



# Executive Committee MEETING SUMMARY

Wednesday July 15, 2020, 1:00-1:30PM

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

(872) 240-3212 / Access Code: 784-827-933

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. Joann McEniry (Co-Chair) 6. Mario Portilla 7. Sharon Postel (Non-Voting)	8. Patricia Moore (Treasurer) 9. Warren Poole 10. Aliya Onque (Non-Voting)	11.

**Guests:**

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

**1. Welcome & Moment of Silence**

Dr. Robert L. 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 affected by, and those who have passed from HIV/AIDS.

**2. Roll Call**

Dumago conducted the roll call. Quorum was established.

**3. Approval of Meeting Summary from June 17, 2020**

The May meeting summary was approved last month as presented.

The June 17<sup>th</sup> meeting summary was reviewed by the committee and no amendments were recommended. Dr. Johnson asked for a motion to approve the meeting summary as presented. Dr. Bagchi motioned to approve. Dumago seconded the motion. No oppositions or abstentions. The June meeting summary was approved as presented.

**4. Report from the Recipient**

Alsbrook provided the following report:

- To date, 27 FY2020 contracts have been adopted by the council and are in final execution phase. The remaining 13 contracts will go before City council by the end of the month.
- The EHE and COVID-19 funds have been allocated and this will be discussed further during today's presentation at the Planning Council meeting.
- On the final FY 2020 allocation, two service categories (Medical Nutrition Therapy and Emergency Financial Assistance) did not fall within the range recommended by the Priority Setting and Resource Allocation process. The Medical Nutrition Service Category was over allocated and the

Emergency Financial Assistance category was under allocated. The percentage allocated in Emergency Financial Assistance increased significantly from 1.5% in FY 2019 to 3% in FY2020.

- In addition, \$544,00 of COVID funds were received, of which \$115,00 was allocated to Emergency Financial Assistance. If COVID funds were not received, Emergency Financial Assistance would have met the 3% allocation.

The Executive Committee usually approves any allocation percentages that do not fall within the range following the Planning Council PSRA. McEniry moved to allow the recipient's office to stand outside of the previously allocated 2020 percentages for the categories of Emergency Financial Assistance and Medical Nutrition Therapy. Portilla seconded the motion. No oppositions or abstentions. Dr. Johnson recommended that the recipient report this approval at the full Planning Council meeting.

## 5. Standing Committee Updates

- **COC: Mario Portilla** – Mario Portilla provided the COC report. The Last COC meeting was held on July 9<sup>th</sup>. The following occurred at the meeting:
  - o Quorum was established
  - o The meeting summary from June was approved
  - o The Committee reviewed and approved the Non-Medical Case Management and Emergency Financial Assistance Service Standards.
  - o These two standards and the Medical Case management Service Standard that was approved in June will be introduced to the Planning Council this month.

The August meeting was noted as one of the most important of the year since the Planning Council must approve the Priority Setting and Resource Allocation and the Assessment of the Administrative Mechanism to submit the grant application on time.

- **CPC: Joann McEniry** – McEniry reported that the Priority Setting and Resource Allocation will be presented to the Planning Council in August, which would provide a 30-day review period before the vote in September. McEniry will provide the full report at the Planning Council meeting.
- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi will provide the full report at the Planning Council meeting.
- **CIA/CC: Warren Poole** – Support Staff mentioned that the next CIA meeting will be held on July 22<sup>nd</sup>, which will focus on resource allocation.

The Recipient's Office received an email regarding issues that Planning Council members that have using the virtual method of meetings. It was not clear if the issue was not having a laptop, access to internet or both. Support Staff shared that many consumers do not have computers at home, so they are joining meetings from their phones. Support Staff added that Poole, CIA Chair, does not have a laptop or tablet. He is using his mobile phone and mobile data to conduct the meeting. At the last CIA meeting, Poole was not able to run the meeting and Support Staff had to provide support to move the meeting along since his data was running over. Poole does not have internet access and the technology at home to run the CIA meetings.

The Recipient mentioned that the internet access is problematic since it needs to get paid monthly and recommended to consider a hotspot gadget. The recipient asked if there is going to be a request for additional funds to cover these costs (equipment and internet access). The Dr. Johnson asked if there was a site that he can go that allows him to have internet access. Support Staff mentioned that there is a library near his house.

Before making a deliberation however, Dr. Johnson recommended that Support Staff look at the possibility of using United Way's space and computers to hold meetings. McEniry noted that Poole requested to meet in person and she wonders if not having the technology / internet access was the reason. Dr. Johnson states that the Planning Council does not have the place to hold meetings while being able to comply with the 6 feet distancing governor's order. Therefore, it is not possible or safe to hold meeting in person at this time.

McEniry asked if an agency that receives COVID relief funds can cover the cost of the internet. The Recipient mentioned that the internet cost is a monthly subscription and will be more suitable under Planning Council funds with respect to his role as the CIA chair. The recipient asked that the Executive Committee should decide on how to proceed with this since it impacts the Planning Council Support Staff budget. If the committee decides to cover this cost, Support Staff must submit a request for additional funds. Support Staff will follow up to find more information about PC member technology capabilities. No other action was taken at this time.

#### **6. Treasurer's Report**

Support Staff mentioned that the United Way provided an expense report that could be shared with the committee and Planning Council. There was nothing outstanding.

#### **7. State & National Updates**

- Report from the NJ HIV Planning Group ((Meeting canceled)
- Report from the Governor's Advisory Council (Meeting canceled)

#### **8. Old/New Business**

- o ***PC Guidance during health emergencies*** – McEniry reported that the By-Laws Committee met virtually to review the By-laws. The By-Laws Committee will provide some language recommendations at the next meeting. Dr. Johnson recommended that if the Bylaws do not restrict the committee on how to hold the meetings, that it should stay as is.

#### **9. Administrative Issues**

- o **Electronic meeting evaluations** – Support Staff mentioned that two surveys were sent to executive committee for review, 1) meeting evaluation and 2) technology evaluation. One survey had a focus on technology and its use, and the other survey is about how the meetings are running. Support Staff would receive feedback on which survey is more important and if whether to combine both surveys. The committee recommended that the information needed from the survey should be clear, otherwise there should be no survey. The surveys will be on hold until further guidance from the Executive Committee. No action was taken.

#### **10. Announcements**

There were no announcements.

#### **11. Next Meeting**

The next Executive Committee Meeting will be held on Wednesday, August 19, 2020 at 1:00PM via GoToMeeting.

#### **12. Adjournment**

The meeting was adjourned at 1:28 PM.