



**Executive Committee
MEETING SUMMARY**

Wednesday, June 26, 2024, from 1:00 PM to 1:30 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. Dr. Walter Okoroanyanwu, MD 6. Ricardo Salcido 7. Debbie Morgan (Secretary) 8. Viesha Morales		9. Warren Poole

PC Support Staff: Roberto Benoit

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

Morgan conducted the roll call, and quorum was established.

3. Approval of the Meeting Summary May 20, 2024

The May 20, 2024, meeting summary was distributed electronically. McEniry called for a motion to approve the meeting summary. Bagchi made the motion to approve the meeting summary and Salcido seconded. All were in favor. There were no abstention or oppositions. The meeting summary for May 20, 2024, was approved.

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

- The recipient office reported that the agenda for the HRSA Part A program site visits was completed. The HRSA visits will be from July 30 to Aug 2, 2024. The project officer selected Trinitas and St Michael Medical Center for programs review.
- HRSA requested that the Executive Committee meet on Tuesday July 30th. HRSA will attend the Planning Council meeting from 12pm-1 pm. The planning council meeting should include a 10-minute questions and answer section and a platform for HRSA remote staff. Roman indicated that the meetings are already on Zoom.

- HRSA requested a consumer meeting on Wednesday July 31st from 11:30 am to 1:00 pm. Roman mentioned that the meeting arrangements are similar to ARFC. The meeting will be held in St Michael Medical Center. Roman mentioned that she is in contact with Renee from St Michael and that the medical center already has a CAB Roman will connect Renee to Benoit for the arrangement of the incentive part and lunch meeting. HRSA will visit the subrecipient program from 1:30 to 2:45.
- HRSA will tour the subrecipient program Trinitas on Thursday August 1, 2024, from 1:30 pm.- 2:45
- The recipient's office mentioned that the Part A grant for FY23 was closed out. The FFR was submitted, and the balance was \$128,354.00. The balance was reflective of subrecipient returns. The unused funds were allocated and remaining unused funds are in administrative quality management
- The recipient office received full notice of award for FY24. The full notice of awards was \$12,598,771. A decrease of \$45,258 from the FY23 award. The amount decrease was seen on the formula and the funds decreased from \$7,243,226 to \$ 7,214,922. The amount constitutes 57.26% of the award.
- The recipient office received a cut of \$28,304. The amount includes supplementals and UOB. The funds cut reflects 0.9%.
- Roman mentioned that the recipient office completed the allocation for the Part A program. The final recommendation letters were sent. The remaining vendor letters are expected to be sent before the end of the week.
- Roman mentioned that in a call with the project officer there may be another EHE initiative application release by July.
- The recipient office conducted the Ending HIV Epidemic Conference on May 23rd, and 131 individuals attended the conference.
- Roman reported that ERIC met on Monday June 24, 2024. ERIC reviewed 14 clients that were not linked to care. Data entry errors remained the main concern.
- Recipient reports that QM committee's next meeting is on July 24. The customer detection plan and MOU are in development.
- The recipient office assisted in the priority setting and allocation meeting on May 19th. Additional community information will be collected in the CIA meeting, on June 24th
- The recipient office is working on FY25 and FY28 multi-year contracts for Part A program.
- Postel requested clarification on deliverable datelines. McEniry and Roman presented clarification on the datelines.
 - Postel mentioned that the EPI Profile was completed.
 - The needs assessment response should be received by July 15. Roman suggested sending reminders to the subrecipient that have not submitted.
 - The PRSA will be presented to the planning council for a vote on July 30th. The data needed for the PRSA should be presented to the CPC committee on July 12 and should be forwarded to the committee for review. The committee will have two weeks in advance for review.
 - McEniry suggested leaving the administrative mechanism and Needs assessment for the August meeting. McEniry recommended Postel submit the results to the committee if they are compiled before the August meeting.
 - Postel mentioned that a bimonthly integrated plan should be reported. Roman mentioned that the recipient office submitted the evaluation of the integrated plan for

the Part A program to the project officers. Roman noted that the integrated plan is on the workplan for September.

- Roman mentioned that home based, and community service information are on the Epi profile. The outreach services are covered under the EHE initiative.

5. Standing Committee Updates

- No updates reported in this meeting.

6. Report from Treasurer

- No updates reported in this meeting.

7. Old/New Business

- The Medical Transportation Service Standard was submitted for 30-day review.
- Roman requested a copy of the Planning council roster. McEniry and Roman will review reflective of the planning council roster. Roman added that there are new appointees in the committees and vacancies are approaching. Benoit will send the updated version to McEniry.
- McEniry mentioned that the Treasurer role is vacant. The nomination was tabled until August being that HRSA was visiting the programs.
- McEniry stated that her designation to the planning council was approved by the Governor's office.
- McEniry mentioned that she is now able to appoint a Vice Chair to the committee and if interested in the position to contact her. Morales noted that she is interested in the position.

8. Administrative Issues PC Support Staff

- No new updates to report currently.

9. Next Meeting

The next Executive Committee Meeting will be held on Tuesday July 30, 2024, at 11:30 AM via Zoom.

10. Adjournment

The meeting was adjourned at 1:30 PM. McEniry made a motion to adjourn. Morales approved and Bagchi seconded the motion to adjourn.