

**Minutes for July 25, 2025 1:00pm - 3:00pm
NYC Regional Panel**

Agenda Item	Discussion (Decisions, Future Action, Highlights)	Decisions and Next Steps
Attendees	Jocelyn Brown (Co-Chair), Jorge Saenz De Viteri (Co-Chair), Wayne Ho, Tamaé Memole (PCA-NY), Elizabeth Stephenson (PCA-NY)	
Joint Meeting Debrief Next steps: anonymous reporting bill, and quarterly meetings with the Commissioner	- Members expressed enthusiasm for the work ahead and emphasized the importance of prioritizing deliverables and action items as a result of meetings. - The panel agreed to meet quarterly with the commissioner and is open to an in person meeting.	- Elizabeth will resend HEARS data received by OCFS as follow up from the joint meeting. - Agenda items for next joint meeting: - A discussion on associate members. - Suggestion of a public event to highlight the panels.
Letter to the Governor	Full approval of the letter by all in attendance.	Letter will be sent out Monday, July 28th.
Process for Organizing Recommendations to OCFS for the Upcoming Year Review of follow-up questions/recommendations for OCFS	Chairs will meet shortly after the next joint meeting to brainstorm potential recommendations. These initial ideas will be shared with all panel members for feedback. Co-chairs to then reconvene afterward for a final discussion to refine and finalize the recommendations.	- Elizabeth to resend the list of follow-up questions developed by the Eastern Panel to the Commissioner. - Members will review and provide feedback or suggestions.

Nominations Status update and nomination process	• PCA-NY is working on solidifying a nomination process for candidates. • OCFS is following up with inactive members. • Suggestion to draft a docuSign letter for simplifying resignation. • Establish a process for discussing reasons for denied candidates. • Suggestion to submit a letter of support from the panel to the senator's and leaders' offices endorsing the nominees.	• Elizabeth will check the transfer files for a sample resignation letter template.
Chair Discussion	• David stepped down from his role as Chair but will continue to serve as a panel member. • Jorge will support Jocelyn in a Co-Chair capacity.	• Elizabeth will send out operating guidelines.
Next Meeting	TBA	• The panel expressed interest in holding an in-person regional meeting in September. • Jorge and Jocelyn will set a date and draft the agenda for the in-person meeting. • Wayne offered to host the meeting.