



**Executive Committee
MEETING SUMMARY**

Wednesday, December 18th, 2024, from 1:05 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. Joann McEniry (Interim Chair) 2. Dr. Ann Bagchi 3. Aliya Roman (Non-Voting) 4. Dr. Walter Okoroanyanwu, MD 5. Warren Poole 6. Viesha Morales 7. Ricardo Salcido | 8. Debbie Morgan (Secretary) 9. Sharon Postel (Non-Voting) | |

PC Support Staff: 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 November 20, 2024

The November 20 meeting summary was distributed electronically. McEniry called for a motion to approve the meeting summary. Morales made the motion to approve, and Bagchi seconded the motion. All were in favor and there were no objections.

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

- The recipient office completed the budget insertion and applied for the FY25 fiscal year.
- Roman mentioned that the RW unit is completing contracting workshop. The recipient office will contact the sub-recipient if they are missing document from the RFP. The awards will be released by month's end.
- The peer review panel met on the 12th and the 13th to evaluate the sub-recipient application, and the peer review was completed. The peer review is completed through an external panel. The program monitors will assess the RFP and administrative findings. Roman noted that the renewal of the RFP is for the next three years, and that the evaluation of the application is a recorded process.

- Roman mentioned that the administrative assistant is working on training with Reliance through the end of the month
- Roman met with Planned Parenthood on December 2nd to exchange resources and how they can support the Ryan White program. The Ryan White unit extended an invitation to the Planned Parenthood to attend the Planning Council and the CPC meeting.
- Roman noted that the EHE timeline has been postponed to after the holidays. The sub-recipients will receive notifications on the release date for the request for proposal
- The recipient's office is working on the development of the housing policy for the Security Assistance. The program starts at the beginning of FY25. In addition, Roman is planning a zoom meeting to request feedback from the housing providers.
 - Poole inquired about the housing policy for FY25 and if the security deposit follows the clients. Roman mentioned that the funds can follow the client into their new establishment but there is no ownership of the funds. Roman noted that the meeting with the housing providers will be effective being that their housing background will provide more clarification of the policy.
 - Roman mentioned that the funds are not returned to the clients upon leaving the rental property. Roman noted that the landlord may use the security deposit for repairs and if the client vacated the apartment without paying the rent. In addition, there will be a biannual limitation. Roman mentioned that the housing provider meeting will be held for more clarification of the policy.
 - McEniry suggested inviting Morgan to the housing provider zoom meeting. Morgan works in an advocacy group that oversees housing issues. Roman was in accord on inviting Morgan to the housing meeting.

5. Standing Committee Updates

- **Continuum of Care (COC): *Vieshia Morales***
 - There were no updates
- **Comprehensive Planning Committee (CPC): *Ricardo Salcido***
 - There were no updates
 - McEniry informed the committee that HRSA released the 2027-2031 Integrated Planning Guide for the HIV prevention plan.
- **Research and Evaluation Committee (REC): *Dr. Bagchi***
 - There were no updates
- **Consumer Involvement Activities Committee (CIA): *Warren Poole***
 - There were no updates
 - Poole requested if there were funds available for the CIA luncheon sponsored by Positive Health
 - Morales was tabled the answer for the Treasury report
- **Nominations Committee: *Dr. Walter Okoroanyanwu***
 - There were no updates

6. Report from Treasurer

- Morales mentioned that there has been budget modification due to Benoit resigning from United Way. The available funds were entered into Varga's salary. McEniry mentioned that the funds do not have to be returned due that the item was designated for the same salary category.
- Morales mentioned that the funds for luncheon were exhausted for the CIA committee for FY24. McEniry noted to table the request for the next budget year. Poole asked if a proposal can be submitted for the next year budget. McEniry added that a budget proposal would be helpful but not required.

7. Old/New Business

- Salcido mentioned that the Rutgers School of Medicine is out of supplies. Salcido has requested Insta test, but the items are not available. Salcido inquired if there are any available emergency funds for the Rutgers School of Medicine.
- McEniry mentioned that the request is over the scope of the Ryan White Program. Salcido suggested the agencies cross referral be expedited in a preliminary positive. Roman added to refer to the Newark Ryan White program for labs.

8. Administrative Issues PC Support Staff

There were no updates

9. Next Meeting

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

10. Adjournment

McEniry called for a motion to adjourn. Bagchi made a motion to adjourned and Morales seconded. There were no abstentions or oppositions. All were in favor. The meeting was adjourned at 1:30 PM.