

**EXECUTIVE COMMITTEE**

**March 1, 2022**

**1:00pm-2:00pm**

**Conference call**

**Call-In Number: 631-940-6220**

**Bridge #: 6004**

**Access Code: 398792**

**MINUTES**

**MEMBERS PRESENT:**

Felix Ruiz, Vice Chair  
Gregson Pigott, MD  
Ilvan Arroyo  
Susan Baldridge  
William Doepper  
Kevin McHugh  
Katelin Thomas

**MEMBERS ABSENT:**

Lawrence Eisenstein, MD  
Traci Shelton, Chair  
Jacqueline Ponce-Rivera  
Darlene Rosch, Esq.

**STAFF**

Georgette Beal, UWLI  
JoAnn Henn, UWLI  
Tavora Buchman PhD., NCDOH

**STAFF ABSENT**

**I. Welcome & Introductions**

Mr. Ruiz, Vice-Chair began the March 1, 2022 conference call meeting at 1:05 pm. A moment of silence was requested for those whom we have lost and those still struggling, including those with COVID.

**II. Approval January 11, 2022 Executive Committee Minutes**

Ms. Thomas made a motion which was seconded by Mr. Doepper to accept the January 11, 2022 minutes as read.

6 Approvals 1 Abstention 0 Opposed

**III. Approval of March 9, 2022 Planning Council Agenda**

The Planning Council agenda was reviewed. Ms. Karppi will be presenting on HOPWA during the March Planning Council meeting. It was decided that questions will be forwarded to her prior to the meeting to be addressed in her HOPWA Presentation. Ms. Simon from the AIDS Institute will be asked to speak about the process of updating the Integrated HIV Prevention and Care Plan. Mr. McHugh made a motion to approve Planning Council agenda as amended. The motion was seconded by Mr. Doepper. All in favor-motion carried.

**IV. Administrative Update**

A weeklong virtual HRSA site visit is scheduled for the end of June, covering programmatic, quality, fiscal and Planning Council operations. An extensive list of documents to be reviewed was already received. HRSA plans to meet with the Executive and Consumer Involvement Committees as well as two providers. A pre-site visit will be scheduled to determine timeframes, review the agenda, and address any issues.

United Way was recently monitored by Nassau County. The visit went well. The next step will be to update sub-recipient provider manuals. Both the county and HRSA review these manuals. All agency site visits have been completed. United Way is currently in the process of reviewing continuation funding applications and contracting with providers. A partial award has been received from HRSA. The region is waiting for the full award. Plans are to have the next Consumer Involvement Committee be in person, the first since COVID. A hybrid model will be in place, for those who may choose not to meet in person.

**V. PC Membership**

Currently there currently 30 Planning Council members. Two applications were reviewed and approved at the February membership meeting, an unaligned consumer and a replacement for retiree. There are no vacancies in required HRSA categories. There is ongoing recruitment to increase percentage of unaligned consumer membership. 33% of the Council's membership must consist of unaligned consumers. A Survey Monkey link will be sent to Planning Council members after the March meeting to vote on the candidates. The third session of Learning Collaborative for recruitment and retention is scheduled for Thursday, March 24<sup>th</sup>.

**VI. Adjournment/Announcements.**

Mr. Ruiz has extended his retirement date to April 15, 2022 and will continue his term as Planning Council Vice-Chair until the end of his term, September 30, 2022.

Mr. McHugh made a motion, which was seconded by Mr. Doepper to adjourn the March 1, 2022 Executive committee meeting. All in favor-motion carried.

**VII. Next Meeting**

Next Executive Committee conference call TBD