

Research & Evaluation Committee

MEETING SUMMARY

Monday, May 18, 2020, 10AM-12PM

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

You can also dial in using your phone: (872) 240-3311 / Access Code: 734-124-14

PRESENT	EXCUSED	UNEXCUSED
<ol style="list-style-type: none"> 1. Ann Bagchi, Ph.D. (Chair) 2. Summer Brown (Secretary) 3. Natalie Brown 4. Kasny Damas 5. Corey DeStefano (Vice-Chair) 6. Karen Ehiri (Non-Voting) 7. Warren Poole 8. Sharon Postel (Consultant Non-Voting) 9. Providencia Rodriguez 10. Travis Love 	<ol style="list-style-type: none"> 11. Debbie Mohammed 12. Patricia Moore 	

Guests: N/A

PC Support Staff: Tania Guaman

1. Welcome and Moment of Silence

Dr. Bagchi called this meeting to order at 10:04 AM. A moment of silence was observed for all those living with, those who are affected by, and those who have passed from HIV/AIDS, as well as for those affected by COVID-19. Dr. Bagchi also asked committee members to remember and say a few words for Deloris Dockery, a well-known advocate, mentor, and leader in the field and prior chair of the REC.

2. Roll Call

Guaman conducted the roll call. Quorum was established later during the meeting.

3. Public Testimony

There was no public testimony at this meeting.

4. Review Action Steps

1. *Continue data review and analysis for 2020 NA* – Postel will provide a report later in the agenda.
2. *Monitor and follow up on survey responses* – Support Staff followed up with agencies via email and over the phone, particularly the four that were recommended by the committee. With the ongoing follow up, 22 out of 32 agencies responded.
3. *Review the Funding Stream Analysis and send any comments* – committee members provided some comments to Support Staff via email.

4. *Review and update the Administrative Mechanism Evaluation Tool* – This item will be discussed later in the meeting.

*PENDING ITEMS: Meeting summary from 2/26/20 and REC Workplan - these items were approved at the April REC meeting. After the meeting, Support Staff realized that quorum was not established, so the summary and workplan need voting today. Dr. Bagchi asked for a motion to approve the meeting summary and the workplan. Brown motioned to approve. Rodriguez seconded. There were no abstentions or oppositions.

5. **Approval of the Meeting Summaries from April 20, 2020**

The February meeting summary was approved as presented.

Committee members received the April meeting summary via email in advance for review. Dr. Bagchi asked for a motion to approve the summary as presented. Brown recommended an edit to her last name from Brown-Muhammad to only Brown. Brown made a motion to approve. Poole seconded. There were no oppositions.

6. **Updates from other Committees**

- **COC** – Support Staff reported the following about the May COC meeting:
 - Support Staff provide a presentation on Service Standards, and the changes happening in the reformatting process of standards.
 - The committee assigned subcommittees to take a first review of Service Standards and help guide the discussion during the full COC meeting.
 - The committee also reviewed and approved the Outpatient/Ambulatory Health Service Standard, which will be introduced at the Planning Council meeting this month.
 - The committee is using Google Drive as a collaborative editing tool.The next COC meeting will be held on Thursday, June 11, 2020 via GoToMeeting.

- **CPC** – Support Staff reported the following for the May CPC report:
 - The committee reviewed the CPC workplan for this year.
 - Support Staff provided an overview of the priority setting and resource allocation (PSRA) process.
 - The Newark EMA Core Service Model was reviewed, and all agreed that this model needs updating. To do so, a subcommittee will be created. In the meantime, the existing graphic will be used for FY2021 PSRA titled “services”.
 - The committee discussed the Core Service Waiver, which allows allocations to occur outside of the 75/25 requirement. Last year’s HRSA service category definitions were reviewed and noted that no changes occurred for this year.
 - The committee also received two presentations for consideration for PSRA: 1) HIV Cross-Part Care Continuum Collaborative and its progress on HIV care and viral load suppression, and 2) a one-year cumulative presentation of consumer feedback.
 - The committee will request other committees’ input and recommendations to improve the PSRA process via email.

The next CPC meeting will be held on Friday, June 12, 2020 via GoToMeeting.

- **CIA/CC** – Support Staff reported the following for the May CIA report.
 - The CIA meets every two weeks as requested by consumers. On May 13, members received resources. Support Staff also asked about what challenges consumers are having during this crisis. Consumers were worried about budget limitations, housing, legal assistance, and the additional expense of personal protective equipment (PPE).
The next CIA meeting will be held on Wednesday, May 27, 2020 at 5:00PM via GoToMeeting.

7. Old Business

- *Needs Assessment Progress* - Postel reported that 22 out of 32 provider survey responses were received. The survey focused on the needs of consumers. Postel also provided a preliminary summary of findings from survey responses. The Needs Assessment document will be completed by May and sent out to the REC via email for review before presenting to the CPC.
- *Update Tool and methodology for the 2020 Assessment of Administrative Mechanism* - Postel recommends that additional questions be added to the tool to help assess the impact of COVID-19 in the Recipient's contracting and payment process. Postel will also ensure that questions address the Recipient's process for contracting with the release of the new funding. Next month, the tool should be finalized for the committee.
- *Discuss new format of the 2020 Funding Stream Analysis* - Support Staff collected feedback from committee members and would like to discuss the recommendations further. Based on this feedback Staff presented an initial draft of the new funding stream report. Postel recommended that Staff use the resource inventory as a guide on funding sources that should be included in the report; Medicaid funding should not be included.

8. New Business

- *2017-2021 Integrated HIV Prevention and Care Plan - Review and amend, if necessary, the tools/templates for case studies* - The update of the integrated plan required that the REC review CHAMP data to identify populations not meeting NEMA goals, then conduct case studies. Based on email conversations, the Recipient recommended that instead of looking at data again, the populations not meeting the goals from the Integrated Plan be considered. The REC will only be responsible for reviewing and updating the data collection tool, which will then go to MCMs to conduct case studies. The consumer Health Survey Tool was reviewed by the committee. Dr. Bagchi asked for a motion to approve the survey tool. Damas motioned to approve. Brown seconded. There were no oppositions or abstentions.

9. Administrative Issues

The Needs Assessment and the Epidemiological Profile contract was executed. The Assessment of the Administrative Mechanism contract will be implemented after Executive Committee approval of the scope of work in the proposal that was received.

10. Announcements

Poole announced that the CIA meets twice per month. The next meeting is scheduled for Wednesday, May 27.

Rodriguez announced that CURA's in-patient substance abuse program has beds available. Candidates can be referred to Rodriguez.

Poole requested information for a consumer who is homeless. Brown recommended that the homeless person contact the Homeless Hotline at 877-746-5211 or just 2-1-1.

11. Next Meeting

The next REC meeting will be held on Monday, June 15 at 10 AM via GoToMeeting.

12. Adjournment

Dr. Bagchi asked for a motion to adjourn the meeting. Rodriguez motioned to adjourn. Poole second. No oppositions or abstentions. The meeting was adjourned at 11:02AM.