

# North Central District AIDS Coalition

## Advisory Board Meeting Minutes

### December 13, 2017

Present: Brian Greenough, Susan Kennedy, Joseph Swisher, Robert Black, Taylor Winner, Jennifer Heverly, Jennifer Reeder, Lisa White, Natasha Gorham and Lou Ann Masden

Absent: Debra Sharp, Crystal Thomas and Chas Parham

Co-Chair called the meeting to order at 1:15PM.

All members in attendance read the Mission Statement aloud. All members present had a confidentiality agreement on file.

#### **Meeting Minutes Reviewed**

The minutes from the September 9, 2017 meeting were unanimously approved.

#### **Committee Reports**

##### Steering

- Steering conference call was held on November 13, 2017.
- Fiscal report will be reported in the Finance Committee report.
- Regional updates:
  - Caring Communities closed their Berwick office and has opened one in Bloomsburg.
  - DOH will be monitoring NCDAC December 19-20, 2017
  - We're waiting to see the new contract language from the DOH before moving forward with the Budget and RFP
  - Jim Davis from the Northeast has reached out and will be visiting our office in the beginning of the year.
  - Caring Communities and AIDS Resource monitoring is done using the new tool. NWA is scheduled for 12/14/17 and Quezada's office is scheduled for 12/15/17.
- The NCDAC office will be closed for Christmas and New Years, will reopen on Tuesday January 2, 2018.
- The members in attendance set the board agenda for the December 13, 2017 meeting.

##### Finance

- The committee met via conference call on October 19, 2017
- Reviewed the RFP, some changes needed but it is a well developed document and very detailed.
- We are on budget with expenses.-
- The next committee meeting will be held on January 18. 2017 at 3pm.

##### Membership & Nominating

- Committee received an application for the Advisory Board.
- Committee reported they need representation from Columbia, Northumberland, Snyder, and Tioga Counties.
- Professionals targeted are mental health providers, dental clinics, homeless shelters, meals on wheels and food pantries, clergy, housing programs, Gay/Lesbian (targeting colleges), local Medical Assistance representatives, nutritionist, Women Centers, employment law representatives, and clients.

#### Personnel Committee

- None at this time.

#### **Executive Director Report**

- There is a change in the recertification process, if a client's information hasn't changed in 6 months they can self attest. Notified the subcontractors about the changes.
- SPBP will have an online application

#### **New Business**

Natasha presented the new website draft, went through each page to get feedback on corrections and additions. The new website should be up by the end of January 2018.

#### **Announcement**

The Yankee Candle Fundraiser is still up and will run through January 19, 2017.

We raised \$108 on the raffle today.

Jen Reeder reported information about Naloxone and Opioid Safety. Distributed pamphlet of information to board members present.

Jen Heverly reported that Thrive in Williamsport is now offering legal aid to immigrants.

There being no further business, the meeting was adjourned at 2:30 PM.

The next meeting will be held March 13, 2017.