



Executive Committee MEETING SUMMARY

Wednesday, February 19, 2020, 1:00-1:30PM
Willing Heart Community Center
555 Martin Luther King Blvd. Newark, NJ 07102

Present	Excused Absences	Unexcused Absences
1. Ketlen Alsbrook (Recipient) 2. Ann Bagchi, Ph.D. 3. Cezar Dumago (Secretary) 4. Robert L. Johnson, MD (Chair) 5. Patricia Moore (Treasurer) 6. Aliya Onque (Non-Voting) 7. Warren Poole 8. Mario Portilla 9. Sharon Postel (Non-Voting)	10. Joann McEniry (Co-Chair)	

Guests: James Horne (UWGUC)
PC Support Staff: Tania Guaman, Vicky Saguy

1. Welcome & Moment of Silence

Dr. Johnson welcomed all in attendance and called the meeting to order at 12:59 PM. A moment of silence was observed for all those living with, those who have passed, and those affected by HIV/AIDS.

2. Roll Call

PC Support Staff conducted the roll call. Quorum was established later during the meeting.

3. Approval of Meeting Summary from January 15, 2020

The December 18th meeting summary was approved last month as presented.

The committee reviewed the January 15th meeting summary and no amendments were recommended. Dr. Johnson asked for a motion to approve the meeting summary as presented. Dr. Bagchi motioned to approve. Portilla seconded the motion. No abstentions or oppositions.

4. Report from the Recipient

Ketlen Alsbrook (Recipient) provided the following report:

- The City of Newark passed a resolution to accept the projected HRSA partial award received by the Recipient which was adopted on February 5th. HRSA sent a letter advising that the partial awards will be approximately 31% of formula funding and 20% of MAI funding. The total partial award was \$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. The partial award covers the first 6 months prioritizing the allocation of funds into care and treatment.

- The Recipient sent award letters with partial budget recommendations for each subrecipient. Staff from the Recipient's office will follow up on required documents to begin the contracting process.
- The Recipient is in the process of closing out FY'2019. Subrecipients are required to submit final reports by March 31st. The Recipient has completed 28 site visits to date, with 5 site visits pending before the end of the grant year.
- A HRSA site visit is tentatively scheduled the week of August 24th – the week after the Recipient meeting in the middle of August.
- The Ryan White Service Report is due on March 30th. Subrecipients have until March 2nd to complete their part of the report.
- The Recipient may have the final Sweeps report by the next meeting.

5. Standing Committee Updates

- **COC: Mario Portilla** – Mario Portilla provided the COC report. The Last COC meeting was held on February 13th at the Willing Heart Community Center. The following occurred at the meeting:
 - o The committee approved the Newly Formatted Housing Service Standards and the Universal Service Standards. These Standards will be introduced to the Council later this month.
 - o The COC updated the definitions to reflect the recent changes in HRSA Policy Clarification Notice 16-02 of 9 Service 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). These Standards will also be presented to the Planning Council. PC Support Staff mentioned that Medical Transportation, Early Intervention, and Mental Health are also pending Planning Council approval. These 12 Service Standards will be presented to the Planning Council and will be voted on so that these standards could be uploaded to the NEMA Website.
Dr. Johnson clarified that the changes made on these service standards were reviewed by the Executive committee and are not substantial changes since the definitions cannot be modified.
- **CPC: Joann McEniry** – PC Support Staff provided the CPC report. The Last CPC meeting was held on February 14th at the Willing Heart Community Center. The following occurred at the meeting:
 - o The target populations of the Integrated HIV Prevention and Care Plan were updated. Some language was changed for consistency throughout the document. The Integrated Prevention and Care Plan was introduced at the last Planning Council meeting and will be voted by the Planning Council at this meeting.
- **REC: Ann Bagchi, Ph.D.** – Dr. Ann Bagchi provided the REC report. The last REC meeting was held on February 10th at the Willing Heart Community Center. The following occurred at the meeting:
 - o The REC finalized the methods and questions for the 2020 Needs Assessment
 - o The REC updated and approved the committee OPPs
 - o REC Workplan for FY2020 was updated
- **CIA/CC: Warren Poole** – Warren Poole will provide the full CIA/CC report at the full Planning Council meeting.

6. Treasurer's Report

Pat Moore (Treasurer) 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 the Executive Committee is 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.

Dr. Johnson stated that if the Planning Council does not have quorum, the executive committee will have to meet after the meeting to approve the service standards, Integrated HIV Prevention and Care Plan and the budget modification.

7. State & National Updates

- Report from the NJ HIV Planning Group (01.16.20) – PC Support will provide the NJHPG Report at the full Planning Council meeting.
- Report from the Governor's Advisory Council (01.23.20) – Dr. Johnson mentioned that the Governor's Advisory Council did not have a meeting.

8. Old/New Business

- NEMA PC Calendar of Activities – PC Support Staff mentioned that feedback was received from Postel to clarify two items. Postel recommends that the RFP for the Needs Assessment not be issued until the research questions and methods are identified. Therefore, the REC will have to draft the research questions and methods between November and December. The other recommendation is to start the annual update of the Integrated HIV Prevention and Care Plan in September. Also, according to the HRSA Project Officer, there will be guidance during summer on the requirements for the development of a new 5-year Integrated HIV Prevention and Care Plan. Postel added that the *Coordination with other federal HIV programs*, only has Support Staff involvement but no committee– so Support Staff posed the question of whether a committee should be added. Dr. Johnson recommended that Support Staff write a description on what those items are and the what the member involvement would be to ask Planning Council members if they would like to participate.
- Planning Council website – PC Support Staff made the changes recommended by the Recipient's office. PC Support Staff sent the link to the website to the Executive Committee in advance and now requests a final vote for the website release. Dr. Johnson explained that the website does not need additional approval from the Committee or council as long as the information on the website reflects the actions of the council and any information from HRSA and the Recipient.
- PC Member Reflectiveness – Support Staff provided a reflectiveness report to the Executive Committee – a comparison of the PC body required to reflect the HIV epidemic in the Newark EMA and at least 33% representation of non-aligned consumers. The deficiencies noted were - Hispanic men and women providers, Hispanic men and women non-aligned consumers, and only 23% of the overall body are non-aligned consumers but we need 33%. Support Staff also noted the recommendation from the last Comprehensive Planning Committee where Staff was asked to work with the Recipient to send out an email strongly encouraging agencies to participate and/or get involved with the Planning Council.

- PC Support Staff provided a list of Planning Council members, noting that two membership applications from providers are outstanding. Staff then asked for guidance on how to proceed. The Committee noted that at least 4 non-aligned consumers are needed to have the required 33% representation.
 - o Support Staff will connect with the Recipient to identify possible candidates for the Planning Council and to ask for recommendations.
 - o Dr. Johnson referred Staff to the PC By-Laws which state the procedure on poor attendance - a letter from the Council Chair to the Mayor recommending him to remove members with poor attendance.

Alsbrook (Recipient) added that the budget should have funds for transportation and food to possibly increase Planning Council attendance. The Recipient added that NJHPG provides food at meetings and that the Planning Council could do the same as an incentive for people to attend meetings. Moore added that in the past people ate then left the meeting afterwards. Moore also mentioned that there are not enough funds for food or transportation. Alsbrook suggested that Planning Council offer food at meetings to possibly increase consumer attendance. Dr. Bagchi also recommended to have more online meeting capabilities as a low-cost suggestion. Moore stated that in the past HOPE House would bring consumers from Morris County to Planning Council meetings, and she recommends that a similar approach should be considered. Alsbrook stated that the recipient could consider agencies that are able to provide transportation services for consumers to attend Planning Council meetings. Poole added that the transportation is a bigger issue than having food at the meetings.

9. Administrative Issues

Contracting for NEMA Deliverables (NA & AAM) – not discussed at this meeting
PC Documents (Conflict of Interest Policy, Grievance Procedures, Membership Application and By-Laws) – Support Staff asked the Committee to review these documents before posting them on the website. The committee recommends no edits so all documents will be posted as-is. Support Staff suggested that the membership application for Planning Council and subcommittees be consolidated into one - Dr. Johnson recommends that this be further discussed with the Recipient.
PC Support Staff collected the signed Conflict of Interest Policy forms.

10. Announcements

There were no announcements.

11. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, March 18, 2020 at 1:00 PM at the Willing Heart Community Center, located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

12. Adjournment

The meeting was adjourned at 1:35 PM.