



Center



# Research & Evaluation Committee MEETING SUMMARY

Monday, June 17, 2019 at 10AM  
Willing Heart Community Center  
555 Martin Luther King Blvd. Newark, NJ 07102

PRESENT	EXCUSED	UNEXCUSED
1. Ann Bagchi, Ph.D	8. Corey DeStefano	10. Sandra Haim
2. Summer Brown	9. Debbie Mohammed	11. Patricia Moore
3. Natalie Brown-Muhammad		12. Warren Poole
4. Kasny Damas		13. Jamir Tuten
5. Travis Love		
6. Sharon Postel		
7. Providencia Rodriguez		

**1. Welcome and Moment of Silence**

Ann Bagchi, Chair of the Research and Evaluation Committee, called this meeting to order at 10:00AM. A moment of silence was observed for all those living with and affected by HIV/AIDS, and for those who have passed. The committee acknowledged that one of its members, Rev. Joseph Vereen had recently passed.

**2. Roll Call**

Tania Guaman, Support Staff, called the roll for this meeting and quorum was not established.

**3. Public Testimony**

There was no public testimony at this meeting.

**4. Review Action Steps**

Action Steps	Responsible Party

**5. Approval of Meeting Summaries from March 18, 2019 and April 2019**

The approval of meeting summaries from March 18<sup>th</sup>, 2019 and April 15<sup>th</sup>, 2019 was postponed for the next meeting on July 15<sup>th</sup>, 2019.

**6. Updates from other Committees**

**- COC – Continuum of Care Committee**

Ann Bagchi, REC Chair, and Tania Guaman, Support Staff, provided a reported for the COC committee. The last Continuum of Care Committee meeting was held on Thursday, June 13<sup>th</sup> at the Willing Heart Community Center in Newark. The following occurred at that meeting:

- Quorum was established and no public testimony was given.
- The May meeting summary was approved.
- Housing Standards were reviewed and approved by the COC.
- Discussion regarding summer meetings will be held via email.
- Discussion on Access to Medications – Item will be discussed at next meeting.
- The Emergency Financial Assistance Standards of Care will be reviewed at the next meeting.
- Announcements:
  - June 20<sup>th</sup> from 9am to 3pm - End the Epidemic. Prevention, Care and Treatment Summit
  - June 25<sup>th</sup> – 2ND End the Epidemic Webinar hosted by HRSA
  - June 27<sup>th</sup> from 12pm to 4pm – National Testing HIV Event sponsor by NCHC, Hyacinth and Rutgers

The next COC meeting will be held on July 11, 2019 at the Willing Heart Community Care Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

- **CPC – Comprehensive Planning Committee**

Tania Guaman, Support Staff provided the CPC report. The Comprehensive Planning Committee last met on Friday, June 14<sup>th</sup> at the Willing Heart Community Center in Newark. Juanita Howell, Secretary, served as the meeting Chair. The following occurred at the meeting:

- Quorum was not established.
- As part of the priority setting and resource allocation (PSRA) process, the committee received a presentation on Quality Management and H4C update from the Recipient. The committee members held a discussion regarding the findings.
- Support staff reported that they are in the process of completing the funding stream analysis. Therefore, review of the analysis and consideration regarding the impact of changes in funding streams on priority setting and resource allocation will be conducted at the July meeting.
- Additional meetings were scheduled for July 26<sup>th</sup> and August 23<sup>rd</sup>, 2019 to allow sufficient time for the development of the PSRA.
- Support Staff will recruit consumers to join the Planning Council since it is one of the membership reflectiveness deficiencies. There is currently a 29% of consumer presence in the Planning Council body, but a 33% is required by HRSA.
- Announcements:
  - June 20<sup>th</sup> from 9am to 3pm - End the Epidemic. Prevention, Care and Treatment Summit
  - June 25<sup>th</sup> – 2<sup>nd</sup> End the Epidemic Webinar hosted by HRSA
  - June 27<sup>th</sup> from 12pm to 4pm – National Testing HIV Event sponsor by NCHC, Hyacinth and Rutgers

The next CPC meeting will be held on July 12, 2019 at the Willing Heart Community Care Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102. All are encouraged to attend.

- **CIA/CC – Consumer Involvement Activities/Community Conversations**

Tania Guaman, Support Staff, provided an update for the CIA. The last CIA meeting was held on May 22, 2019. Warren Poole, CIA Chair, conducted the meeting. An educational presentation was held on Mytesi, a medicine that can be prescribed to treat chronic diarrhea on HIV patients. Several attendees acknowledged that chronic diarrhea can be disruptive in their daily living and very difficult to manage. Participants asked questions about the benefits, side effects, and potential interactions with other medicines.

Support Staff received three applications for membership for the CIA. During the meeting, Warren Poole - CIA Chair, asked if anyone was opposed to accept the new members. All consumers accepted the new applicants and welcomed the new members. At this time, the CIA Chair encouraged all attendees specially, the new CIA members, to attend all committee meetings as well as the planning council meeting to voice their concerns during the time for public testimony.

Warren Poole, CIA Chair, continued the meeting with by presenting the recent non-75/25 recommendations that were approved by the Planning Council. He highlighted that, if the Core Service Waiver application is approved, those would be the new resource allocations which were developed, in part, using consumer's feedback. He also reiterated the importance of attending the meetings because consumer's voices are being heard. He asked all attendees once again to take advantage of the opportunity to share their opinions and experiences with Ryan White services.

Announcements were made about upcoming events held by different organizations as well as a 3-day training in Maryland, the NMAC BLOC training. Warren Poole, CIA Chair encouraged all interested consumers to apply for the training. To ensure that applications got completed, Support Staff stayed on site to assist consumer applicants. In total, 4 consumers applied for the NMAC BLOC Training including 3 representatives from Essex County and 1 from Union. Support Staff announced that a collaboration with the Union and Tri-County EIRC was built to have at least two representatives from each county apply.

The next CIA meeting will be held on Wednesday, June 26 ,2019 at the Willing Heart Community Care Center, 555 Martin Luther King Blvd. Newark, NJ 07102.

## **7. Old Business**

- 2019 Needs Assessment Follow Up/Draft (Full Needs Assessment)
  - Present Findings from data tabulations
  - Present Findings from CHAMP Analysis

A full Needs Assessment is done every 3 years. The last Full Needs Assessment was done in 2016. The Needs Assessment is then updated every year. Contractual fees depend on which Full Assessment must be done in that year. The Needs Assessment is currently on hold due to budget issues.

## **8. New Business**

- Discussion/Update on the 2017-2021 Integrated Prevention and Care Plan  
This item was not discussed at this meeting.
- 2019 Assessment of the Administrative Mechanism

The Assessment of the Administrative Mechanism are also on hold due to budget issues.

- 2018-2019 Workplan Review  
This item was not discussed at this meeting.
- Presentation: NJ End the Epidemic Initiative — Ann Bagchi, REC Chair and member of the NJ ETE Taskforce reported that the Taskforce needs to submit a report by National HIV Testing Day, June 27. Ann Bagchi stated that the draft report that was previously presented to better define the audience and make the language more read-friendly. The report is expected to be reviewed and submitted to the Governor before HIV Testing Day. An announcement will then be made about the NJ ETE plan on HIV National Testing Day.

#### **9. Administrative Issues**

- Support Staff should have a clear deadline on when to develop and submit all deliverables.
- Support Staff needs to communicate more frequently about all issues.

#### **10. Announcements**

Tania Guaman, Support Staff, made the following announcements:

- June 20th - End the Epidemic. Prevention, Care and Treatment Summit
- June 25th – 2<sup>nd</sup> End the Epidemic Webinar hosted by HRSA
- June 27th – National Testing HIV Event sponsor by NCHC, Hyacinth and Rutgers

#### **11. Next Meeting**

The next REC meeting will be held on Monday, August 20, 2019 at 10AM at the Willing Heart Community Center located at 555 Martin Luther King Blvd. Newark, NJ 07102

#### **12. Adjournment**

Ann Bagchi, REC Chair, asked for a motion to adjourn the meeting. All agreed to end the meeting. The meeting was adjourned at 10:50am.