

Executive Committee MEETING SUMMARY

Wednesday, April 17, 2019 AT 1PM
Willing Heart Community Center
555 Martin Luther King Blvd. Newark, NJ 07102

Present	Excused Absences	Unexcused Absences
1. Cezar Dumago 2. Joann McEniry 3. Patricia Moore 4. Aliya Onque (Non-Voting) 5. Warren Poole 6. Mario Portilla 7. Sharon Postel (Non-Voting)	8. Ann Bagchi, PhD. 9. Robert L. Johnson	10. Karen Dismore

1. Welcome & Moment of Silence

Joann McEniry, Vice-Chair of the Executive Committee, welcomed the members of the Executive Committee. Joann McEniry called for a moment of silence for all those past and present, affected with HIV/AIDS.

2. Roll Call

Cezar Dumago, Secretary, conducted the roll call and quorum was established.

3. Approval of Meeting Summary from March 20, 2019

Joann McEniry called for the approval of the meeting summary from March 20, 2019. Cezar Dumago motioned to approve the summary. Pat Moore seconded the motion. There were no oppositions or abstentions. The March 20 meeting summary was approved with edits.

4. Report from the Recipient

- Aliya Onque, Program Coordinator, provided the report for the Recipient. Aliya Onque informed the committee that the Recipient is working expeditiously to liquidate all contracts on time to meet HRSA's deadline of May 30. Internally for the Recipient, the deadline is April 30. Only three contracts are pending closeout.
- The Recipient worked on the request of CPC to identify the meeting dates of all consumer meetings throughout the Newark EMA. A representative from the Recipient's office will attend each meeting to distribute and collect the standardized survey that will be given to consumers.
- FY'19 awards have been sent out. Contract documents are expected in the next few weeks. To date, one hundred percent of contracts have been adopted, 18 have been executed, and 18 are in execution phase. By the end of the month, all contracts will be executed.
- The Planning Council budget was approved.

5. Standing Committee Updates

- **Continuum of Care:** Mario Portilla, COC chair

Mario Portilla, CPC Chair, provided the COC report. At the last meeting, quorum was established. The meeting summary was approved. The Committee's annual workplan was presented for the committee. The committee prioritized the order in which the standards will be reviewed in upcoming months. Oral Health barriers to care were discussed. The update for Oral Health Standards was initiated.

- **CPC:** Joann McEniry, CPC Chair

Joann McEniry, CPC Chair, provided the report. The CPC held extensive discussions on the Core Service Waiver. Additional updates will be provided during the larger Planning Council meeting.

- **REC:** Ann Bagchi, Ph.D.

Tania Guaman, Support Staff, provided the report. The REC finalized its needs assessment questions. All analysis will be based on CHAMP data. The REC started conversations about items of the Integrated Health Plan that the REC will be responsible for. More conversations on this will follow at the next meeting. The committee had a presentation about the results of the regional health needs assessment of the Warren, Sussex, and Morris areas. Some highlights of the results included transportation issues due to the distance between consumer homes and the medical providers' office. Sharon Postel also presented initial findings from the consumer survey on substance use from last year. Committees were asked to request cross-tabulations of this data.

- **CIA:** Warren Poole, CIA Chair

Warren Poole, CIA Chair, requested funds to cater food for the next CIA meeting. The CIA committee will not meet in July. A total of \$75 expenditure was approved by the Executive Committee with the condition that no expenses be incurred in March, May, or June. Cezar Dumago called a motion to approve the \$75 allowance for food for the April CIA meeting. All future expenditures will be brought to the Executive Committee for discussion to ensure the budget is not exceeded. Warren Poole seconded. The motion was passed. No oppositions or abstentions.

6. Treasurer Report

- Pat Moore, Planning Council Treasurer, provided an update. The accounting of the final spending report for fiscal year 2018-2019 has been completed. A modification has been submitted to reflect actual spending and we are awaiting approval of this modification. United Way is waiting for approval of this modification. Due to personnel changes and therefore salary changes, plus a saving in the cost of the meeting space, we were able to absorb the extra expenses incurred for utilities, supplies and the Ryan White Conference. We will request a meeting with Dorian and Nia to discuss financial reporting for the fiscal year 2019-2020.

7. Old/New Business

- Core Service Waiver – at the next CPC meeting, the committee will develop the non 75/25 split. The CPC reviewed a lot of information prior to making the allocations. The recommended non 75/25 allocations will be presented to the Planning Council in May for vote. The vote must happen outside of the 30-day review period since the due date for the Core Service application is coming soon. The next CPC meeting will be held on May 10th.

8. Administrative Issues

Tania Guaman, Support Staff, provided the report. An Administrative Assistant has been hired. She will start on May 1, 2019.

9. Next Meeting

The next Executive Committee will take place on April 17th, 2019 at 1:00 pm at the Willing Heart Community Center, located at 555 Martin Luther King Blvd. Newark, NJ 07102

Announcements

Ann recommends that the NEMA planning relates to the

10. Adjournment

Joann McEniry, Executive Committee Chair, called for a motion to adjourn the meeting. Warren Poole made the motion to adjourn. Mario Portilla seconded. The meeting was adjourned at 1:30pm.