

## **EXECUTIVE COMMITTEE**

**January 13, 2025**

**1pm-2:00pm**

**Zoom meeting**

### **MINUTES**

#### **MEMBERS PRESENT:**

Nancy Duncan, Vice-Chair  
Susan Baldrige  
Maria Mezzatesta  
Colin Pearsall  
Gregson Pigott, MD  
Joseph Pirone  
Sofia Porres

#### **MEMBERS ABSENT:**

Kerry Thomas, Chair  
Pam Biafora  
James Colson  
Irina Gelman, DPM  
Cathy Martens  
Angie Partap  
Jacqueline Ponce-Rivera

#### **STAFF PRESENT:**

Georgette Beal  
JoAnn Henn  
Nina Sculco, NSDOH

#### **STAFF ABSENT**

Andrew Knecht DO, NSDOH

#### **I. Welcome & Introductions**

Ms. Duncan, Council Vice-Chair, began the meeting at 1:05pm by welcoming the members. She requested a moment of silence to reflect on why we are here and to continue to advocate

#### **II. Approval of November 4, 2024 Executive Committee minutes**

Ms. Porres made a motion to approve the November 4, 2024, Executive Committee minutes as read. Dr. Pigott seconded the motion.

3 approvals    3 abstentions    0 Opposed

#### **III. Approval of January 15, 2025 Planning Council Agenda**

In addition to the usual agenda items such as meeting minutes and committee reports, the January Planning Council agenda includes the annual member orientation and results of the member training needs assessment. The orientation has been updated to be interactive, and the results of the member training needs assessment helps to plan future topics and presentations. There are plans to have Stephen Sebor from AETC present a competency training for the March Planning Council meeting.

Ms. Mezzatesta made a motion to accept the Planning Council agenda, which was seconded by Ms. Baldrige. All in favor-motion carried.

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

The FY24-25 RW Part A grant is coming to an end. The TSA is completing the final round of site visits, some are scheduled for this month and the month of February. They are going well, One program was put on fiscal correction. This was not because they were not doing things correctly but rather for failure to respond to their site visit feedback of the previous year, despite numerous attempts to have them do so. They have since submitted requested materials and the plan is to remove this fiscal correction by next month. Monthly meetings have been scheduled to improve communication.

At the end of the fiscal year, reminders are sent to providers regarding deadlines for budget modifications and closeout of the grants. A calendar is being created for providers to assist in knowing when things are due, like reallocations.

The RSR report is coming due. Ms. Alston, the data manager, is working with agencies to ensure that the report will be submitted on time.

Staff is preparing to send out CFAs requiring minimal documentation to streamline the process. RFPs are expected to be sent out in the summer. Next year will be a competitive application grant year.

This year's grant application has been submitted.

A continuation resolution is in place, some adjustments may have to be made. The process used the previous year was successful. A partial award will be received; smaller funding amounts will be given to agencies in the beginning.

Facebook- the discussion about creating a Planning Council Face Book page continued.

A greater social presence would highlight specific events, surveys and other related material and help with recruitment. Many partner agencies already have these platforms in place, and it would be a good way to share information.

There was a general consensus that the benefit of having Face Book page outweighs any potential risk; it would be a good place to start. A suggestion for the future was to have interns, especially those majoring in communication expand the Council media presences and to help engage a younger audience and

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

Currently, there are 32 Planning Council members. Two new Council members will be introduced at the January Council meeting. Unaligned consumer membership currently exceeds the 33% HRSA requirement (at 56% consumer membership; 47% unaligned). Housing is the only vacant category. There are ongoing efforts to increase the Hispanic and Black, non-Hispanic in order to be reflective of the epidemic.

The Executive committee consists of Planning Council chairs, Health Commissioners, and committee co-chairs. The Bylaws state that the Executive committee can have up to four at-large members, who are current Planning Council members. Currently there is only one at-large member. Suggestions to increase that number will be brought to the next Executive committee in march.

#### **VI. Announcements**

There were no announcements.

#### **Adjournment/Next meetings**

Mr. Pearsall made a motion, which was seconded by Ms. Duncan, to adjourn the November 4, 2024, Executive Committee meeting. The next Executive Committee meeting is scheduled for Monday, May 5, 2025, 1pm-2pm.