, the medical case manager should have been the point of contact person for the provider to make sure that there was linkage of care. In this example, the client was not seen by a medical case manager.
- Salcido added that normally that happens the client is not under doctor's care and has a affected partner that shares their medication to avoid infection.

5. Standing Committee Updates

- Nothing report

6. Report from Treasurer—Calvin Toler

- Toler presented the treasury report, noting that expenditures for the month of November shows a total of \$37,331.86. and a remaining balance available of \$63,703.19.

7. Old/New Business

- No new updates to report currently.

8. Administrative Issues PC Support Staff

- No new updates to report currently.

Announcements

There were no announcements for this meeting.

9. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, January 24, 2024, at 1:00 PM via Zoom.

10. Adjournment

McEniry called for a motion to adjourn the meeting. Morales made a motion to adjourn the meeting, Toler seconded the motion. The meeting was adjourned at 1:29 PM.