

**EXECUTIVE COMMITTEE**

**November 4 2019**

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

**MINUTES**

**MEMBERS PRESENT:**

Felix Ruiz  
Joseph Pirone  
James Colson  
Lawrence Eisenstein, MD  
Victoria Osk, Esq.  
Angie Partap  
James Tomarken, MD  
Katelin Thomas

**MEMBERS ABSENT:**

Clara Crawford  
Kevin McHugh  
Traci Shelton

**STAFF**

Georgette Beal, UWLI  
JoAnn Henn, UWLI  
Tavora Buchman PhD, NCDOH  
Nina Sculco, NCDOH

**STAFF ABSENT**

John Martin, NCDOH

**I. Welcome & Introductions**

Mr. Ruiz began the November 4, 2019 Executive Committee conference call at 1:05pm.

**II. Approval of September 5, 2019 Executive Committee Minutes...**

A motion was made by Ms. Thomas and seconded by Ms. Osk to accept the minutes as read.

3 Abstentions 0 Opposed 6 Approved

**III. Approval of September 18, 2019 Planning Council Agenda**

The agenda includes the final results of the 2019 Consumer Needs Assessment Survey, report on the Administrative Mechanism, Member Needs Assessment Survey, and an update on the Integrated Plan. The SAP Committee was added to *Committee Reports* and date corrected for January SAP meeting.

Ms. Thomas made a motion which was seconded by Mr. McHugh to accept the corrected Planning Council agenda. All were in favor.

**IV. Administrative Updates**

- Reallocation- is based upon agencies being on track for spending. Need to review appropriate plan for allowable expenses, otherwise funds are returned.
- Comprehensive Site Visits- have been scheduled and some agencies have already been visited.
- RFP Process- has been completed. The Nassau Oral Health Care Provider is the Long Island Federally Qualified Health Center in Roosevelt. A site visit has been scheduled and technical assistance will be available.

- Continuation Funding Application (CFA)-it is in the planning stages to extend the contracts as multi-year contracts can be easier to maintain. Funds are limited, so a cost-effective plan with recommendations and follow-through is necessary.
- Grievance Procedure- county lawyers have finalized the grievance document and sent it to Ms. Beal to review.

**V. PC Membership Update-**

There are no new Planning Council applications at this this time. Three members, including two consumers, ended their second term appointments at the end of September. Similarly, on September 30, 2020, three additional members, two of whom are consumers will end their second term appointment as well. Two membership categories, Substance Abuse and Prevention Provider remain vacant. Recruitment strategies are needed to maintain the 33% unaligned consumer membership as well as fill vacancies. A recruitment membership work-plan will be presented to the membership sub-committee. Plans to engage agency participation as well as CABs were discussed.

**VI. Adjournment.**

A motion was made by Mr. McHugh and seconded by Ms. Thomas to adjourn the November 4, 2019 executive committee conference call.

The next Executive Committee conference call is scheduled for Monday, January 6, 2020 at 1pm.