



Planning Council MEETING SUMMARY

Wednesday, July 17, 2019 1:30 – 3:00PM
 Willing Heart Community Center
 555 Martin Luther King Blvd. Newark, NJ 07102

Present	Excused Absences	Unexcused Absences
1. Janice Adams-Jarrells 2. Ketlen Alsbrook 3. Ann Bagchi, PhD 4. Natalie Brown-Muhammad 5. Kendall Clark 6. Cezar Dumago (Secretary) 7. Juanita Howell 8. Dr. Robert Johnson (Chair) 9. Debbie Morgan 10. Walter Okovanyanwn, MD 11. Aliya Onque (Non-Voting) 12. Dominga Padilla, MD 13. Mario Portilla 14. Sharon Postel (Non-Voting) 15. Providencia Rodriguez 16. Ricardo Salcido 17. Calvin Toler	18. Wanda Figueroa, MD 19. Elizabeth Kocot 20. Joann McEniry (Vice-Chair) 21. Patricia Moore (Treasurer) 22. Warren Poole	23. Wali Bradley 24. James Carrington 25. Vieshia Morales 26. Rev. Don Ransom

Guest: Cindy Mimmo (New Jersey Department of Health)

1. Welcome & Moment of Silence

Dr. Robert Johnson, Planning Council Chair, called the meeting to order at 1:36PM. Dr. Johnson welcomed all attendees and called for a moment of silence for those who have passed and those living with HIV/AIDS.

2. Roll Call

Cezar Dumago, Planning Council Secretary, conducted the roll call for this meeting. Quorum was established during the meeting.

3. Public Testimony

There was no public testimony at this time.

4. Approval of the Meeting Summary from June 19, 2019

Dr. Johnson called for a motion to approve the meeting summary from June 19, 2019. Mario Portilla motioned to approve. Cezar Dumago second the motion. The meeting summary was approved.

5. Report from the Recipient

Ketlen Alsbrook, Project Director, provided the report for the Recipient. Alsbrook reported the following:

- The Recipient had a HRSA Fiscal Technical Assistance Site Visit (last week)
 - The site visit focused on the fiscal and programmatic monitoring tools being used to ensure compliance testing. HRSA also visited two sites: St. Michael's Medical Center and Positive Health Care. The Fiscal Monitoring Tool consists of:
 - Audit History & Resolution
 - Budget Preparation
 - 340B Covered Entities
 - Accounting Policies & Procedures
 - Cash Management & Reimbursement (change to Financial Management)
 - Unallowable Costs
 - Sub-award contracts
 - Program Income
 - Imposition & Assessment on Client Charges
 - Key Take-Aways
 - Compliance testing: HRSA provided feedback on how to ask questions and get answers to demonstrate that the agencies are in compliance with program requirements. Also, guidance was given on how to review supporting documentation that agencies gather to demonstrate that what their reporting is accurate.
 - Every three years, HRSA conducts a comprehensive site visit. The next comprehensive site visit will be in August 2020 similar to the one in 2015 where HRSA joined the Planning Council meeting and interviewed some of its members.
 - Unit Cost (FFS) vs. Actual Expense Reporting: The Recipient currently uses the Unit Cost Method. The Consultant provided pros and cons on the utilization of both methods and emphasized that the Actual Expense Reporting Method allows an opportunity to cover more cost for the reimbursement of services. The Recipient's Office will compare both methods and decide on the implementation of a new system.
 - HRSA also recommended ongoing Client Meet and Greets to ensure consistent and continuous consumer input. During these events, consumers will meet with PC Members, providers and the Recipient's office in an informal setting, where food will be served under the expense of the Recipient's office. The Consultant also mentioned that this type of event can be held during the site visit to have a more open discussion.
 - Policy Clarification Notices regarding:
 - PCN 18-01 (NEW) Services for Clarification Regarding the Use of RWHAP funds for Health Care Coverage Premium and Cost Sharing Assistance – **simplifies and replaces 13-05&06.**

- PCN 18-02 (NEW) Use of Ryan White Funds for Core Medical Services and Support Services for PLWHA who are Incarcerated or Justice Involved – **support transitional care.**
- PCN 13-02 (revised) Clarification on RWHAP Client Eligibility Determination and Recertification Requirement – **rapid eligibility determination:** Clients who have not done the determination or recertification for care can be in care while in process.
- PCN 16-02 (revised) RWHAP services- Eligible Individuals and Allowable Use of Funds
 - HIPCS – changed to align with 18-01, consistent reference to DFA-approved meds
 - OAHCS- allows the use of telehealth and urgent care settings.
 - EFA – covers all RWHAP services if it is not ongoing or continuous, but security deposits are not allowed (housing). Alsbrook made a proposal to HRSA that if RW Part A would not able to pay for the security deposit, the funds be used to pay for 3 months of rent which allows the client to make payment arrangements to cover for the security deposit. This change was approved. The Recipient's Office will have a meeting with providers to mention this clarification. With this Clarification, it clarifies that EFA can be used to pay for any Ryan White Service if it is on a one-time emergent situation and not ongoing or continuous (i.e. linguistic services).
 - Housing – requires assessment on new and continuing clients; need for housing is understood, encourages coordination with other housing programs.
 - Non-Medical Case Management. – can assist with accessing vocational and employment services: telehealth technology is also an option.
- NOFO is available and Recipient will be working with the Consultant to submit the RW application due on September 30, 2019. A technical Assistance Webinar will be held on August 1st.
- There no discussions on multi-year contracts during this site visit. This is still being discussed within the Recipient's office.
- PC Website Update by Ketlen Alsbrook, Recipient: The NEMA Website is still under development. The website will contain sections for the Recipient and the Planning Council. However, the current priority is having a Planning Council repository set up. Additional sections will include: 1) an overview of PC and legislative mandate, 2) council and committee structure, 3) becoming a member, 4) meeting calendar, 5) meeting agendas and summaries, 6) important documents (Needs Assessment, Epi Profile, Assessment of the Mechanism, etc.), 7) announcements and events.

6. Standing Committee Updates

- COC: Mario Portilla

The last Continuum of Care Committee meeting was held on Thursday, July 11, 2019 at the Willing Heart Community Center in Newark. Mario Portilla, COC Chair, provided an update for the COC committee. The following occurred at that meeting:

- Quorum was established after the meeting started
- Mario Portilla requested an update on the Newark EMA website. Tania Guaman, Support Staff, reported that, according to the Recipient, there would a section for NEMA under the Department of Health Website.
- The June meeting summary was approved with edits.
 - The Emergency Financial Assistance Standards were reviewed and approved by the COC Committee.

- The COC will take a recess in August.
- **New Business:**
 - The Medical Transportation Standards will be reviewed at the next meeting on Sept. 12.
 - A discussion on issues regarding Aging and eligibility to health benefits was led by Ms. Elizabeth Kocot from the Medicaid District Office in Essex County:
Kocot provided hand-outs with information about Medicaid and Medicare programs in aging populations. She also listed the different parts of Medicare and the services covered. This information was relevant since there are many changes happening when people reach the age of 65 on eligibility for health services. Elizabeth Kocot mentioned that Eligibility changes every year based on poverty levels. Kocot also reviewed the different parts of Medicare, the services covered, as well as the difference between Medicare and Medicaid programs.
- **Announcements:**
 - Lauro Rocha announced that a health fair will be held on Sunday, July 21st at the Adventist church located on Newark Ave. in Ironbound in Newark NJ.
- The EFA and the Food Bank/Home Delivered Meals were introduced to the Planning Council. Mario Portilla, COC Chair, explained that some of the changes made in the EFA to reflect the new policy clarifications and emphasized that those changes were not made on the Food Bank/Home Delivered Meals since these standards were approved before the clarification notice was available. Mario Portilla agreed to review and update the Food Bank/Home Delivered Meals Standards the definitions and including the program guidance. EFA Standards need to be amended before approval.

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

- **CPC: Joann McEniry**

Tania Guaman, Support Staff, reported that there was not meeting in July. Guaman also reported that, in August, the CPC will review the 2019 Funding Stream Analysis from Support Staff and the 2019 Ryan White Utilization of Services presentation from the Recipient's Office.

The next CPC meeting will be held on August 9, 2019 at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102. All are encouraged to attend.

- **REC: Ann Bagchi, Ph. D**

The last REC meeting was held on Monday, July 15, 2019 at the Willing Heart Community Center in Newark. Ann Bagchi, Ph.D., REC Chair, provided an update for the REC committee. The following occurred at the meeting:

- Quorum was established.
- The March, April and June Meeting summaries were approved
- The 2019 Needs Assessment Follow Up/Draft (Full Needs Assessment) was reviewed
 - Sharon Postel, Consultant, presented her findings from data tabulations. Postel requested that all REC members make recommendations on cross-tabulations to include in the 2019 Needs Assessment.

- A comparison between BHIPCS participating agencies and Non-BHIPCS participating agencies needs to be included in the Full Needs Assessment.
- Ann Bagchi, REC Chair, also suggested that the Consultant develop a Behavioral Health Cascade.
- Based on findings from the Needs Assessment, Ann Bagchi, Ph.D. suggested that agencies use an evidence-based tool for mental health screenings. Bagchi noted that the data findings suggest that there is confusion among providers because screening tools do not provide a diagnosis.
- Dr. Bagchi noted some key survey findings. Bagchi states that participants were asked about the substances that represent the greatest problems in their community. Tobacco was the last substance on the list. However, Bagchi points out that the most commonly used substance according to survey participants was tobacco. Based on these findings, Dr. Bagchi suggests that people do not consider tobacco a drug of abuse and might not think of tobacco to be as harmful as other substances.
- Two proposals to develop the 2019 Assessment of the Administrative Mechanism and the 2019 Epidemiological Profile were received. In collaboration with the REC Chair and UWGUC, a final decision will be made by the end of next week.

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

- **CIA/CC: Warren Poole**

Tania Guaman, Support Staff, provided the CIA report. The last CIA meeting was held on June 26, 2019. The following occurred at the meeting:

- A Long-Term Survivors discussion was held where all attendees shared their stories and experiences with living with HIV by asking them 4 questions:
 1. **At what point in time of your journey did you wanted to give up? What three things did you do to keep moving forward?**
Consumers agreed that a loved one's support helped them get through difficult times in their journey. Other support systems included positive affirmations, faith, self-acceptance, health education interventions, and overcoming stigma.
Most of the consumers shared that family support helped them go through their journey when they first got diagnosed.
 2. **What would be different if there would be no stigma to HIV?**
Consumers thought that if stigma did not exist, more people would be open to talk about HIV. They also stated that there would be more support, people would not hide their status and would get the help they need in earlier stages. They through that there would be less depression, less violence towards PLWH and less suicide rates.
 3. **If a cure would be found today, what would be different in your life?**
Consumers had different perspectives with this question. Some consumers felt that nothing would change in their life. Others expressed concerns about losing benefits from the Ryan White program and others, as well as, their ability to pay for their bills/housing or having to go back to work. Other consumers expressed joy at the idea of having more time by not having to go to many medical appointments or to take so many medications or to experience any side effects.

Some consumers felt that they might have a better job and even a companion in their lives. A provider joined the discussion by adding that consumers could also have a peace of mind by not having to worry about medication side effects or if more people could get infected by the disease.

4. If you had an opportunity to disclose your status to a newly diagnosed person, would you tell them your status to help them?

Consumers expressed concern in sharing their status with an unknown person. Others were willing to tell their story to guide newly diagnosed persons through the process of acceptance.

Most consumers agreed to offer the support that they did not have on their own when newly diagnosed. A provider emphasized that every consumer is an educator since they have gained knowledge about the disease, have experience the disease and have the survival knowledge to help others go through their process.

- CIA Ground Rules were established and agreed on by all CIA members and attendees.
- During the CIA meeting, tips for a successful public testimony narrative were shared with consumers.
- Warren Poole, CIA Chair, received a scholarship from the National Minority AIDS Council to attend the BLOC Leadership Training in Maryland.
- Warren Poole recommended that Support Staff develop a one-page document to distribute to CAB meetings. Support Staff will use the NEMA trifold for recruitment efforts. The CIA one-pager was distributed to CAB meetings and posted on the NEMA Facebook page. This outreach is aimed to increase consumer numbers in the Planning Council body since there is only a 29% of consumer representation in the PC instead of the required 33%.

On August 20, the CIA/CC will hold a Cookout Event inviting all PLWH to come out. This event was planned in collaboration with the Peter Ho Clinic and will be held at 268 MLK Jr. Blvd. in Newark, NJ from 5 to 7PM.

7. State & National Updates

- Report from NJ HIV Planning Group:

- Ann Bagchi, PhD reported that she stepped down from her positions as Chair of the NJHPG – Stigma Committee.
- Tania Guaman, Support Staff, reported that the NJHPG held a Resource, Prevention, Care, and Treatment Conference on Thursday, June 20 in New Brunswick, NJ. During the conference there was an update of the ETE and its three major goals.

- Report from the Governor's Advisory Council

- None at this time.

8. Planning Council Administrative Issues

- Report from Executive Committee

No new business currently.

- Report from Treasurer

Patricia Moore was excused from the meeting and will be on a leave of absence. There was no report provided at this meeting.

- **Report from PC Support Staff**

Tania M. Guaman, PC Support Staff, provided the report. Guaman reported the following:

- A reflectiveness report was created for the NEMA Planning Council outlining race, ethnicity and age representation of current PC Members, which is required to match the HIV Epidemic in the EMA area. The report showed the need for white not Hispanic and Hispanic non-aligned consumers as well as youth, white not Hispanic and Hispanics. The key target age groups were: youth: 13- 24, and adults: 25-44. PC members were also asked to update their application records to help update the PC Reflectiveness Report.

9. Old/New Business

None at this time.

10. Announcements

- Cindy Mimmo, Department of Health representative, attended the meeting and gave out hand-outs. She noted that a representative from the State will try to attend PC monthly meetings.
- The Executive Committee and the Planning Council will not hold a meeting in August.
- Ann Bagchi, REC Chair, announced that she is conducting 2 research studies:
 - 1) Bagchi will conduct two stigma reduction workshops (StepUp! to Stamp Out Stigma) for 3 groups of 15 PLWH, people affected by HIV or the community in general. The workshops will be held in Newark, New Brunswick, and Camden. Recruitment is now open. Those interested can reach out to Kasny Damas (Recipient's office). On September 7 from 10am to 1pm, the first workshop will be held at the Rutgers Nursing School in Newark. The study will offer incentives to participate such as meals, travel reimbursements, and a gift card.
 - 2) Rutgers received pilot funding to conduct a Needs Assessment to measure the access of underserved communities to telehealth /telemedicine services in the areas of Newark area and Atlantic county. This study will focus on PLWH. Consumers and providers will be surveyed in 3 focus groups in the Newark area (1 in English, 1 in Spanish and 1 for young African American gay/bisexual men). Recruitment is also open for 12 people mainly community members, but providers are also welcomed to join an Advisory Board's team who will help with the Study design.
- Kendall Clark provided an update to the Planning Council about the NJ Call of Action to prevent the reduction of HOPWA funds by \$36 million. Clark reported that since NJ advocates had a large representation and a strong voice, HOPWA funds were actually increased.

11. Next Meeting

The next Planning Council meeting will be held on September 18, 2019 at 1:30PM at the Willing Heart Community Center, located at 555 Martin Luther King Blvd. Newark, NJ 07102.

12. Adjournment

Dr. Robert L. Johnson, Planning Council Chair, requested a motion to end the meeting. All members supported the motion. The meeting was adjourned at 2:15 PM.