

**EXECUTIVE COMMITTEE**  
**November 1, 2017**  
**TELECONFERENCE CALL 3:00pm**

**MINUTES**

**MEMBERS PRESENT:**

Joseph Pirone  
Nancy Duncan  
James Tomarken, MD  
Lawrence Eisenstein, MD  
James Colson  
Katie Ramirez  
Katelin Thomas  
Anthony Marmo

**MEMBERS ABSENT:**

Anthony Santella, PhD

**STAFF**

Georgette Beal, UWLI  
JoAnn Henn, UWLI  
Carolyn McCummings, NCDOH

**STAFF ABSENT**

**I. Welcome & Introductions**

Ms. Beal called the November 1, 2017 Executive Committee conference call to order at 3:05pm and welcomed everyone. This was followed by introductions.

**II. Approval of September 5, 2017 Executive Committee Minutes**

A motion was made by Ms. Thomas and seconded by Ms. Ramirez to accept the minutes as read.  
2 abstentions      0 Opposed      6 approved. Motion carried

A discussion was had about the need to add additional Executive Committee member. Ms. Darlene Rosch is no longer a Planning Council member and therefore no longer on the Executive Committee. It was recommended that Ms. Traci Shelton be appointed to the Executive Committee since she is the new QAM Co-chair and Ms. Ramirez will soon be out on maternity leave. Ms. Victoria Osk was approved by the Council for membership. It was recommended that she also be added to the Executive Committee as soon as her paperwork has cleared with Suffolk County.

**III. Approval of November 8, 2017 Planning Council Agenda**

While the September Planning Council agenda was very ambitious, it was suggested additional items be added to the November agenda, specifically an overview of the Provider Part A EIS services. As per the member needs assessment, a review of the provider services was requested. In addition, it was also suggested that a presentation on HIV and aging be scheduled in the new year. Ms. Henn will contact EIS provider staff to determine availability of presenting at the November Planning Council and the agenda will be amended to include the presentations.

A motion was made by Mr. Marmo and seconded by Ms. Ramirez to approve the amended September 13, 2017 Planning Council agenda.

0 Abstentions      0 opposed      8 Approved. Motion carried.

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

As of October 1, 2107, Dr. Anthony Santella assumed the position of Chair and Mr. Joseph Pirone assumed the Vice-Chair position of the Planning Council. Their previous positions ended on September 30, 2017.

The HRSA visit originally scheduled for the week of November 13<sup>th</sup>, has been postponed until next year. All the documentation that was requested by HRSA has been submitted.

The FY2018-2019 grant application was submitted on October 27<sup>th</sup>. There were changes to grant application again this year in an effort to simplify the process. These changes however, impact the way in which information is reported and included capping the amount of the grant ask. It was a labor intensive process.

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

A number of Planning Council members ended their second terms on September 30, 2017. As a result, there is an urgent need to increase the unaligned Consumer membership as we are currently not in compliance with HRSA mandates. Documentation was sent to Suffolk County for two applicants who were voted on at the last Planning Council meeting, one of whom is an unaligned consumer. An additional Planning Council applicant will be reviewed at the next QAM meeting.

#### **VI. Announcement**

There were no announcements.

#### **VII. Adjournment**

Motion was made by Mr. Marmo and seconded by Ms. Ramirez to adjourn the November 1, 2017 Executive Committee meeting. The next Executive Conference call date will be scheduled.