

**EXECUTIVE COMMITTEE**

**January 8, 2021**

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

**MINUTES**

**MEMBERS PRESENT:**

Gregson Pigott, MD  
Felix Ruiz  
Traci Shelton  
James Colson  
Kevin McHugh  
Victoria Osk, Esq.  
Joseph Pirone  
Katelin Thomas

**MEMBERS ABSENT:**

Lawrence Eisenstein, MD  
Clara Crawford  
Angie Partap

**STAFF**

Georgette Beal, UWLI  
JoAnn Henn, UWLI  
Nina Sculco, NCDOH

**STAFF ABSENT**

Tavora Buchman PhD., NCDOH

**I. Welcome & Introductions**

Mr. Ruiz began the November 10, 2020 Executive Committee conference call at 1:07pm with a welcome and introductions, followed by a moment of silence for those affected and infected by HIV/AIDS and COVID.

**II. Approval of November 10, 2020 Executive Committee Minutes**

Mr. McHugh made a motion to accept the minutes as read, seconded by Ms. Thomas.  
6 Approved 2 Abstentions 0 Opposed

**III. Approval of January 13, 2021 Planning Council Agenda**

The Planning Council agenda was reviewed. An update of the COVID-19 vaccine is on the agenda, dependent upon the availability of the county health commissioners. Mr. Ruiz offered to ask if Dr. Khan was available to speak on behalf of the COVID vaccine as well.

Dr Pigott informed the committee that the first phase of the vaccine, which includes frontline workers, is currently underway, with the second phase being implemented on Friday. He was confident that 50% of the population will be vaccinated, but that 75% is the target percentage for herd immunity. He expressed concern that fear about the vaccine may impact reaching that 75% goal. It was decided to add Priority Reallocation as a separate agenda item and include CIC under committee reports.

Mr. McHugh made a motion to accept the Planning Council agenda as revised. The motion was seconded by Ms. Thomas. All in favor-motion carried.

**IV. Administrative Update**

Ms. Beal informed the committee that since the budget did not pass; only a partial award will be received at the start of the year; 34% of Part A; 22% MAI. Letters will be sent to funded providers with intent to contract. Virtual comprehensive site visits have been scheduled. The process has been modified, using revised tools, and auditing less charts. A certain level of

eligibility documentation is required. The carryover estimate request has been submitted before the 12/31/2020 deadline.

Each year we conduct a reallocation process to allow agencies to return or request additional funds without penalty. This year, because of COVID \$80,436 in funds is being returned from medical transportation and oral health care service providers. This is significantly higher than in previous years. Both priorities experienced a stop in service or a decrease in utilization as a result of the pandemic. As a result of social distancing and stay-at-home orders, there was decreased utilization (trips) and in-person visits as many clients chose Telehealth to access their medical care; there was also a reduction in oral health care services as a result of oral health guidelines. Funds are available, which can be allocated to another priority. There was a request for \$48,886 from Other Professional Services-Legal. The program is requesting additional funds for personnel including social workers who assist attorneys and paralegals with social security, SSI, and housing cases under Ryan White which increased during the pandemic. The requests were reviewed by staff and deemed acceptable for use of reallocated funds. The Executive Committee voted on the proposed recommendation to give the requested amount of \$48,886 under support services to Legal Services and the balance of funds, (\$19,811 from Transportation and \$11,739 from Oral Health) to ADAP.

Mr. McHugh made a motion to accept the reallocations which was seconded by Ms. Thomas  
7 Approved 1Abstention 0 Opposed-Motion carried.

If Core or Support funds less than or equal to \$25,000 are returned between now and the end of February 2021, they will be reallocated to ADAP as per today's vote unless a request is identified under another priority which will take precedence over ADAP. If funds are returned which exceed \$25,000, the request must be brought back to the Executive Committee prior to February 12, 2021. The reallocations charts will be presented at the January Planning Council meeting for a vote.

The RSR process is opening up soon. CAREWare needs to be updated before the report can be completed. Ms. Moreau, UWLI contract administrator, has resigned her position. The vacancy needs to be filled and interviews are already scheduled.

#### **V. Membership Update-**

Currently, there are 31 Planning Council members. The unaligned consumer membership is at 35%. At the end of September 2021, two consumers will be ending their second term. In order to increase recruitment, a virtual open house is planned. It was suggested that Mr. Ilvan Arroyo, Dr. Lisa Benz-Scott, Ms. February D-Auria, and Dr. Santella be contacted for assistance with this endeavor. Mr. Pirone mentioned WHOVA as a possible platform/venue.

#### **IV. Adjournment.**

Mr. McHugh made a motion, which was seconded by Mr. Pirone to adjourn the January 8, 2021 Executive committee meeting, All in favor-motion carried.

#### **V. Next Executive Committee conference call TBA.**