

**EXECUTIVE COMMITTEE**  
**September 12, 2022**  
**1pm-2pm**

**MINUTES**

**MEMBERS PRESENT:**

Felix Ruiz, Vice Chair  
Ilvan Arroyo  
Gregson Pigott, MD  
Darlene Rosch, Esq.

**MEMBERS ABSENT:**

Traci Shelton, Chair  
Susan Baldrige  
Cathy Martens  
Angie Partap  
Jacqueline Ponce-Rivera

**STAFF**

Georgette Beal, UWLI  
Tavora Buchman PhD., NCDOH  
Andrew Knecht MD, NCDOH

**STAFF ABSENT**

JoAnn Henn, UWLI  
Nina Sculco, NCDOH

**I. Welcome & Introductions**

Mr. Ruiz, Planning Council Vice-Chair began the July 7, 2022 meeting at 1:05 pm.

**II. July 7, 2022 Executive Committee Minutes**

Since quorum was not met, the minutes were tabled.

**III. Approval of September 14, 2022 Planning Council Agenda**

Mr. Ruiz made a motion which was seconded by Ms. Rosch to approve the Council agenda which in addition to the committee reports, includes a report on the PSRA process and results for FY23-24, discussion and vote.

Ms. Beal asked the Executive committee to approve a request for an agenda item to be included for the November Planning Council meeting, a presentation about the funded CDC Vaccine Awareness Project campaign. This presentation would include education, the work done with trusted messengers and information about COVID, flu, and to a lesser degree, Monkeypox. Those present approved the request.

**IV. Administrative Update**

Last year, a competitive grant application was submitted. This year, multi-year contracts with EMAs and TGAs are being issued for a non-competing continuing application and is due October 3, 2022. This process is not as extensive as the previous 100 page application. There are slight changes to what is being requested and we are working on those processes, which includes revised budgets, completing the PSRA process and showing allocations. The SAP committee and finance sub-committee came up with allocation and recommendations, including applying for a core services waiver.

Two tables were created, one of which is reflective of the Waiver, the other which meets the 75/25 requirement for the next fiscal year.

There was a HRSA virtual monitoring site visit in July, in which many executive committee members participated. A feedback and corrective action report was sent by HRSA. It was pretty routine. A response is due 30 days from receipt of the report via the electronic handbook, around October 8<sup>th</sup> or 9<sup>th</sup>.

Staff participated in the virtual National Ryan White Conference.

Attendance was usually capped in the past, however, the virtual setting made it open to more individuals. Information was also sent to providers and other interested parties. The conference included plenaries and workshops. Topics included Clinical Quality Management, PEP and PrEP, and disparities

The appointment process for Planning Council membership in Nassau County is being streamlined to help facilitate the process. Two Council applications have been received.

Dr. Irina Gelman, begins her position as Nassau County Health Commissioner today.

#### **V. PC Membership**

As stated earlier, two appointments are pending. The new process is expected to help facilitate the appointment process. In times of transition, it can be challenging

The next membership meeting is on October 27; five new applications and three second term application will be reviewed. Some are former Planning Council members and unaligned consumers. Once appointed, reflectiveness and the 33% of unaligned consumer membership will be met. There are members cycling off their second term at the end of September, two of whom are unaligned consumers.

Mr. Ruiz, who is retiring, will be ending his term as Vice-Chair of the Planning Council at the end of September. The Vice-Chair vacancy needs to be filled. The executive committee was in agreement that Mr. Kerry Thomas would be an excellent choice.

Mr. Arroyo announced his retirement which begins December 1, 2022. He assured the committee that a Planning Council application will be sent to fill his vacancy.

#### **VI. Adjournment/Announcements.**

There were no announcements.

Mr. Ruiz made a motion, which was seconded by Mr. Arroyo to adjourn the September 12, 2022 Executive committee meeting.

All in favor-motion carried.

#### **VII. Next Meeting**

Next Executive Committee meeting will be a Zoom meeting on Monday, October 31, 2022 at 1pm. Costumes although optional are encouraged.