

## Comprehensive Planning Committee

### MEETING SUMMARY

**Friday, August 9, 2019 at 9:30AM**  
 Willing Heart Community Center  
 555 Martin Luther King Blvd. Newark, NJ 07102

Present	Excused Absences	Unexcused Absences
1. Janice Adams-Jarrells 2. Ketlen Alsbrook (Non-Voting) 3. Allison Delcalzo-Berens (Non-Voting) 4. Elizabeth Kocot 5. Joann McEniry (Chair) 6. Brian McGovern 7. Debbie Morgan 8. Aliya Onque 9. Sharon Postel (Non-Voting) 10. Al-Bayyinah Sloane 11. Calvin Toler	12. Juanita Howell (Secretary) 13. Jennifer McGee-Avila 14. Pat Moore 15. Ricardo Salcido	

**Guest:** Jokebed Saintil

**Staff:** Tania Guaman, Vicky Saguy

**1. Welcome and Moment of Silence**

Joann McEniry, CPC Chair, called the meeting to order at 9:37 AM and welcomed all in attendance. A moment of silence was observed for all those living with and affected by HIV/AIDS, and those who have passed.

**2. Roll Call**

Tania Guaman, Support Staff, conducted the roll call. Quorum was established.

**3. Public Testimony**

There was no public testimony.

**4. Approval of the Meeting Summary from May 10<sup>th</sup> and June 14<sup>th</sup>**

Joann McEniry asked for a motion to approve the May 10, 2019 meeting summary. The meeting summary was reviewed, and edits were recommended. Debbie Morgan motioned to approve the summary. Allison Delcalzo second the motion. Janice Adams-Jarrells abstained. The May 10<sup>th</sup> meeting summary was approved with edits.

Joann McEniry asked for a motion to approve the June 14, 2019 meeting summary. The meeting Summary was reviewed. Elizabeth Kocot motioned to approve the summary. Debbie Morgan second the motion. Janice Adams-Jarrells abstained. The June 14<sup>th</sup> meeting summary was approved.

## 5. Standing Committee Updates

### - **COC—Continuum of Care Committee**

Tania Guaman, Support Staff, provided a report for the COC committee. The COC did not hold a meeting in August.

The next COC meeting will be held on Thursday, September 12, 2019 at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

### - **REC—Research and Evaluation Committee**

Tania Guaman, Support Staff, provided the report for the REC committee. The last REC meeting was held on July 15, 2019 and the following occurred during the meeting:

- 2019 Needs Assessment Follow Up/Draft (Full Needs Assessment)
  - Present Findings from data tabulations – Sharon Postel, Consultant, presented her findings through the data tabulations. Sharon Postel asked REC to make recommendation on other tabulations to include on the Needs Assessment.
- Assessment of the Administrative Mechanism and Epidemiology Profile: Sharon Postel was contracted to work on the 2019 Assessment of the Administrative Mechanism and the 2019 Epidemiologic Profile. Sharon Postel mentioned that the data for the Epidemiologic Profile has not been released. Joann McEniry stated that if the 2018 data is not released by September 13, the data from 2017 should be used for the PSRA.

The next REC meeting will be held on Monday, August 19, 2019 at the Willing Heart Community Center located at 555 Martin Luther King Blvd. Newark, NJ 07102.

### - **CIA/CC—Consumer Involvement Activities/Community Conversations**

Tania Guaman, Support Staff, provided the report for the CIA committee. The CIA did not hold a meeting in July.

The next CIA meeting is a Summer Cookout event planned in partnership with Peter Ho Clinic and the CIA Committee. All consumers are welcome to attend this event. This event will be held on August 20, 2019 at 268 Martin Luther King Jr. Blvd. Newark, NJ 07102 from 5pm to 7pm.

The August Cookout Event Flyer was posted on Facebook and will be emailed to all.

## 6. Recipient Report

Ketlen Alsbrook, Project Director, provided the report for the Recipient.

- The Course Service Waiver FY'2019 was approved by HRSA. This waiver allows Ryan White funds to provide additional funding for support service categories that need the extra funds. The application was successfully approved since it adequately demonstrated the availability and accessibility of services in the EMA as well as the full support from key partners at state and local level.
- FY'2020 Grant Application: A technical assistance webinar was held on August 2<sup>nd</sup>. The webinar reported that no major changes were made in the application, but an emphasis was noted on the Ending the Epidemic initiative. There were 2 minor, but critical changes.

1. The intent to apply for a FY'2020 Course Service Waiver needs to be reflected on the FY'2020 Grant Application. Therefore, the Service Plan should reflect a Non 75/25 allocation.
2. The Project Director for the Ryan White Program must be at minimum of 50% effort assigned to the Grant. This would change the staffing structure in the recipient's office.

## 7. New Jersey HIV Planning Group (NJHPG) Report

Tania Guaman, Support Staff, provided the NJHPG Report. The NJHPG did not hold a meeting in July. The next NJHPG Meeting will be held on August 15, 2019 at 10am.

## 8. New Business

- Presentation: Ryan White Service Utilization, spending data, update on Minority AIDS initiative Eligibility and services  
Ketlen Alsbrook, Project Director, conducted a presentation on the 2019 Ryan White Service Utilization data.

**Ryan White Services Providers:** There were 22 in Essex County, 8 in Union County and 4 in the Tri-County area. Union County used to have 10 service providers, but 1 contract was merged.

**NEMA FY'18 Final Service Expenditure:** A total of 75.5% of funds were spent on Core Services and the remaining 24.5% was spent on support services. Out of the \$12,544,208 funds provided, \$10,919,784 was spent with 36.50% spent on Medical Case Management (highest expenditure on Core Services) followed by a 14.96% in Outpatient Ambulatory Health Services, 7.87% on Mental Health, 7.13% on Oral Health, 6.94% on Substance Abuse, 1.40% on Medical Nutritional Therapy, 0.38% on Healthy Insurance Premium and Cost-Sharing Assistance, and 0.33% on Early Intervention. On support services, housing was the category with the highest expenditure with 8.37% followed by Case Management services (Non-Medical) with 6.78% Legal Services with 3.24%, Transportation with 1.95%, Residential Substance Abuse with 1.66%, Emergency Financial Assistance with 1.39% and Food and Psychosocial Support Services with less than 1% in each category.

**NEMA FY'18 Service Utilization According to County:** Essex County and Tri-County maintains a consistent number of consumers on the Ryan White Network with 4,327 and 519 consumers respectively. Union county has demonstrated a drop in the number of consumers on the Ryan White Network. The decrease in consumers using the services could be due to consumers moving out of state or gained employment and are not utilizing services under the Ryan White Network. Medical Case Management is the service with the largest percentage of utilization regardless of the County. This could be because Medical Case Management is the first point of entry to the network where the comprehensive assessment and monitoring is done.

Transportation has a higher service utilization in the Tri-County than in the Essex and Union areas. This may be due to the higher need for transportation services in the Tri-County area.

**FY'18 Client Utilization Summary:** There was a decrease of Unduplicated Client Count from 6,303 on 2017 to 5,891 on 2018. This counts towards the decrease in Primary Medical Care and Medical Case Management of 1.5% and 0.44% respectively. There were 534 new/newly engaged clients and 212 newly diagnosed clients.

**FY2019 Allocation Plan:** There was a decrease in RW funds from FY2018 of 0.32%. The FY2019 funding is \$12,504,425 with 85% of funds towards Direct Services, 10% to Administrative Costs and 5% to Quality Management. Usually the Administrative Cost and Quality Management are below allowed costs and the remaining percentage goes to primary care.

**FY2019 NEMA Recommendations VS. RW Allocations:** The Newark EMA Planning Council sets the priority and establishes the recommendation on how Ryan White funds should be allocated. Those recommendations set a percentage of the amount of funds that should go into each of the 16 service categories. When the Planning Council makes the recommendations, the Recipient is allowed to increase or decrease the recommended percentages by 25% when needed. The following are the NEMA Planning Council recommendations compared to the actual RW allocations in each of the 16 categories:

Priority Setting Ranking	Service Category	FY 2019 NEMA Allocation	FY 2019 Ryan White Allocation	Range
1	Medical Case Management	33.15%	33.25%	Within
2	Outpatient Ambulatory Health Services	16.00%	16.37%	Within
3	Housing Services	7.50%	7.82%	Within
4	Medical Transportation Services	2.55%	2.32%	Within
5	Early Intervention Services	0.50%	0.27%	Below/ Based on demonstrated need
6	Case Management Services (Non-Medical)	7.10%	6.72%	Within
7	Emergency Financial Assistance	1.75%	1.40%	Within
8	Mental Health Services	10.15%	9.62%	Within
9	Substance Abuse Services (Residential)	1.35%	1.69%	Within
10	Substance Abuse Services (Outpatient)	6.00%	6.66%	Within
11	Health Insurance Premium and Cost-Sharing Assistance	1.00%	0.45%	Below / All request met
12	Oral Health Care	7.00%	7.39%	Within
13	Food Bank/Home-Delivered Meals	1.50%	1.26%	Within
14	Other Professional Services	2.95%	3.20%	Within
15	Medical Nutrition Therapy	1.20%	1.29%	Within
16	Psycho Social Support Services	0.30%	0.30%	Within

- Review the Funding Stream Analysis to consider the impact of changes in funding streams for priority setting and resource allocation:

Tania Guaman, Support Staff, provided the Funding Stream Analysis Presentation and reported no major changes on funding streams.

- Review percentages and EMA-wide ranking for FY'2019:  
Based on the Ryan White Service Utilization and the 2019 Funding Stream Analysis, CPC reviewed the EMA-wide percentages and the recommended changes were made on the following categories:

1. Medical Case Management went from 33.15% to 35.15%
2. Housing Services went from 8.50% to 8.60%
3. Medical Transportation Services went from 3.00% to 2.50%
4. Case Management Services (Non-Medical) went from 9.10% to 8.00%
5. Emergency Financial Assistant went from 3.30% to 3.00%
6. Mental Health Services went from 10.05% to 9.00%
7. Substance Abuse Services (Residential) went from 1.35% to 1.65%
8. Substance Abuse Services (Outpatient) went from 5.00% to 6.05%
9. Food Bank/Home-Delivered Meals went from 1.50% to 1.00%

These percentages will be reviewed again at the next CPC Meeting as well as the EMA-wide ranking.

- Discuss and finalize FY'2019 Minority AIDS Initiative (MAI) – This item will be discussed at the next meeting.

## **9. Old Business**

- Joann McEniry stated the CPC must finalize the Priority Setting and Resource Allocation Report by September 13. The only item pending for the CPC is the Epidemiologic Profile. If the State data is released, the CPC will review the data and make the necessary changes to the Priority Setting and Resource Allocation. If the State data is not released, the CPC will use last year's data to finalize the Priority Setting and Resource Allocation report. The CPC will approve the 2020 PSRA which then will be submitted to the Planning Council for review.

## **10. Announcements**

- Alison Delcalzo-Berens will be voted in as a member at the next meeting.
- Janice Adams-Jarrells cordially extended an invitation for all CPC members to attend Rev. Joseph Vereen's Celebration of Life hosted by the Rutgers ID Clinic located at 140 Bergen Street, Ambulatory Care Center, D- Level, Newark, NJ 07103 on Aug. 15, 2019 at 1PM.

## **11. Next Meeting**

The next Comprehensive Planning Committee meeting will be held on Friday, September 13, 2019 at 9:30AM at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

## **12. Adjournment**

Joann McEniry, CPC Chair, asked for a motion to adjourn the meeting. Janice Adams-Jarrells motioned to adjourn. Elizabeth Kocot second the motion. The meeting was adjourned at 12:20 PM.