

**EXECUTIVE COMMITTEE**

**June 29, 2023**

**1pm-2:00pm**

**MINUTES**

**MEMBERS PRESENT:**

Kerry Thomas, Vice-Chair  
Irina Gelman, DPM  
Cathy Martens  
George Marzen  
Colin Pearsall  
Jacqueline Ponce-Rivera  
Sofia Porres

**MEMBERS ABSENT:**

Traci Shelton, Chair  
Susan Baldrige  
James Colson  
Angie Partap  
Gregson Pigott, MD  
Darlene Rosch, Esq.

**STAFF**

Georgette Beal  
JoAnn Henn, UWLI  
Nina Sculco, NCDOH  
Andrew Knecht DO, NCDOH

**STAFF ABSENT**

**I. Welcome & Introductions**

Mr. Thomas, Planning Council Co-Chair began the meeting at 1:05 pm. A moment of silence was requested to remember those whom we have lost and those who are struggling.

**II. Approval of May 2, 2023 Executive Committee minutes**

Mr. Pearsall made a motion to accept the May 2, 2023, minutes as read. Ms. Martens seconded the motion.

5 approve      2 abstain      0 Opposed

**III. Approval of July 12, 2023 Planning Council Agenda**

The Planning Council agenda was reviewed. An overview of the PSRA process and a HOPWA housing presentation are on the agenda. Housing was one of the topics mentioned in the training needs assessment and is a major issue on Long Island. It was suggested that two Council meetings being held on the topic to adequately present information and resources. Presentations on Section 8, Enhance Rental Assistance, E5 and by a representative of the Department of Social Services were suggested agenda items for the second Council meeting.

Ms. Porres made a motion to approve the Planning Council agenda, which was seconded by Ms. Martens.

All in favor-motion carried.

**IV. Administrative Update**

A request for carryover funds from the prior year will be submitted. The EMA returned less than 1% of its award and is well below the 5% cap set by HRSA. The subrecipients spent down all of their funds with less than \$2,000 unspent. Approximately \$40,000 was unspent in administrative funds as a result of staffing allocation issues. Those funds will be rolled into services in FY23-24 if approved through the carryover process.

The Non-competing funding application is due on October 2, 2023. Although it is now multi-year grant, the PSRA process is still required, and the process will begin in July. Agency site visits are scheduled for the fall, in a possible hybrid model. Chart reviews will be conducted on site, while policy and procedures reviews can be done virtually.

Planning Council Bylaws are reviewed every two years; the last time they were reviewed was in 2021. A sub-committee will be created to review the bylaws.

We wish Ms. Sculco all the best as she prepares for her maternity leave.

**V. PC Membership**

The Planning Council membership is currently 32 members. Two Council members have committed for a second three-year term. They will be balloted at the July meeting and the paperwork will be sent to their respective county. At the end of September, three members will be cycling off their second term, including the current Council Chair, Ms. Traci Shelton. Pending Executive Committee agreement and County appointment approval, Mr. Thomas, current Council Vice-chair, is willing to assume the Council Chair position and Councilmember Nancy Duncan was approached and agreed to have her name submitted for consideration of the Vice-Chair Council position. Consumer membership is at 47% The unaligned consumer membership is currently at 43%.

**VI. Announcements**

There were no announcements.

**VII. Adjournment/Next meeting**

Mr. Pearsall made a motion, which was seconded by Ms. Martens to adjourn the June 29, 2023 Executive Committee meeting. Due to the Labor Day weekend, the committee decided that the next Executive meeting will be Monday, September 11 at 1pm,