

**EXECUTIVE COMMITTEE**

**May 6, 2024**

**1pm-2:00pm**

**Zoom meeting**

**ID: 874 7103 8308**

**Passcode: 36444**

**MINUTES**

**MEMBERS PRESENT:**

Kerry Thomas, Chair  
Nancy Duncan, Vice-Chair  
Gregson Pigott, MD  
Susan Baldrige  
Cathy Martens  
Jacqueline Ponce-Rivera  
Sofia Porres

**MEMBERS ABSENT:**

James Colson  
  
Angie Partap  
Colin Pearsall  
Darlene Rosch, Esq.

**STAFF**

Georgette Beal  
JoAnn Henn, UWLI

**STAFF ABSENT**

Nina Sculco, NSDOH  
Andrew Knecht DO, NCDOH

**I. Welcome & Introductions**

Mr. Thomas, Council Chair, began the meeting at 1:05 pm. He requested a moment of silence. First, to acknowledge the passing of Mr. George Marzen on April 22. Mr. Marzen was a member of the Executive committee, SAP committee Co-Chair, and staff member at Thursday's Child. He will be sorely missed. Mr. Thomas then asked the committee to remember those living with HIV and suffering from any health issues.

**II. Approval of March 4, 2024 Executive Committee minutes**

Ms. Martens made a motion to approve the Executive Committee minutes for January 10, 2024, as read. Ms. Duncan seconded the motion.  
6 approvals 0 abstentions 0 Opposed

**III. Approval of May 8, 2024 Planning Council Agenda**

The Executive Committee reviewed the Planning Council agenda. Ms. Karin Timour, Director of Downstate Outreach and Technical Assistance Uninsured Care Programs will give an ADAP update for 2024. ADAP was listed as an important topic on the member training needs assessment survey. There will also be a vote on Planning Council candidates, three new first terms and one second term.

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

All in favor-motion carried.

#### **IV. Administrative Update**

The HRSA notification of final award was received for FY24-24. We are now able to finalize amounts with all providers. United Way has already contracted with 95% of providers. This is earlier than in previous years. The EMA is currently in the process of closing out the 2023-2024 contract year which needs to be done by May 29<sup>th</sup>. This involves closing out all vouchers, drawing down all the funds, putting together final expenditure reports, and submitting a progress report narrative to HRSA.

On the provider side, they did an excellent job of spending down funds with approximately \$2,900 remaining. On the administrative side, due to staff leave changes, approximately \$7,000 was unexpended, resulting in an anticipated carryover request of \$10,000. Once everything is processed a carryover request will be sent in June and signed by the Planning Council chair.

Moving towards the PSRA process, six community forums are scheduled as are the PSRA meetings. The final draft of the HIV System Assessment, a huge document, is in the process of being reviewed. Once completed, it will be shared with the Planning Council and uploaded to the Council website.

Responses to the Consumer survey are lower than anticipated. It has been a challenge to meet the goal of 500 completed surveys by the end of May. Agencies are experiencing staffing issues impacting their ability to sit with a client to complete the seventy-seven-question survey. Certified Peers can only work with clients from their own agency, due to HIPAA concerns. Clients are also reluctant to answer personal and intimate questions, even with the incentive of a gift card. Agencies are not pushing the consumer survey as much as in previous years. The deadline may need to be extended to increase the number of responses. This information is vital to the PSRA process, especially because this year is a three-year competitive bid. It should also be noted that a consultant is analyzing data and ample time should be allotted to their writing of a report on the gathered data. The project officer has been made aware of these challenges.

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

There are currently 28 members on the Planning Council. Consumer membership is at 50%. The unaligned consumer membership on the Council (46%) has exceeded the HRSA requirement of 33% unaligned membership.

A second term member is cycling off her second term at the end of September. That member is recruiting someone from her agency to apply to fill the anticipated vacancy. Two Council members are cycling off their first term and one of them has submitted their second term nomination form. The other intends to submit their second term nomination for review at the June Membership committee.

Three Planning Council applications have been received for review after the CQM meeting. All three applications are from consumers, two of whom are former members. Two of the three consumers are aligned consumers.

#### **VI. Announcements**

Thursday's Child together with AHF Pharmacy are hosting a Ducks game and barbeque event for Long-Term Survivors on Thursday, June 20. RSVPs are required. Additional information can also be found in the weekly grant mailing.

**VII. Adjournment/Next meetings**

Ms. Duncan made a motion, which was seconded by Ms. Martens, to adjourn the May 6, 2024, Executive Committee meeting. The next Executive Committee meeting is scheduled for Monday, July 8, 2024 from 1pm-2pm.