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EXECUTIVE COMMITTEE MEETING SUMMARY

WEDNESDAY, JANUARY 19, 2011 AT 1:00 P.M.

NEMA OFFICE- NEWARK, NJ

I. **Welcome and Moment of Silence**

Bryn Whittle, Esq.; Treasurer welcomed all members in attendance. A moment of silence was observed for individuals living with HIV/AIDS and for those who have passed on.

II. **Roll Call**

The roll was called and quorum was established.

III. **Approval of Meeting Summary from December 15, 2010**

Moore motioned to approve the meeting summary as presented, Dockrey seconded. Minutes were approved without further discussion.

IV. **Report from Grantee**

Alsbrook reported that HRSA is doing fiscal management training for non-fiscal people in the EMA. The curriculum is geared towards providing education to non-profits and service providers who are responsible for managing grants and managing budgets but may not have the benefit of training in the past. The focus will be on non-profit accounting, auditing, budget management, and revenue diversification. HRSA is looking to conduct the two-day training in March followed by a one-day follow-up meeting in May. Tentative dates are February 24-25, but HRSA is working on finalizing the venue. More logistical information about this HRSA training will be available shortly once confirmed.

Alsbrook reported that HRSA asked her to meet and provide a pseudo-orientation to the new project director for the Middlesex TGA; they met last week and the main areas of guidance requested were around the RFP process, contracting, and service provider reimbursements.

Alsbrook reported that HRSA will be having a Ryan White Program Update conference call on February 1, 2011 for Part-A grantees at 3pm. Alsbrook will provide an update on the information shared at the February executive meeting.

Alsbrook reported that she received a call from a Planning Council member/consumer regarding bus tickets; Alsbrook advised that the bus tickets that were formerly available were overages received from a sub-recipient provider. It is not a permanent provision, if bus tickets are desired; it can be included into the budgeting process.

Alsbrook reported that the RFPs were received January 6th; 50 applications were received. Alsbrook reported that there were no bids received for fiduciary agent services; that means a separate RFP process may be conducted just for fiduciary agent services. Moving forward, Alsbrook advises that all vendors have to apply and submit a proposal for funding along with service providers on the same due date. Alsbrook noted that there will be a meeting with Bryn

Whittle, Dwight Peavy, and Alsbrook regarding this year's budget, and how to move forward with the fiduciary agent process.

V. Report from Continuum of Care Committee--- Pat Moore

Will be reported at the Planning Council Meeting

The next meeting of the Continuum of Care Committee is scheduled for Thursday, February 10, 2011 at 9:30 A.M.

VI. Report from Comprehensive Planning Committee---Ka'leef Washington

Will be reported at the Planning Council Meeting

The next meeting of the Comprehensive Planning Committee is scheduled for Friday, February 11, 2011 at 9:30 A.M.

VII. Report from Research and Evaluation Committee--- Deloris Dockrey

Will be reported at the Planning Council Meeting

The next meeting of the Research & Evaluation Committee is scheduled for Monday January 24, 2011 at 10:00 A.M.

VIII. Old/New Business

a. Budget – Whittle distributed the draft 2011 Budget for review. The 2011 Budget will be discussed further at the February meeting. Executive Committee members had a brief discussion around the Associate Researcher/Evaluator/Health Planner positions.

IX. Date of the next meeting: February 16, 2011 - NEMA Office @ 1:00 PM

X. Adjournment: meeting adjourned at 1:52 PM

Attendance:

Name	Present	Excused	Absent
1. Bryn Whittle	X		
2. Pat Moore	X		
3. Maria Irizarry			X
4. Robert Johnson, Chair		X	
5. Deloris Dockrey	X		

Non-Voting Members:

Name	Present	Excused	Absent
Ketlen Alsbrook	X		
Sharon Postel	X		
Shanon Mettlen	X		