

**EXECUTIVE COMMITTEE**  
**September 13, 2021**  
**1:00pm-2:00pm**

**MINUTES**

**MEMBERS PRESENT:**

Felix Ruiz  
Lawrence Eisenstein, MD  
Victoria Osk, Esq.  
Gregson Pigott, MD  
Katelin Thomas

**MEMBERS ABSENT:**

James Colson  
Clara Crawford  
Kevin McHugh  
Angie Partap  
Joseph Pirone

**STAFF**

Georgette Beal, UWLI  
JoAnn Henn, UWLI  
Nina Sculco, NCDOH

**STAFF ABSENT**

Tavora Buchman PhD., NCDOH

**I. Welcome & Introductions**

Mr. Ruiz began the September 13, 2021 conference call meeting at 1:05 pm with a welcome and introductions, followed by a moment of silence for those whom we have lost and those still struggling.

**II. Approval July 6, 2021, Executive Committee Minutes**

Ms. Thomas made a motion to accept the minutes as read, seconded by Ms. Osk  
4 Approved 1 Abstention 0 Opposed

**III. Approval of September 15, 2021 Planning Council Agenda**

Ms. Thomas made a motion to accept the Planning Council agenda which includes a PSRA vote. The motion was seconded by Ms. Osk. All in favor-motion carried.

**IV. Administrative Update**

Planning Council Chair, Felix Ruiz, has agreed to assume the vice-chair position for one year, which is when his second term ends. Traci Shelton, current Vice-chair, will assume the Chair position for two years, when her second term on the Planning Council ends.

Ms. Beal reported that the grant application is due October 6, 2021 and plans are to submit it three days prior to plan for any technical issues which may arise. Since this year's application is for a 3 year period, there are new requirements and sections that have been added. In addition, EMAs and TGA are being asked to use CDC data for certain sections which sometimes differs from data provided by the state. Staff are working through these new requirements and data differences and are on target to submit everything by the deadline.

As far as contracting and payments to providers, the newly implemented electronic payments to providers has been successful thus far in minimizing payment times. Most contracts were move through quickly however, some signed contracts were returned late to United Way and 2 agencies still have not returned their signed contracts. RFPs will be issued later this year or early

next year. Lastly, we were informed that a HRSA site visit is being scheduled for next year (tentatively in June).

Universal Service Standards have been created for the EMA and reviewed and approved by the CQM committee. Priority specific standards will be updated reviewed and updated as well. The Updated Integrated HIV Prevention and Care Plan is due December 2022. New guidance is being released and the EMA will once again collaborate with the State and NYC to submit a joint plan. The SAP committee is responsible for reviewing/updating the plan.

There will be a virtual World AIDS Day event on Friday, December 3<sup>rd</sup> in the evening.

**V. PC Membership**

Ms. Henn provided an update on the current membership. Current Planning Council membership is at 32 members. Three second term Council members are cycling off at the end of the month. Paperwork for a candidate to fill the one of the positions, ensuring that academic representation continues, will be sent after the Planning Council vote via Survey Monkey. The substance abuse provider category is no longer vacant, that candidate has been appointed to the Planning Council. As of October 1, 2021 the consumer membership will be at 40%; unaligned consumer membership is at 33.3%. There are continued efforts to increase the unaligned consumer membership.

**VI. Adjournment/Announcements**

Dr. Eisenstein made a motion, which was seconded by Ms. Thomas to adjourn the September 13, 2021 Executive committee meeting. All in favor-motion carried.

**VII. Next Meeting**

Next Executive Committee conference call is **Monday, November 1, 2021** at 1pm.