



**Executive Committee  
MEETING SUMMARY**

**Wednesday, June 21, 2023, from 1:00 PM to 1:20 PM**  
 Videoconference via Zoom: <https://zoom.us/j/84694719298>  
 Teleconference: (929) 205 6099 / Meeting ID: 846 9471 9298#

Present	Excused Absences	Unexcused Absences
1. Joann McEniry (Interim Chair) 2. Dr. Ann Bagchi 3. Aliya Roman (Non-Voting) 4. Vieshia Morales 5. Patricia Moore (Treasurer) 6. Sharon Postel (Non-Voting) 7. Walter Okoroanyanwu, MD 8. Warren Poole	9. Ricardo Salcido	

**Guest:** None

**PC Support Staff:** Carla-Ann Alexander and 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**

Support Staff conducted the roll call, and a quorum was established.

**3. Approval of the Meeting Summary from May 17, 2023**

The May 17<sup>th</sup> meeting summary was distributed electronically. Morales made a motion, and Poole seconded. The meeting summary was approved.

**4. Report from the Recipient**

- **Roman provided the report.**
  - For closing out of FY 2022, The unobligated balance will change, due to adjustments in salary/fringe and funds not being exhausted by a sub recipient. Therefore, this will be reviewed with an update in the next meeting.
  - The Recipient’s Office monitors have completed all the negotiations and contracting for FY 23. All the uploads are in the registrar; twenty of the contracts have been adopted. Two on May 24<sup>th</sup> and Eighteen on June 7<sup>th</sup>. The remaining contracts will be adopted in July.
  - The EIRC meeting in May was canceled because it fell on a holiday. The meeting was not rescheduled for June due to subrecipients’ work on the Needs Assessment surrounding linkage to care. To date, the recipient’s office is still awaiting 40 clients. The Quality Management Specialists is at the CQI training and will be providing every sub-recipient

program, that has not completed the needs assessment, a list of the clients that still need to be completed.

- Ashley Bramble has designed a virtual guide on how to bill for an MCM care plan with illustrations, written direction sheet, and then just a little data entry guide that staff can keep at their desk, which shows all the data entry requirements for CHAMP and when they expire.
- The Recipient's office is working in collaboration with the State Department of health to gather data surrounding the EMA's unmet needs, in a more routine manner. The goal is to use this data as a comparison tool to know where the EMA stands in comparison with the state.
- The Recipient's office is still working with The Cluster Detection Response collaborative, the team meeting will be held tomorrow, June 22, 2023. For this meeting, The Recipient Office will be working on a survey that will be released to the Outpatient Ambulatory Health Care Provider Administration to investigate how they respond during notification of a cluster. The goal is to develop a plan for health departments to effectively respond during a cluster outbreak. The survey is the first step in developing this strategy.
- The next meeting for Priority Setting will be coming up in June. The recipient's office would like to meet prior to the date with McEniry, interim chair, and PC Support Staff, to discuss the Priority Setting process in preparation for the meeting.
- The recipient's office interviewed and made a recommendation to bring forth two new members onto the Planning Council. The recipient's office is working with the city to coordinate an oath ceremony for these new members to be officially sworn in.

## 5. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales**
  - Medical Transportation Service Standard to be voted on for approval.
  - 3 Additional Service Standards to be voted on for 30-day review (Emergency Financial Assistance, Outpatient Ambulatory Health, and Non-medical Case Management)
- **Comprehensive Planning Committee (CPC): Ricardo Salcido reported no updates.**
- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D. reported no updates.**
- **Consumer Involvement Activities (CIA): Warren Poole reported no updates.**
- **Nomination Committee: Dr. Walter Okoroanyanwu**
  - Natalie Muhammad is slated to be voted on for the secretary position during the Planning Council meeting.
  - Moore has agreed to hold the treasurer's spot over until an appointment is filled appropriately.

## 6. Treasurer's Report—Patricia Moore

- No treasurer's report.

## 7. Old/New Business

## 8. Administrative Issues PC Support Staff

**9. Announcements**

Benoit mentioned that the committee will be working on onboarding two new Planning Council members and several members are being renominated. The support staff is working alongside the Recipient's office to schedule a date for the oath ceremony.

**10. Next Meeting**

The next Executive Committee Meeting will be held on Wednesday, August 16, 2023, at 1:00 PM via Zoom.

**11. Adjournment**

The meeting was adjourned at McEniry's decree at 1:20 PM.