



**Executive Committee  
MEETING SUMMARY**

**Wednesday, September 18<sup>th</sup>, 2024, from 1:00 PM to 1:19 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 10.		

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

**1. Welcome & Moment of Silence**

McEniry welcomed all in attendance and called the meeting to order at 1:05 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 quorum was established.

**3. Approval of the Meeting Summary for July 30, 2024**

The July 30<sup>th</sup> meeting summary was distributed electronically. McEniry called for a motion to approve the Meeting Summary. Morales made the motion to approve and Poole seconded the motion. All were in favor. Poole abstained.

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

- Roman informed the committee that the recipient’s office is currently working on wrapping up the Ryan White Part A RFP and NOFO. The NOFO is due to HRSA on October 1 and RFP is anticipated to be released to the agencies by the end of September.
- The recipient’s office is also working on the EHE RFP and NOFO. The NOFO is due to HRSA on October 20<sup>th</sup>; RFP will be sent to agencies shortly thereafter.
- Roman noted that security guidance and security reference and home base and community service additions have been added to the RFP or FY 25

- Lastly, Roman noted that she is in the process of requesting FY 25 Core Service Waiver Support Letters from ADAP in the state and Medicaid.

## 5. Standing Committee Updates

- **Continuum of Care (COC): *Vieshia Morales***
  - The committee met last on Thursday, August 08, 2024, at 10AM via Zoom.
  - The committee meeting for September was rescheduled for next month.
  - There are 3 service standards that are up for approval in today's full PC meeting and 2 service standards that are undergoing 30-day review.
  - The next COC meeting will be held on Thursday, October 10, 2024, at 10AM via Zoom.
- **Comprehensive Planning Committee (CPC): *Ricardo Salcido***
  - The committee last met on Friday, September 13, 2024, at 9:30 AM
  - During the meeting the committee addressed the request to revisit the PSRA Report to make amendments to include Health and Community Based Health Services as a new standard of care. The allocated amount for this service standard was 0.20%; which was taken from the Outpatient Ambulatory Health Service Standard.
  - The committee ran the min. and max amounts and were still in range despite the adjustments to allocations.
  - The PSRA Report was amended during the CPC committee and must go to vote at the full planning council today to approve amendments.
  - McEniry noted that once the Planning Council approves the amendments today, it will go out in the RFP, and that will be a new service category in our EMA.
  - McEniry states that this is important to note because the amendment was made in response to some of the requests for long-term survivors of HIV. There have been a lot of conversation in regard to this. Therefore, the committee wants to make sure these individuals have the services they need as people age with HIV. This is just a small way the EMA will be able to make a little bit or more of an impact in that area.
  - The next CPC meeting will be held on Friday, October 11, 2024, at 9:30AM via Zoom.
- **Research and Evaluation Committee (REC): *Support Staff***
  - The REC committee last met on Monday, September 16, 2024 at 10am via zoom
  - During this meeting, the committee reviewed the final Administrative Mechanism Report and voted for its approval.
  - The administrative mechanism will be presented at the full PC meeting taking place today for a vote by the committee.
  - The next REC meeting will be held on Monday, October 21, 2024, at 10am via Zoom.
- **Consumer Involvement Activities Committee (CIA): *Warren Poole***
  - There were no updates
- **Nominations Committee: *Dr. Walter Okoroanyanwu***
  - There were no updates

## 6. Report from Treasurer

- Morales provide updates on the 2024-2025 full award budget, from March 2024, to February 28 2025, for PC

- The budget was drafted by UWGUC and reviewed with the treasurer to create a comprehensive budget for the PC. Additional expenses were accrued throughout the year for the Ryan White conference expenses and requested purchases for HRSA Site visit meeting.
- The budget was revised, and an amended Full award letter was issued to the planning council.
- The full budget will be up for approval in the planning council meeting today.
- Morales also noted that for the future, the PC should be more mindful of equity and provide all the necessary items for consumers to participate in the RW conference. Though our selected Janice was able to handle paying for expenses before reimbursement, other consumers may not be as fortunate and might require direct cash when attending the conference. The planning council should assure that all barriers, including hotel deposits and petty cash, are lifted for any future consumers to attend without restrictions.
- Morales also noted that for next month's meeting, she has coordinated a presentation with Janice to present findings during the 2024 RW Conference.
- Lastly, Morales mentioned the need to change line items within the budget to provide more clarification.
  - E.g. Consumer Incentives (Gift Cards) Should be changed to 'Gift Cards for HRSA Consumer Meeting' and Food-Planning Council Meeting should be changed to Food/Meal Expenses for HRSA Consumer Meeting.

## **7. Old/New Business**

### **8. Administrative Issues PC Support Staff**

- No new updates to report currently.
- PC Support staff reported the move to their new location in Rahway. 219 Central Ave, Rahway, NJ 07065. Their doors are finally opened, and all are welcome to visit.

### **9. Next Meeting**

The next Executive Committee Meeting will be held on Wednesday August 21, 2024, at 1:00 PM via Zoom.

### **10. Adjournment**

The executive committee transitioned to a closed meeting after all agenda items were complete. Support staff and PC Consultant were requested to leave the meeting. McEniry requested that she be made host and that Otter note taking app be kicked off the call. Support Staff and Consultant left the call at 1:19PM.