



**Executive Committee
MEETING SUMMARY**

Wednesday, February 21, 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. Aliya Roman (Non-Voting) 3. Sharon Postel (Non-Voting) 4. Debbie Morgan (Secretary) 5. Calvin Toler (Treasurer) 6. Viesha Morales 7. Walter Okoroanyanwu, MD 8. Warren Poole	9. Joann McEniry (Interim Chair) 10. Ricardo Salcido	

Guest: PC Support Staff: Roberto Benoit, Lashon Gray

1. Welcome & Moment of Silence

Bagchi 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

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

3. Approval of the Meeting Summary from December 20, 2024

The December 20, 2023, meeting summary was distributed electronically. Morales made a motion, and Okoroanyanwu seconded. All were in favor of approving the minutes, no opposition. No one abstained. The meeting summary from December 20th was approved.

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

- The recipient’s office reports that the RSR Report is due on March 5, 2024. They reminded agencies to make sure the submitted report is in review status before the deadline.
- The recipient office reported that the HRSA EHE site-visit took place on January 24-26, 2024. HRSA provided feedback surrounding the contracting process, payments, and documents needed to test compliance. The recipient’s office is currently working on making those updates. Once such update is the development of an advanced payments procedure for FY 24.
- Asking CHAMP to revise collection process to allow subrecipients to be able to track date of diagnosis for individuals coming into the United States. HRSA states that If a person is coming into the United States, and is first presenting to an agency. If the client meets a provider and

doesn't want to take an HIV test on arrival; If the client reports two weeks later for a test and presents positive. The date of diagnosis should be the first day the client visited the center/agency. Guidance and templates will be sent to the agencies to better capture linkage to care.

- During the EHE site visits, HRSA praised the Newark EMA for the strength of the monthly EIRCS meetings in their ability to quickly address and assess barriers within linkage to care, collect data, and collaborate as a committee. HRSA is ecstatic for cohort 4. Committee members have been working diligently in collecting data sheets, which will be presented at CQM and NEMA PC meetings once it has been compiled.
- Part A Contracting – 16 contracts ready to be entered into legislature. The recipient's office is waiting for documents from fiscal; this will go through municipal review for 2-3 weeks; and the goal is to have contracts executed by April.
- 94% of the recipient's site visits have been completed for fiscal and programmatic site visits. Remaining site visits are scheduled through February 2024
- The recipient's office reported that as of the 15th of February, they've received 18 total applications for EHE programs. 2 of those agencies are new to the Ryan White program. Internal peer review process is underway to screen remaining applications.
- Recipients' office submitted their UOB on January for \$300,000, but does not anticipate that return.
- The Recipient's office notes updates on the Oath ceremony. The last new member interview is scheduled for Friday. Following the interview, the city clerk's office will work to submit a date to host the oath ceremony.

5. Standing Committee Updates

- No new updates to report at this meeting.

6. Report from Treasurer—Calvin Toler

- Toler presented the treasury report, noting that expenditures for the month of January show a total of \$19,683.49. and a remaining balance available of \$24,684.52.
- Toler reported the committee need for budget modification to redistribute funds due to increase in fringe, staffing, etc.
- Toler also reports that the committee budget for FY 2024 has been drafted and awaits council approval to send it over to the recipient's office. The total 6-month budget is \$128,500.
- Bagchi called for a motion to approve the budget modification. Morales made the motion, Morgan seconded. All were in favor, no opposition, or abstention. The FY 23 budget modification was approved by the executive committee.
- Bagchi called for a motion to approve the FY 24, 6-month budget. Morales made a motion and Poole seconded. All were in favor, no opposition. The FY 24, 6-month budget was successfully approved.

7. Old/New Business

- No new updates to report at this meeting.

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, March 20, 2024, at 1:00 PM via Zoom.

10. Adjournment

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