



**Executive Committee  
MEETING SUMMARY**

**Wednesday, March 20, 2024, from 1:00 PM to 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. Dr. Ann Bagchi 2. Joann McEniry (Interim Chair) 3. Aliya Roman (Non-Voting) 4. Sharon Postel (Non-Voting) 5. Calvin Toler (Treasurer) 6. Viesha Morales 7. Walter Okoroanyanwu, MD 8. Ricardo Salcido	9. Warren Poole	10. Debbie Morgan (Secretary)

**Guest: PC Support Staff:** Roberto Benoit, Richell Garcia

**1. Welcome & Moment of Silence**

McEniry welcomed all in attendance and called the meeting to order at 1:02 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 February 21, 2024**

The February 21, 2024, meeting summary was distributed electronically. Morales made a motion, and Toler seconded. All were in favor of approving the minutes, no opposition. Salcido abstained. The meeting summary from February 21 was approved.

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

- The recipient office reported that Ryan White Part A received notification of award in the amount of \$8,369,505. The recipient’s office will deliver, in the next meeting, a breakdown of the Ryan White Award to compare it with the previous year.
- The recipient’s office provided the total number of sub-recipients, vendors and contracts. There are 31 sub-recipients, 4 vendors and one sub-recipient withdrew from the program for FY24. The recipient office noted that La Casa withdrew from the program and rescinded the funds.
- 22 contracts were entered into Legistar and 4 contracts pending approval from municipal council; the goal is to have the remaining contracts executed by April 10th.

- The recipient office is working with the city clerk's office and finance in downtown to implement advance payment for recipient of FY24. The sub-recipient will receive a portion of the award, up to 25%, to allow them to expense while the contracts are in progress. The recipient noted an update in the next meeting concerning the release of payments and contracts.
- The recipient's office fiscal and programmatic site visits for FY23 were completed. The recipients are expected to receive a final report. The recipients have until March 30<sup>th</sup> to submit all final reports and backup documents for Part A. The award period will close in May, unless there is an extension.
- EHE program partial notice of awards was received, but only allows to provide funding for two months. FY23 recipients received partial award letters and will receive a notice of level\_balance from the previous year. The goal is that the recipient will receive the full award letter at the end of March. The recipient's office is currently working on providing funding recommendations for the additional applicants.
- The recipient's office received 10 applications above the nine applicants that were already funded. Seven applicants and two vendors are already in the EHE program. Additional providers applied for subsidies and community health workers after the delivery of the RFP.
- The recipient's office is currently working on planning next year's EHE program initiatives. The letter sent to the recipient will state that the continuation of EHE program funding levels are subject to the availability of future congressional appropriation. The recipients will be notified of the EHE program awards and the five-year plan initiative. The recipient's office is currently working on additional funds request and reallocation plans.
- EIRCS will continue to meet on a bimonthly basis, the next meeting is on 4/22. They will continue to meet concerning linkage to care, VLS, and retention barriers. CQM is scheduled to meet on March 27; the meeting will address CQM plan updates based on HRSA guidance. CQM team is currently drafting and developing the cluster detection response plan. The UOB of \$300,000 was submitted but the total amount is not expected to exceed the award.
- The recipients' office noted update on the Oath ceremony. The documents are with the health Director for final approval. The recipient's office requested a copy of the reflective roster to review if the new appointments and re-appointments aligned with reflectiveness for the planning council. The request was made to Support Staff.

## **5. Standing Committee Updates**

- Roman reminded the committee of the 2024 National Ryan White Conference in Washington DC. McEniry and the committee members agreed that a community representative attend the conference. McEniry recommended a one-page application document describing learning goals, commitment to CMA and increased community engagement. Salcido recommended that after the conference the community representative present the findings to the planning council committee. The findings can reference topics offered at the conference linked to community needs and directed towards promoting change. The nomination committee's role will be to review the applications and select a community member.

## **6. Report from Treasurer—Calvin Toler**

- Toler presented the treasury report, noting that expenditures for the month of February show a total of \$24,332.94, and a remaining balance available of \$901.58. The prior months for the fiscal year totaled \$232,519.48. Toler asked if the remaining balance could roll over for the next fiscal year.

- Benoit states remaining balances does not roll over for next fiscal year.
- Toler reported to the committee that the expenditures for the month of February are under budget, it's possible this occurred in the adjustment of fund for support staff member.

**7. Old/New Business**

- o No new updates to report at this meeting.

**8. Administrative Issues PC Support Staff**

- o No new updates to report currently.

**Announcements**

- Dr. Bagchi announced an initiative to hire two nurses to work in academic detailing, coaching and quality improvement. The goal is to increase routine HIV testing in primary care offices. The nurses are required to visit up to 10 sites monthly for six months. There will be a conference at the end of the year. The preliminary work will start in April 2024 and the quality improvement portion will start in June 2024.
- Toler announced the new home testing kit from a company called OraQuick. OraQuick sends two testing kits to the recipient's home. Toler will provide more information in the following meetings.
- Salcido announced the opening of the new Edge home office located in Parsippany, New Jersey. All services are offered at the new location.

**9. Next Meeting**

The next Executive Committee Meeting will be held on Wednesday, May 15, 2024, at 1:00 PM via Zoom.

**10. Adjournment**

McEniry called for a motion to adjourn the meeting. Dr. Bagchi made a motion to adjourn the meeting, Morales seconded the motion. The meeting was adjourned at 1:31 PM.