

# Continuum of Care Committee

## MEETING SUMMARY

Thursday, May 14, 2020, 10AM - 12PM  
<https://www.gotomeet.me/UWGUC/cocmeeting>  
 (571) 317-3122 / Access Code: 700-706-061

Present	Excused Absences	Unexcused Absences
1. Ann Bagchi, Ph.D. (Secretary) 2. Cezar Dumago 3. Wanda Figueroa, MD 4. Maisel Guzman 5. Vieshia Morales 6. Aliya Onque (Non-Voting) 7. Dominga Padilla, MD 8. Mario Portilla 9. Nancy Scangarello 10. Warren Talley	11. Pat Moore	12. Kendall Clark 13. Lauro Rocha

**Guests:**

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

**1. Welcome and Moment of Silence**

Mario Portilla (COC Chair) called the COC meeting to order at 10:05AM. Portilla welcomed all in attendance and called for a moment of silence to be observed for all those living with, those who have passed and those affected by HIV/AIDS.

**2. Roll Call**

Dr. Bagchi (Secretary) conducted the roll call. Quorum was established during the meeting.

**3. Public Testimony**

There was no public testimony at this meeting.

**4. Approval of Meeting Summary from April 9, 2020**

At the last COC meeting, the meeting summary was approved with amendments. These corrections were made by Support Staff and are reflected on the December meeting summary.

Portilla called a motion to approve the April meeting summary as presented. Morales motioned to approve. Dumago second the motion. There were no oppositions or abstentions. The meeting summary was approved as presented.

**5. Standing Committee Updates**

- CPC – Tania Guaman (Support Staff) provided the CPC report. The following occurred at the April CPC meeting:
  - The committee reviewed the priority setting and resource allocation process. The committee noted that HRSA has not changed last years' service-category definitions. Therefore, the committee approved these definitions for FY2021.
  - The committee reviewed the Ryan White Core Service Model. The committee recommended that a subcommittee be created to update the service model. For FY 2021, the committee voted on the existing graphic to be used under the name of “Services”.
  - The committee also recommended a written process be created for priority setting and resource allocation. Support Staff will start a draft and submit to the committee for review.
  - The CPC will request feedback via email from other committees on how to improve the PSRA process.

The next CPC meeting will be held on Friday, June 12 via GoToMeeting.

- REC – Dr. Bagchi provided the REC report. The following occurred at the April REC meeting:
  - The work of the Needs Assessment continues to move forward.
  - The committee reviewed the workplan calendar which was also approved.
  - The Assessment of the Administrative Mechanism Tool was reviewed and updated for FY20.
  - The committee also had communications via email to provide input on the 2019 Funding Stream Analysis and has made recommendations for improvement.

The next REC meeting will be held on Monday, May 18, 2020 via GoToMeeting.

- CIA/CC – Support Staff provided the CIA report. The following occurred at the April CIA meeting:
  - CIA/CC members requested to meet every two weeks, which has started to happen.
  - In addition to the April 22 meeting, a second meeting was held on May 13. CIA participants shared that they did not like virtual communications, as human contact makes them feel cared for. Consumers added that they felt worried about their finances, especially since some of them did not receive stimulus checks.
  - Members feared evictions too. Support Staff provided a FAQs document about tenant and homeowner rights and mentioned the Governor’s amnesty rule for evictions during the COVID-19 crisis.
  - Consumers also brought up concerns about the costs associated with masks and gloves, which are sometimes required in some grocery stores in Newark.

The next CIA meeting will be held on Wednesday, May 27, 2020 from 5:00 to 7:00PM via GoToMeeting.

## 6. Old Business

*Service Standards Update* – Support Staff made a presentation to the committee with an overview about service standards, the reformatting process of service standards, and the tools for collaboration as the committee works together to move this forward.

During the presentation, the Recipient’s office informed members that they use the National Monitoring Standards, which include performance measures and sub-recipient responsibilities. The Recipient’s uses this guidance, as well as HRSA PCN 16-02 definitions to develop annual RFPs. The Recipient also includes limitations for all service categories that have specific funding limitations. All this information is reviewed and updated accordingly before the release of RFPs, based on anything that

has changed during the funding year, or those made in collaboration with the Planning Council for any specific processes.

When the Recipient had a technical assistance site visit, HRSA recommended that the Newark EMA service Standards develop a process to review service standards annually based and update those with PCN changes. HRSA also recommended that service standards be reviewed even if no changes had occurred. Additional instructions were provided to restructure the components that were universal and standards that were specific to each service category. Both the National Monitoring Standard should be reviewed and matched with the Recipient's Office. This should encompass the expectations of sub-recipients since the annual Recipient site visit tool is in part designed based, in part, on the service standards. The Recipient will share the Sub-recipient monitoring tool with the committee for reference.

**7. New Business**

Reformat & Update the Outpatient/Ambulatory Health Service Standard – The Committee reviewed subcommittee editing recommendations. The committee also modified the standard to match the expectations for the medical provider only, while all other providers involved can follow the Universal Service Standards.

Morales made a motion to approve the Outpatient/Ambulatory Health Service Standard with today's edits. Dumago second. There were no abstentions or oppositions. The Service Standard was approved with edits.

Reformat & Update the Medical Case Management Service Standard – This item was tabled for the next COC meeting.

**8. Administrative Issues— PC Support Staff**

None

**9. Announcements**

None

**10. Next Meeting**

The next COC meeting will be held on Thursday, June 11, 2020 at 10 AM via GoToMeeting.

**11. Adjournment**

Before adjourning the meeting, Portilla acknowledged the loss of Deloris Dockery, as well as other individuals due to COVID-19. The meeting was adjourned at 12:09PM.