



Planning Council MEETING SUMMARY

Wednesday, May 20, 2020 1:30 – 3:00PM

<https://www.gotomeet.me/UWGUC/nemaplanningcouncil>

You can also dial in using your phone: (571) 317-3122 / Access Code: 620-819-925

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

Guests: Gary Cousar, Jason Kondrik, Alison Modica

PC Support Staff: Tania Guaman

1. Welcome & Moment of Silence

Dr. Johnson welcomed all attendees and called the meeting to order at 1:30 PM. A moment of silence was observed for those affected, for those who have passed, and for those living with HIV/AIDS and for those affected by and those who have passed due to COVID-19, especially for Deloris Dockrey.

2. Roll Call

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

3. Public Testimony

None at this time.

4. Approval of the Meeting Summary from April 15, 2020

At the previous meeting, the February meeting summary was approved as presented. The edits were made, and the final summary was posted on the NEMA website.

The April 15th meeting summary was reviewed. The summary was approved as presented.

5. Report from the Recipient

Ketlen Alsbrook provided the Recipient report:

- The final award for FY2020 was received yesterday.
- For the COVID-19 Fund Allocations, all NEMA programs have been contacted to find out about what expenses and projects will be implemented in response to COVID-19. These allocations will be done on Tuesday.
- All Ending The Epidemic Allocations will also be completed on Tuesday.

6. Standing Committee Updates

- **COC: Mario Portilla** - Portilla provided the report. The Last COC meeting was held virtually on May 14, 2020 and the following occurred:
 - o Quorum was established and April meeting summary was approved with edits.
 - o The COC review of the Newark EMA Service Standard with a focus on the COC role and provided recommendation by the Planning Council.
 - o The Outpatient/ Ambulatory Health Services Standard was reviewed and updated by the subcommittee comprised of Dr. Figueroa and Warren Talley. The COC reviewed and approved the Outpatient Ambulatory Health Service Standard with edits. Anyone can contact Support Staff with comments about the Outpatient Service Standards.
 - o The Medical Case Management Standard was ready for review but due to time constraints it will be reviewed at the next meeting.

The next COC meeting will be held on June 11, 2020 via GoToMeeting.

Dr. Johnson stated that the Outpatient/Ambulatory Health Services are being introduced to the Planning Council for review and approval at the next meeting.

- **CPC: Joann McEniry** – McEniry provided the report. The Last CPC meeting was held on May 8, 2020 via the GoToMeeting platform and the following occurred:
 - o The CPC reviewed and approved the Workplan Calendar
 - o The CPC prepared for Priority Setting and Resource Allocation (PSRA) Process and received multiple presentations such as the H4C Update, the overview of the PSRA, the Ryan White Part A Core Service Model, CIA Consumer feedback from Planning Council Support Staff with information gathered throughout the year. After each presentation, the CPC identified data consideration for the PSRA. The CPC also reviewed the HRSA Service Categories definitions and noted there was no change in the definitions.
 - o A discussion about the Core Service Waiver was held which was approved for the last 2 year and there will be a discussion with the Recipient office to plan for the Core Service Waiver application year.
 - o There was a discussion regarding the model that depicts the services provision in the NEMA. It was recommended that an ad-hoc committee review the model and make recommendations for the modernization of the model to reflect what the NEMA is doing.
 - o All Committee Chairs received a question from the CPC to provide input for the PSRA.
- The next CPC meeting will be held on June 12, 2020 at 9:30AM via GoToMeeting. All are encouraged to attend.

- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi provided the REC report. The Last REC meeting was held on May 18, 2020 and the following occurred:
 - o The REC will have the first draft of the Needs Assessment at the next meeting.
 - o The REC discussed the tool and methodology for the 2020 Assessment of the Administrative Mechanism. The tool used last year will be used again but the effect on COVID-19 on the Administration of funds will be reviewed.
 - o There was input for the Funding Stream Analysis to develop a new format for the report. Support Staff is currently working on the new format.
 - o The Integrated Prevention Care Plan was discussed, in particular, the tool/template used to collect data on a case study. The recommendation from the committee was to update this survey based on feedback received.

The next REC meeting will be held on June 15, 2020 via GoToMeeting.

- **CIA/CC: Warren Poole** – Support Staff provided the report. The Last CIA meeting was held on May 13, 2020
On May 13, Support Staff started capturing the impact and challenges that PLWHA are facing due to COVID-19 and the following was gathered:
 - o Individuals do not feel a connection with virtual communication and miss the in-person communication.
 - o Individuals reported having financial concerns. Some reported that their check has not arrived. Information about the stimulus check was sent to consumers including the website where they can track their stimulus check.
 - o Housing concerns were also mentioned including the fear of eviction. Information about the Governor’s Rule on the no eviction policy during the COVID-19 was shared to dissipate fears. Frequently asked questions regarding housing rights during COVID-19 for tenants and homeowners was shared with attendees.
 - o Legal Services Information from Central Jersey Legal Services was sent to the CIA.
 - o Extra cost due to the purchase of gloves and mask was a concern for consumers. Support Staff referred them to their Medical Case Managers to discuss options.

The next CIA meeting will be held on May 27, 2020 via GoToMeeting.

PC Members added that evictions will take place 90 days after the governor lifts the State of Emergency order. Then, Dr. Johnson asked for a motion to approve all Committee reports. The Committee reports were approved unanimously.

7. State & National Updates - *No meetings have been held due to COVID-19.*

- **Report from the NJ HIV Planning Group (n/a)**
- **Report from the Governor’s Advisory Council (n/a)**
Dr. Johnson mentioned that due to COVID-19 the NJ HIV Planning Group and the Governor’s Advisory Council have not had a meeting.
- **Report from the NJ Department of Health** – A representative from the NJ Department of Health, Luis Delgadillo, was present and provided state updates. Delgadillo introduced himself to the Planning Council and mentioned that he will continue to attend the Planning Council meetings. Delgadillo shared that the State is working with contact tracers for COVID-19.

8. Planning Council Administrative Issues

- **Report from Executive Committee** – Dr. Johnson stated that there were no outstanding items during the Executive Committee Meeting to report.
- **Report from Treasurer** – Dr. Johnson stated that Ms. Moore was not present at the meeting and there was no Treasurer's report provided.
- **Report from PC Support Staff** – There were no outstanding items to discuss.

9. Old/New Business

- **Public Charge Rule** – Debbie Morgan provided an update about the Public Charge Rule. Morgan explained that the Rule is still in effect despite of the COVID-19 pandemic
- **Housing Issues:** Morgan stated that several clients claim that they cannot pay their rent. However, she recommends that for those who can, that they continue to pay rent. And for those who cannot afford rent should submit a request to their landlords using a letter to use their security deposit. Morgan shares that there have been instances where clients have not paid 5 or 6 months of rent and they cannot be evicted at this time. However, once the emergency is lifted off, evictions will be able to move forward.
- The Recipient reported that the COVID-19 Fund (\$544,000) serves as emergency relief and the process for next year is unknown at this time. However, the funding runs from January 2020 until April 31, 2021 and additional guidance will be given later in the year. The recipient asked sub-recipients to submit expense reports for the re-structuring of their programs in response to COVID-19, even if the expenses are tentative. If the organization is planning on creating internet spaces in their organization, those conversations should be held with their program monitors too. There is no guidance on amount limits an agency can receive at this time. However, once the recipient receives all agencies requests, the recipient will make assessments.

10. Announcements

- Dr. Johnson noted that the next PC meeting will be on June 17, right at the time when the governor's executive order to stay at home will expire. However, Dr. Johnson mentioned that the stay at home measure will be replaced with the social distancing and congregations of people abiding by the 6-foot distance rule. There is no place where the Planning Council could have the meeting and abide by the social distancing rule. Therefore, Dr. Johnson suggests that meetings continue to be held to ensure the safety of all members until further consideration.
- Warren Poole commented that the CIA will meet on the 27th at 5PM via GoToMeeting.
- Kendall Clark noted that several HIV/AIDS service organizations are sending Ryan White clients to St. James to receive food. Even with agencies who do not have CHAMP, St. James still serves their clients because of the way St. James is documenting the status. Food is provided on Tuesday and Friday from 1PM until 3PM. The line is starting to cross 2 blocks, but they are abiding with the 6-foot social distance rule.
- Debbie Morgan clarified that COVID-19 testing does not count towards the Public Charge Rule so even individuals without a legal status could get tested.

11. Next Meeting

The next Planning Council meeting will be held on Wednesday June 17, 2020 at 1:30PM via GoToMeeting.

12. Adjournment

The meeting was adjourned at 2:16 PM.