



Planning Council MEETING SUMMARY

Wednesday, August 19, 2020 1:30 – 3:00PM

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(571) 317-3122 / Access Code: 620-819-925

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

Guests: Mr. Dexter, Karina Calabuig, Louis Delgadillo, Charla Cousar

PC Support Staff: Tania Guaman, Vicky Saguy

1. Welcome & Moment of Silence

Dr. Johnson welcomed all attendees and called the meeting to order at 1:41 PM. A moment of silence was observed for those affected, for those who have passed, and for those living with HIV/AIDS.

2. Roll Call

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

3. Public Testimony

No public testimony.

4. Approval of the Meeting Summary from June 17 and July 15, 2020

At the previous meeting, the Planning Council did not approve the June 17th meeting summary due to a lack of quorum.

The June and July meeting summaries were sent electronically in advance for Planning Council review. Dr. Johnson asked for a motion to approve both meeting summaries. Dr. Figueroa motioned to approve. Howell seconded the motion. The June 17th and July 15th meeting summaries were approved as presented. No abstentions or oppositions.

5. Report from the Recipient

Alsbrook provided the following report:

- The National Ryan White Conference was held last week from August 11 to August 14. Due to the current situation, it was a virtual conference. The conference had tracks of key issues in implement in the Ryan White program including clinical quality management, data utilization, innovative system of the models for HIV service delivery, population, and engagement and reengagement for health outcomes. There was a fiscal and grant management bootcamp track. Also, there was a track for Planning Councils called Planning and Resource Allocation Community Engagement Collaborative Partnerships. The conference also included daily plenary sessions.
- To date, 38 out of 39 (98%) FY 2020 Contracts have been adopted by the city council. 25 out of 39 contracts (65%) have been fully executed. The remaining 13 contracts (34%) are in final execution phase and are expected to get them back during the next week. There are 2 agencies which contracts need to be amended to reflect their Ending the Epidemic (EHE) award because the total amount fund issued to these agencies is greater than the contracts not to exceeded amount. The recipient will work with the council to get approval for those amendments. There is one agency that needs to address a bill before we can move forward with their contract. This contract will be presented at the council at the meeting in September.
- By August 31st, the goal is to have all budget updates to be reflected in CHAMP including Part A, MAI, and EHE.
- The COVID Declaration of Emergency has been submitted to the Department of Purchasing for execution that would be in effect from August 18th through November 17th. This would cover expenses retroactively since January 1st, 2020. After the 3 month-period, we will need to go before council to extend the emergency 3 more months to cover the remainder period of the grant cycle.
- To date, 19 out of 39 subrecipients (49%) have been paid for the first quarter. 5 agencies providers (13%) need to sign their Purchase Order (PO) at the recipient's office for the first quarter payment. 6 agencies (15%) have PO in the Office of Finance for the subrecipient to sign.
- **Ending the Epidemic Update:** The office of Infectious Disease and HIV/AIDS Policy has worked with the Office of HIV/AIDS Housing and Housing and Urban Development (HUD) to collaborate in the Ending the Epidemic Plan for America Initiative. They developed a toolkit that EHE Jurisdictions can use to collaborate and partner better with their HOPWA grantees. The city of Newark also serves as the grantee for the HOPWA program. This introduction is not for the EMA. However, this tool would be used to initiate a series of planning meeting with the HOPWA partners to maximize housing opportunities in the EMA.
- The Recipient participated in a fiscal technical assistance meeting with HRSA on July 29th. The fiscal TA was triggered by the fact that the City of Newark has been late in submitting its annual audit report. In this TA, the HRSA consultant focused on the 12 legislative mandates that restricts the usage of funds on HRSA grants and cooperative agreements for fiscal year 2020. One area of concern was the provision on using federal funds for abortion services. The recipient and subrecipients need to make sure the salary or health benefits do not cover the cost of abortion services of an individual that works under the grant. The recipient and subrecipients need to be able to demonstrate that any cost for that services is being charged and being paid out of a

different funding source. The recipient will provide more information to subrecipients on that issue including the Support Staff contract with United Way of Greater Union County.

6. Standing Committee Updates

- **COC: Mario Portilla** – Support Staff provided the report. The following was mentioned:
 - The COC did not meet in August. However, the committee introduced three service standards at the July meeting for a 30-day review period. Support Staff did not receive any feedback on these standards. The Non-Medical Case Management, Emergency Financial Assistance and the Medical Case Management will need a vote today.

Dr. Johnson restated that these three standards were presented previously and asked if any member have any question to be discussed now. No question was asked. Dr Johnson asked for a motion to approve the three service standards. Adams-Jarrells motioned to approve. Dr. Bagchi seconded the motion. There were no oppositions or abstentions. The Non-Medical Case Management, Emergency Financial Assistance and Medical Case Management service standards were approved as presented.

The next COC meeting will be held on September 10, 2020 at 10 AM via Zoom.

- **CPC: Joann McEniry** – McEniry provided the report. The Comprehensive Planning Committee (CPC) met virtually on Friday, August 7th, 2020 via GoToMeeting. At the meeting, the following occurred:
 - The committee reviewed the key consideration and justification which outlines important data considerations from the various presentations in preparation for the Priority Setting and Resource Allocation (PSRA) process.
 - The committee used the remainder of the meeting to finalize the outstanding items for the PSRA report. Specifically, MAI priorities, overall EMA priorities and allocation percentages were recommended. There were a few minor changes to service category percentages from last FY to note:
 - Outpatient Ambulatory Health Services increased from 13% to 13.15% because this category service utilization was reaching the maximum.
 - Housing funds were decreased slightly from 8.60% to 8.50% because of expenditures and other funding sources to supplement this service category.
 - EFA was decreased from 3.0% to 2.70% due to underutilization and because of other funding, specifically EHE funding will supplement these needs.
 - Food Bank/ Home-Delivered Meals funding was increased from 1% to 1.25% because this service category was under allocated, which caused an over expenditure in 2020 and there is sufficient documented need.
 - The Priority Setting and Resource allocation report was finalized and submitted to the full Planning Council for review. In order to meet HRSA deadlines, the document will need PC vote at this meeting.

The next CPC meeting will be held on Friday, September 11, 2020 at 9:30am via Zoom.

Dr. Johnson asked if the committee received any input or recommendations for the Priority Setting and Resource Allocation Report. McEniry mentioned that the committee did not receive any input. However, the recipient's office was at the meeting to ensure that the guidelines regarding the minimum and maximum expenditure are considered. Dr. Johnson restated that the Priority Setting and Resource Allocation will have to be approve at this meeting outside of the 30-day review

period. Dr Johnson asked for a motion to approve the CPC report including the Priority and Resource Allocation Report. McEniry motioned to approve. Toler and Howell seconded the motion. The Priority and Resource Allocation report and the CPC report was approved as presented.

- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi provided the REC report. The Last REC meeting was held on August 17, 2020 and the following occurred:
 - o Sharon Postel presented the final recommendations for the Needs Assessment. The Final Needs Assessment was finalized and approved by the committee.
 - o The REC is waiting on the response of the recipient for the Assessment of the Administrative Mechanism Report. There was a discussion that some of the items were delayed and this will delay the consultant's response time on the RFP. Postel has not gotten a response on the Epidemiological Profile. The Epidemiological Profile information comes from the state. The state does not have the data published yet. However, the Ryan White unit made a special request for the data and have not received a response yet. The delay might be caused because some state workers were shifted to be contact tracers, but they have returned to their regular positions. This data might be available by September because it is mandatory HIV reporting. The recipient will continue to follow up with the State partners and reach out to the program monitor to get some guidance
 - o The Funding Stream Analysis was also finalized and approved. The Planning Council does not need to be approved by the Planning Council because it is a data report.The next REC meeting will be held on September 21, 2020 via Zoom.

- **CIA/CC: Warren Poole** – Poole had some technical difficulties and Support staff provided the CIA report. The Last REC meeting was held on July 22, 2020 and the following occurred:
 - o The CIA meeting was scheduled for July 22nd but there were only 3 participants at the meeting. The meeting was rescheduled for July 24th and it had 4 participants from Essex County. The attendees recommended to increase funding for Housing, Mental Health, Emergency Financial Assistance, Medical Transportation.
 - o Support Staff and attendees faced a couple of challenges while trying to do allocations. Support Staff was showing an allocation table on the screen, but attendees were not able to see it because they were using smartphones. Support Staff took screenshot of the document and sent it to attendees via phone, but attendees were not able to see it while using GoToMeeting. The activity was not as successful as Support Staff would have liked and technology was a challenge.
 - o The lesson learned from this experience is to try to do this activity a little bit earlier because attendance has dropped during summer and try to figure out a better way for participation at this meeting.The next CIA meeting will be held on September 23, 2020 via Zoom.

Dr. Johnson asked if the issue of not being able to see the screenshot of the document had to do with GoToMeeting or something different. Support Staff mentioned that the issue was that the technology device screens are too small. Dr. Johnson recommended to do the reports verbal and not use diagrams to avoid this issue.

- 7. **State & National Updates** – *Dr. Johnson mentioned that the NJ HIV Planning Group and the Governor's Advisory Council have not been held meetings due to COVID-19.*
 - **Report from the NJ HIV Planning Group (n/a)**

- **Report from the Governor's Advisory Council (n/a)**
- **Report from the NJ Department of Health** – Delgadillo (State Representative) reported that the Department of Health is waiting to get information from the program manager in regards to the linkage to care funding going away. There will be some information in the coming days from program managers since the Department of Health is working in the budget. Delgadillo also shared that if any grantee must lay off any personnel due to COVID or other reasons to send their resume to their PMO for the Mobile Response Team opening positions that may be available.

8. Planning Council Administrative Issues

- **Report from Executive Committee** – McEniry reported that there were no issues at the Executive Committee meeting. However, the Bylaw committee is in the process of review the Bylaws and will present the review at the next meeting.
- **Report from Treasurer** – Moore provided the Treasurer's report. Since meetings have been held virtually, travel expense, meeting space costs, etc. have been reduced. Expenses through July, which is 42% of fiscal year, are \$87,228.54 which is only 36% of the budget. There is only major expense that I am aware of - the consultant fee. Projected expenses for the next 7 months, we should be able to stay within the budget for this fiscal year with a possible surplus if the current situation continues.
Dr. Johnson mentioned that the current situation will not change soon. The treasurer will meet with Juanita Vargas from United Way of Greater Union County to make a projection through the rest of the year. Dr. Johnson added that most universities that opened this school year decided to close because they realized that it was too early to open. Rutgers University decided not to open.
- **Report from PC Support Staff** - Support Staff mentioned that the meeting will transition from GoToMeeting to Zoom. Dr. Johnson asked for the reason of the transition. Support Staff stated that there have been some technical difficulties while running the meetings. Despite several attempts to resolve this issue by working with the GoToMeeting support team and United Way's technical support team, the issue was not resolved. After several internal tests with Zoom, the decision to transition from GoToMeeting to Zoom as a more reliable virtual platform.

9. Old/New Business

- No old or new business

10. Announcements

There were no announcements.

11. Next Meeting

The next Planning Council meeting will be held on September 16, 2020 at 1:30PM via Zoom.

12. Adjournment

The meeting was adjourned at 2:14 PM.