



# Planning Council MEETING SUMMARY

**Wednesday, February 19, 2020 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	20. Wanda Figueroa, MD	27. Wali Bradley
2. Ketlen Alsbrook (Recipient)	21. Joann McEniry (Co-Chair)	28. Jeremiah Cohen
3. Ann Bagchi, PhD	22. Dominga Padilla, MD	
4. Natalie Brown-Muhammad	23. Rev. Don Ransom	
5. James Carrington	24. Providencia Rodriguez	
6. Kendall Clark	25. Ricardo Salcido	
7. Cezar Dumago (Secretary)	26. War Talley	
8. Juanita Howell		
9. Dr. Robert L. Johnson (Chair)		
10. Elizabeth Kocot		
11. Patricia Moore (Treasurer)		
12. Vieshia Morales		
13. Debbie Morgan		
14. Walter Okoroanyanwu, MD		
15. Aliya Onque (Non-Voting Recipient)		
16. Warren Poole		
17. Mario Portilla		
18. Sharon Postel (Non-Voting Consultant)		
19. Calvin Toler		

**Guests:** Kathleen O'Brien, Charla Cousar, Natasha Williams, Michelle Harvey, Michael Folger, Jerry C. Dillard, Mark Kornegay

**PC Support Staff:** Tania Guaman, Vicky Saguy

**1. Welcome & Moment of Silence**

Dr. Johnson welcomed all attendees and called the meeting to order at 1:36 PM. A moment of silence was observed for those affected, for those who have passed, and for those living with HIV/AIDS.

**2. Roll Call**

Dumago conducted the roll call for this meeting. Quorum was established.

**3. Public Testimony**

A 41-year-old transgender who resides in Irvington, New Jersey since 2018 shared a public testimony. In January 2019, there was a problem with the heater, therefore the landlord changed the heating system from gas to electric. The electricity bill went up especially during winter when the bill is about

\$500/month. The resident claims she was told to move up many times to avoid the high electricity bill. The Irvington resident claims she cannot afford the electricity bill and she is being forced to leave an area where she feels safe so that she can afford her electricity bill. Dr. Johnson thanked her to bring this issue to the Planning Council and asked her to give her contact information to Support Staff.

#### **4. Approval of the Meeting Summary from January 15, 2020**

At the previous meeting, the December meeting summary was approved as presented.

The January 15<sup>th</sup> meeting summary was sent electronically, and a hard copy was distributed for review. Morales called for a motion to accept the meeting summary as presented. Alsbrook motioned to approve. Adams-Jarrells second the motion. Morales recommended the following edits:

On the last paragraph of page 2, rephrase “the 2019 core waiver” to the “2019 core service waiver”

On page 4 under State & National Updates, it says “Additional information about this legislation can be found here.”, however there is no website with more information on the link.

On page 5 under the Report from Treasurer, it says “Ten (10) months (83%0” but it should be a parenthesis instead of a zero after 83%.

The January 15<sup>th</sup> summary was approved with amendments. All agreed. None opposed or abstained.

#### **5. Report from the Recipient**

Alsbrook (Recipient) provided the following report:

- The resolution on accepting the projected HRSA award received by the Recipient was adopted as of February 5<sup>th</sup>. This allows the Recipient to accept the funds as part of the Grant funding.
- The Recipient is in the process of closing out FY’2019. Subrecipients must submit their final reports by March 31<sup>st</sup>. The Ryan White Service Report is due on March 30<sup>th</sup>. Subrecipients have until March 2<sup>nd</sup> to complete their part of the report.
- The Recipient has completed 28 site visits. There are 5 site visits pending to be conducted before the end of the grant year.
- There is a HRSA site visit tentatively scheduled for the week of August 24<sup>th</sup> – the week after the Recipient meeting in the middle of August.
- A partial letter of award has been received from HRSA. The total partial award is \$2,507,581.00 with formula funding of \$2,262,294 – approximately 31% of the formula funding received last year - and MAI funding of \$245,287.00 – approximately 20% of the MAI funding received last year. In total, this represents 20% of the FY’2019 funding.
- Subrecipients have received partial award notices that will cover services for the first 6 months of the grant period. The Recipient is expecting the final letter of award in the next few weeks.
- The Recipient has not received a notice of award for the Ending The Epidemic Application and that award is expected in the next few weeks as well.

#### **6. Standing Committee Updates**

Before the Standing Committee Updates, Dr. Johnson explained that the Continuum of Care Committee updated the service standards definitions to comply with HRSA new definitions. The Planning Council gets 30 days to review and approve the standards. However, the recipient and the executive committee reviewed these standards and noted that the updates on the service standards cannot be changed since the definition comes directly from HRSA. The recipient and executive committee would like to approve these standards to include them in the Newark EMA website before the end of the fiscal year. Therefore, the Planning Council has to approve the service standards today.

- **COC: Mario Portilla** - The COC Chair provided the report. The Last COC meeting was held on January 9<sup>th</sup> and the following occurred:
  - o Quorum was established
  - o The COC approved the Newly Formatted Housing Service Standards and the Universal Service Standards. These Standards were sent via email to the Planning Council for review.
  - o Vieshia Morales is the new COC Vice-Chair.
  - o The COC updated the definitions to reflect the recent changes in HRSA Policy Clarification Notice 16-02 and added HRSA's program guidance at the end of the following standards: Health Insurance Premium & Cost-Sharing Assistance (HIPCA), Medical Case Management (MCM), Non-Medical Case Management Services, Medical Nutrition Therapy, Other Professional Services, Outpatient/Ambulatory Health Services, Psychosocial Support Services, Substance Abuse Outpatient Care, Substance Abuse Services (Residential). However, Medical Transportation, Early Intervention, and Mental Health are also pending Planning Council approval. These 12 Service Standards need approval from the Planning Council. The Committee will update these standards in depth during the following months.

The next COC meeting will be held on March 12, 2020 at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102. All are encouraged to attend.

Dr. Johnson reminded Planning Council members that the approval of the COC report includes the approval of the changes in the above-mentioned service standards. Dr. Johnson asked for a motion to approve the COC update and all service standards. Clark motioned to approve. Adams-Jarrells seconded the motion. All members agreed. No opposition or abstentions.

- **CPC: Joann McEniry** – PC Support Staff provided the CPC report. The Last CPC meeting was held on February 14<sup>th</sup>, and the following occurred:
  - o The committee discussed and drafted the FY 2020 committee workplan guided by the PC operational timeline developed by the Executive Committee, as well as the key requirements of the Priority Setting and Resource Allocation process. The committee will finalize its workplan at the next meeting.
  - o Two candidates were nominated for membership of the Comprehensive Planning Committee. In the Essex county area, Vieshia Morales from NJCRI, who served previously served as an alternate for an Essex County representative, now became a voting member of the CPC. For the Union County area, Julissa Lituma from Trinitas Regional Medical Center, took place as a Union County representative.
  - o The CPC had a member orientation presentation to outline the role of the CPC, as well as Robert's Rules of Order. The committee also reviewed the following:
    - CPC committee's OPPs, more specifically member expectations, roles, and responsibilities.
    - The Conflict of Interest Policy and Disclosure Statement, which outlines the membership categories requirements and limitations which ensure equal representation of all five counties in the Newark EMA.
  - o The CPC does not currently have a Vice-Chair. Those interested in the roles were asked to reach out to Joann McEniry (CPC Chair) to discuss details about this role.

- Upon review of the current committee composition, we noticed a low consumer representation. To address this issue, the CPC recommended that Support Staff work with the Recipient to send an email to the subrecipients strongly encouraging them to have representation/ get involved with the Planning Council. Also, Support Staff should present at EIRC meetings.

The next CPC meeting will be held on March 13, 2020 at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102. All are encouraged to attend.

Dr. Johnson asked for a motion to approve the CPC report. Elizabeth Kocot motion to approve. Mario Portilla seconded the motion. All members agreed. No oppositions or abstentions. Support Staff reminded the Planning Council that the Integrated HIV Prevention and Care Plan needs approval. Dr. Johnson asked for a motion to approve the Integrated HIV Prevention and Care Plan. Clark motioned to approve. Adams-Jarrells seconded the motion. All members agreed. None opposed or abstained.

- **REC: Ann Bagchi, Ph.D.** – Dr. Ann Bagchi provided the REC report. The Last REC meeting was held on February 10<sup>th</sup> and the following occurred:
  - Quorum was established and the January meeting summary was approved.
  - The REC finalized the 2020 Needs Assessment tools. Sharon Postel and PC Support Staff will gather consumer input for the Needs Assessment at the CIA meeting on February 26<sup>th</sup>.
  - The REC finalized the review of the Ryan White consumer survey that PC Support Staff put together asking how to better inform people about the Planning Council.
  - The REC updated and approved the OPPs.

The next REC meeting will be held on March 16, 2020 at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102. All are encouraged to attend.

Dr. Johnson asked for a motion to approve the REC Report. All members agreed. None opposed or abstained.

- **CIA/CC: Warren Poole** – Warren Poole provided the report. The last CIA meeting was held on January 22<sup>nd</sup> and the following occurred:
  - The CIA meeting was on HIV and decriminalization. Attendees were interested in getting to know more on how to apply for scholarship for the next AIDS WATCH in Washington D.C. Those interested will have to apply by October or November.
  - The next meeting will focus on Housing on February 26<sup>th</sup> to provide more information about housing resources. The CIA Chair encouraged all attendees to inform all their clients about the event specially .

The next CIA meeting will be held on February 26, 2020 at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102. All are encouraged to attend.

Dr. Johnson asked for a motion to approve the CIA Report. Clark motioned to approve. Toler seconded the motion. All members agreed. None opposed or abstained.

## 7. State & National Updates

- **Report from the NJ HIV Planning Group (01.16.20)** – PC Support Staff sent the full report via email and hard copies are included in the member packets. Therefore, PC Support Staff will provide some highlights.
  - NJ's Harm-reduction expansion is underway with CDC funding supporting social media awareness campaigns on harm-reduction. One of the main barriers has been that NJ requires an ordinance to be adopted before allowing harm reduction sites to open within state municipalities. New Legislation will be introduced this or next week to remove this requirement.
  - There was an announcement on the Union EIRC Meeting that Descovy has FDA approval for PrEP and that Truvada will go generic by the end of this year. Also, HHS recommended the use of Biktarvy for early initiation treatment
  - At the NJ HIV/AIDS Issues Committee Meeting, Gilead's Status Neutral campaign – healthy sexual – help stop the virus, and additional materials to address HIV stigma are available per request.
- **Report from the Governor's Advisory Council (01.23.20)** – There was no meeting.
- **Report from the NJ Department of Health** – Support Staff mentioned that NJDOH is still dealing with the impact of Staff, therefore a representative to join Planning Council meetings has not yet been assigned.

## 8. Planning Council Administrative Issues

- **Report from Executive Committee** – Dr. Johnson provided the following Report:
  - The composition of the Planning Council must reflect the population of individuals Living with HIV/AIDS in the Newark EMA. This outlines how many members are needed according to race, ethnicity, gender, age, and HIV status. Support Staff prepared a grid with the Planning Council reflectiveness, showing some deficiencies, particularly of youth. Provider agencies should be contacted to identify candidates. Support Staff will provide a list with the number of people needed in each category. Dr. Johnson asked all members to identify possible candidates to be referred to Support Staff. Another deficiency are the Non-aligned members which are HIV positive individuals who are not employed by a Ryan White agency.
- **Report from Treasurer** – Dr. Johnson stated that the Planning Council has to approve the Planning Council Budget modification. Moore provided the Treasurer's report. We received an additional award in the amount of \$22,416. This is a total of \$258,416 for the fiscal year 2019-20. This is reflected in the budget modification which you are asked to review and approve. Eleven (11) months (91%) into the fiscal year we have spent approximately 91% of the contractual amount. Six budget lines are over expended. A number of other lines will be in the red if expenses are consistent with past spending and the expenses not included in the original budget are paid. These expenses will be covered by the additional award which we have received.

Pat Moore asked Planning Council members to review the budget modification and to ask questions if any. Clark asked to explain the Electric line. Moore explained that the Planning Council pays for a portion of the electricity bill of United Way of Greater Union County office. Moore moved to accept the budget modification as presented. Clark seconded the motion. All members agreed. None opposed or abstained.

- **Report from PC Support Staff**

PC Support Staff mentioned that the FY 2019 will be closing at the end of the month and United Way of Greater Union County is expecting the notice of award to start in March. In the meantime, United Way has contracted the Consultant to provide services for the phase 1 of the 2020 Needs Assessment and will be making the payment before the end of the month. United Way of Greater Union County released an RFP for the Update of the Assessment of the Administrative Mechanism which is due on March 4<sup>th</sup>.

Dr. Johnson had to leave early, so he asked Moore to run the remainder of the meeting

## 9. Old/New Business

- **Food Stamps Eligibility/ Public Charge Rule Updates** – Debbie Morgan provided the updates. The Trump administration proposed two recommendations for the Food Stamp Manual. The first recommendation is to have a work requirement for individuals who receive Food Stamps. Previously, there was a work requirement to receive cash assistance unless the person was exempt from it, but there was no such requirement for Food Stamps. The other recommendation is to lower income guidelines that make individuals qualify for food stamps. These two proposals are not in effect yet and the effective date is not yet known.

The Public Charge Rule will go into effect on February 24<sup>th</sup>. This rule does not apply to U.S. citizens receiving any type of benefits. This rule applies to Individuals who are doing their initial entry in the United States, permanent residents who left the country for 6 months or more upon return would be subject to the rule and individuals who are applying for legal permanent residency. Any individual who is receiving any means-tested benefits of more than a year in a 3-year period will be subject to this rule. Also, each benefit counts as a month of benefits. Therefore, if a person is receiving cash assistance and food stamp during the same month, that counts as 2 months of benefits in one year. An officer will determine if the person is subject to the rule not a judge. This rule was discussed as procedural and not substance and will be implemented in terms of procedural. The procedural refers to whether the government can implement the rule while substance refers to whether the rule is a good rule and supported by the law. Those who receive cash assistance, housing assistance, food stamp, Medicare, Welfare, TANF will be subject to the rule. Emergency Medicare, disaster relief, domestic violence victims, asylees, health insurance for children under 21, tax credits, school breakfast and lunch, military benefits, Pell Grants and student loans, transportation vouchers, and HOPWA benefits are not subject to the rule.

Agencies dealing with immigration issues such as the International Rescue Service in Union County, Legal Services of New Jersey in Edison, and the American Friends Service are providing services for clients. Dumago added that several patients in his agency no longer wish to receive services following the recommendation of their lawyers and feeling afraid for the impact of this rule. Morgan clarified that Ryan White services were not specifically listed as services subject to this rule.

- **Member Orientation Presentation** – Support Staff provided a Planning Council Orientation and including a brief overview of Robert Rules of Order used for all Council meetings.

## 10. Announcements

There were no announcements

**11. Next Meeting**

The next Planning Council meeting will be held on March 18, 2020 at 1:30PM at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

**12. Adjournment**

Moore asked for a motion to adjourn the meeting. Morales motioned to adjourn. Portilla second the motion. All members agreed. The meeting was adjourned at 2:43 PM