



**Executive Committee
MEETING SUMMARY**

Wednesday, October 16th, 2024, from 1:05 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. Aliya Roman (Non-Voting) 3. Sharon Postel (Non-Voting) 4. Dr. Walter Okoroanyanwu, MD 5. Ricardo Salcido 6. Debbie Morgan (Secretary) 7. Warren Poole	8. Joann McEniry (Interim Chair) 9. Viesha Morales	

PC Support Staff: Roberto Benoit, Richell Garcia

1. Welcome & Moment of Silence

Dr Walter 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

Morgan conducted the roll call, and quorum was established.

3. Approval of the Meeting Summary for September 18, 2024

The September 18th meeting summary was distributed electronically. Dr Walter called for a motion to approve the meeting summary. Morgan made the motion to approve, and Salcido seconded the motion. All were in favor and there were no objections.

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

- Romans informed the committee that the HRSA Part A and EHE program site visit findings were received. The last report was received on October 3rd.
- The recipient office reported that the notice of funding opportunity was submitted to HRSA on October 1st. The RW unit is working on the EHE funding of opportunity that is due on October 22nd.
- Roman mentioned that RW is working on the technical assistance meeting for the Part A program. The proposal is due on November 18th. The letter of intent is due on November 1st
- The EHE program RFP is anticipated to be released by the end of October. The technical meeting will be in November and the RFP is due in mid-December. The RFP process was extended to six weeks based on the responses in the assessment of the administrative mechanism.

- The Tri-annual report was submitted and the EIRCs meeting is scheduled to meet on 28th. The EIRCs team is reviewing 9 clients that are not linked to care in the last report. The CQM meeting is scheduled for November.

Roman informed the committee of the HRSA site visits finding for Part A and the EHE program HRSA site visits for the Part A program findings:

- The finding noted the need to increase youth membership and the emphasis on recruiting the youth ages 18 to 34.
- The administrative findings were to revise the internal processes to improve time and effort on assessment of the team quarterly.
- The administrative finding includes assessing the tools of subrecipient program income. Roman requested feedback from the subrecipients regarding the program income for next coming year.

Roman informed the committee members of the HRSA improvement options.

- Establish clear and define works for the vendors contractual agreements.
- Monitor the subrecipients risk assessment process. Utilized other risk assessment methods other than audit.
- Update monitoring tools to accurately test for imposition of client charges and program income.
- Continue to monitor the execution of contract timeline and reimbursement within 30 days of invoice.
- Revise the CQM plan to include quality goals and a work plan. Describe all aspects of the CQM program and goals. Continual evaluate of the recipient office activities and performance measure data
- Build CQM infrastructure. Assess staff capacity and further development and clearly define roles for the contracting arrangements.
- Create annual processes to review performance measures portfolio. Select measures to better assess the effectiveness of the recipient services, the recipients funding and to inform quality improvement activities.
- Lastly the recipient should expand the stratification of data to focus on assessing the quality of care and health disparities

The recipient office informed the committee of the strength of the Part A program:

- Efficient system for care and people with HIV for the community served
- Monthly tracking and reporting of sub-recipients to identify and reduce the unobligated balance.
- Maintenance effort in the completion of the federal financial report as best practice.
- Dedicated staff member on the Ryan White program and collaborated relationships with the subrecipient

The HRSA EHE program site visit finding:

- Track employee time assigned to more than one funding stream.
- HRSA recommended removing the 24-month cap assistance period for the HOP housing guidelines for the EHE program. The assistance should be determined by the needs of the client with no cap.
- There was a lack of procedures and financial management in documenting federal transactions and compliance with federal statute.
- Continue monitoring payment in advance and payment in 30 days.
- Expand sub recipient program monitoring to include compliance testing, program audit and additional federal regulations.

- CHAMPS user manual and operation guide services for programs need to be updated
- Document the evaluation of EHE activities and initiative services. Add a framework for the CQM plan including the documentation of all tools used in EIRCs.

EHE improvement options:

- Decreased the client burden for our eligibility requirements.
- Provide data to non-clinical programs for tracking performance outcomes.
- The guideline for undocumented individual with HIV is to apply the date the undocumented clients first present for care and test.

The EHE program strengths:

- The recipient applied data usage to improve the system of care.
- The staff is well equipped to analyze, share and employ data findings.

5. **Standing Committee Updates**

- **Continuum of Care (COC): *Vieshia Morales***
 - There were no updates
- **Comprehensive Planning Committee (CPC): *Ricardo Salcido***
 - There were no updates
- **Research and Evaluation Committee (REC): *Support Staff***
 - There were no updates
- **Consumer Involvement Activities Committee (CIA): *Warren Poole***
 - There were no updates
- **Nominations Committee: *Dr. Walter Okoroanyanwu***
 - There were no updates

6. **Report from Treasurer**

The treasurer updated will be provided in the Planning council meeting

7. **Old/New Business**

8. **Administrative Issues PC Support Staff**

There were no updates

9. **Next Meeting**

The next Executive Committee Meeting will be held on Wednesday December 18th, 2024, at 1:00 PM via Zoom.

10. **Adjournment**

Dr Walter called for a motion to adjourn. Morgan made the motion, and Poole seconded the motion to adjourn. There were no abstentions or oppositions. All were in favor. The meeting was adjourned at 1:18 PM.