



**Executive Committee
MEETING SUMMARY**

Wednesday, April 17, 2024, from 1:00 PM to 1:18 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. Viesha Morales 6. Dr. Walter Okoroanyanwu, MD 7. Ricardo Salcido 8. Debbie Morgan (Secretary)		9. Warren Poole

PC Support Staff: Roberto Benoit, Richell Garcia

1. Welcome & Moment of Silence

McEniry welcomed all in attendance and called the meeting to order at 1:00 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 March 20, 2024

The March 20, 2024, meeting summary was distributed electronically. Due to lack of quorum in the beginning of the meeting, the approval of the meeting summary was tabled until next month.

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

- The recipient office reported that the Ryan White Part A is awaiting full letter of award from HRSA. Partial notice of award has already been received.
- The recipient’s office provided the total number of sub-recipients, vendors and contracts. There are 23 contracts in execution. 10 contracts remain in registrar review with a target deadline of April 24th. Despite this, sub-recipient programs can now start submitting billing for the month of March because of emergency declaration made by Ketlin Alsbrook director of Newark HD. The declaration was approved by the city council, thus allowing the RWU to reimburse their subrecipients upon receipt of billing.
- 2023 closeouts are still in process. The recipient’s office has been able to close out all of MAI funds, without any carry-over funding. FY 23, Part A closeouts are still underway.

- The EHE RFP was released, and the recipient's office has received notice of award. Currently, the recipient's office is only able to fund the current subrecipients for only two months. No new applicants received a letter of award due to the office still awaiting full notice of award. This is the longest the recipient's office has had to wait, traditionally the notice of award is received on March 24th and 28th for Part A and EHE programs.
- The EIRCs meeting is scheduled for April 22, 2024. The first rounds of linkage to care data for clients not linked to care during the first quarter of 2024 have been completed. The EIRCs committee sub-recipients will receive the listing on the 22nd and will summarize the data at the next meeting.
- The Oath Letter and appointment letter to the City Clerks office has been sent. There is a tentative date for April 30, 2024, at 11:00AM. Until the oath certificates have been printed and signed, that date will remain tentative until more information is received from the clerk's office.
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5. Standing Committee Updates

- No updates reported in this meeting.

6. Report from Treasurer

- No updates reported in this meeting.

7. Old/New Business

- Resignation of Calvin Toler as Treasurer.
 - Prior to the meeting, the Planning Council received a message from Toler about his resignation from the PC. McEniry addressed the issue and apologized for confusion surrounding the selection of an individual to run February's PC meeting and not properly checking the bylaws. Roman and Bagchi also issued their apologies and regrets; asking that the support staff continue to support the PC in ensuring that the planning council is running in accordance with their bylaws.
- Ryan White Conference.
 - McEniry reminded the committee of last month's discussion surrounding the development of an application to send to committee members for the Ryan White conference.
 - The committee had agreed to fully fund the trip for a community member within the PC. The selection process will involve an application and rubric to select the most appropriate candidate for the conference. Whoever is selected will have the responsibility of bringing back updates to the full PC.
 - Support staff noted that the application is still in the works and will be drafted in partnership with the Nominations committee.

8. Administrative Issues PC Support Staff

- No new updates to report currently.

9. Next Meeting

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

10. Adjournment

The meeting was adjourned at 1:18 PM.