



Executive Committee MEETING SUMMARY

Wednesday, September 16, 2020, 1:00-1:30PM

Video-Conference via Zoom: <https://zoom.us/j/97522419962>

Teleconference: (929) 205 6099 / Meeting ID: 975 2241 9962

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. Sharon Postel (Non-Voting)	8. Joann McEniry (Co-Chair) 9. Warren Poole	

Guests: N/A

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 1:00 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

PC Support Staff conducted the roll call. Quorum was established later during the meeting. The recipient reported that zoom asked her to log in to start the meeting and was wondering if other members had the same issue. Two members experienced similar issues. Support Staff will remove this requirement, and noted that the Planning Council meeting will not require sign-in.

Dr. Johnson announced that Mario Portilla, COC Chair and member of the Planning Council, resigned from his position as member of the Council and COC Chair. Dr. Johnson reported that a new Chair will be appointed in this role to fill the vacancy. Council members were asked to provide recommendations for appointment via email so that a decision is made by the next meeting.

3. Approval of Meeting Summary from August 15, 2020

The July meeting summary was approved last month as presented.

The August 15th Meeting Summary was sent electronically to all members for review. Due to the lack of quorum at the beginning of the meeting and a lack of time at the end of the meeting, the meeting summary was not approved. The August meeting summary will be approved at the next meeting.

4. Report from the Recipient

Alsbrook provided the following report:

- To date, 32 out of 39 contracts are fully executed. The remaining contracts are in the final execution phase and will be completed before the end of this month.
- With regards to payments, 70% of providers have received payment through the first quarter. About 23% (eight) sub-recipients have payments that are either 1) being processed 2) have pending purchase orders to be signed or 3) have been submitted to finance. The remaining three subrecipients (7% of our total sub-recipient group) are in process to be paid pending approval of revised fiscal reports.
- The recipient received agreements from all sub-recipients who are funded for COVID Emergency Funding. These agreements along with a request to declare a state of emergency within the City will be submitted to our purchasing department tomorrow. If the emergency is declared before the end of the week, all contracts could be executed, and payments processed.
- As a requirement of COVID funding, HRSA will conduct an operational site visit on February 2021. This virtual site visit will include their participation a Planning Council meeting. The Recipient will schedule meetings in advance to prepare for the site visit, will keep the Planning Council updated with any relevant details.
- Lastly, the timeline for the 2021 RFP process was finalized, which is similar to the timeline from Fiscal Year 2019 and 2020. For those interested in learning more about this year's timeline and the expected release date for the RFP can review the 2020 Assessment of the Ryan White Part Administrative Mechanism.

5. Standing Committee Updates

- **COC: Mario Portilla** – Mario Portilla provided the COC report. The last COC meeting was held on September 10, 2020. The following occurred at the meeting:
 - o Support Staff provided a report about the guidance from our HRSA Project Officer regarding the changes in the HRSA Definitions and Program Guidance sections.
 - o HRSA provided the following feedback: service descriptions provide an overview of how the allowed service category should be provided but can be tweaked to make content relevant to the local EMA with a citation of the respective HRSA PCN. HRSA also noted that service standards are required to stay within HRSA, HHS and professional boundaries. Overall, when tweaks are made in any section of service standards, a disclosure statement should be added at the beginning of the Service Standard and including a link to the respective HRSA Policy Clarification Notice.
 - o The committee finalized the Update of the Psychosocial Support Service Standard.
 - o The committee requested that agencies/staff who provide Medical Nutrition Services review the Service Standard and provide feedback by the next COC meeting.
 The next meeting will be held on Thursday, October 8th at 10 AM via Zoom.
- **CPC: Joann McEniry** – Support Staff reported that the CPC did not hold a meeting in August. The next meeting will be held on Friday, October 9th at 9:30 AM via Zoom.
- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi will provide the complete REC Report at the full Planning Council Meeting.
 For the Executive Committee, Dr. Bagchi reported that the Assessment of the Administrative Mechanism needs to be approved at today's Planning Council meeting outside the 30-day review period. Postel added that she sent the report to Dr. Bagchi and Support Staff on Monday for review. Dr. Johnson asked Postel to provide a brief overview of the Assessment of the Administrative Mechanism for the Planning Council before approval.

- **CIA/CC: Warren Poole** – Support Staff reported that the CIA did not have a meeting in August. Support Staff also informed the committee that United Way of Greater Union County purchased a technology device to lend to the CIA Chair who will receive the device in a few days.

6. Treasurer's Report

Pat Moore (Treasurer) provided the Treasurer's report. Expenses through August (50% of the year) are \$112,182, which is 52% of the budget versus 50% of the fiscal year. We are close to being on target. Last month, I reported that we were operating well within our budget and that I would meet with United Way to determine expected expenses for the remainder of the contract. I met with James Horne and Juanita Vargas to review current and future expense. We will be within budget this year but with very little, if any, excess assuming the virtual meetings for the remainder of the year.

Expenses have occurred that were not anticipated. United Way expects to resume in-office activities as of October. Therefore, office expenses will increase. Other increases included increase in the fringe rate from 24 to 25%, the purchase of a phone for the project manager and a laptop that will be available to be loan to members who do not have internet access. The laptop will require the purchase of a hotspot, and a monthly fee. This purchase will be approximately \$1,000 so that. Little excess is expected.

7. State & National Updates

- Report from the NJ HIV Planning Group (No Meeting)
- Report from the Governor's Advisory Council (No Meeting)

Dr. Johnson reported that both Councils did not meet for the past couple of months. Support Staff added that the NJHPG will host a meeting via WebEx on Monday, September 21, 2020 at 10am. Also, Rutgers will no longer apply to the grant that Support the NJHPG. The Department of Health will take over the Administrative Support of the NJHPG.

8. Old/New Business

- Review of NEMA By-Laws:
 - o Moore, member of the By-Laws Committee, stated that a language change in the By-Laws was recommended to replace he/she by they/them. The Committee supported this change and requested that the By-laws Committee propose the new language for committee review.
 - o Moore also reported that as written, the NEMA By-Laws recognize the CIA only as an Ad-Hoc Committee, even though the CIA has been acting as a Standing Committee. Therefore, the By-laws will draft proposed language to add the CIA as a Standing Committee.
 - o The recipient requested clarification in the By-laws for the role of the Recipient in the Planning Council. Moore stated that only Alsbrook – Director of the Ryan White program can be a voting member of the Planning Council and Executive Committee. However, other recipient staff can be non-voting members.
 - o Moore added that two new sections be added in the By-Laws: Section 7.5: Virtual Meetings and Section 4.11.14: Leave of Absence.
 - o The recipient also requested that the By-laws subcommittee review the Budget Section of the By-Laws, specifically the time of budget development.
 - o Moore agreed that the committee will continue the review of the by-laws including, the recommended sections. All changes in the By-Laws will be sent to Support Staff to be sent to the Planning Council.

- Community Engagement Strategy: This item will be discussed at tomorrow's meeting.

9. Administrative Issues

- The recipient asked how the public is being notified of virtual meetings. Support Staff mentioned that the meeting dates are posted on the Newark EMA website and monthly calendars are posted on Facebook. Meeting notifications are also sent to all NEMA list serves on a monthly basis.
- Support Staff notified the Executive Committee that two Client Directories were created recently from old versions provided by the Recipient. Support Staff requested committee approval for these two resources. Dr. Johnson clarified that the Client Directory does not need Executive Committee approval and asked Support Staff to send this resource to all Newark EMA agencies.
- Support Staff asked the Executive Committee for clarification about whether there is a difference if a member asks to be excused the day of the meeting or days after the meeting. Dr. Johnson explained that excused absences are only a courtesy. Therefore, an excused absence is still an absence.
- Dr. Johnson asked members to recommend a member for appointment as the next COC Chair. Dr. Johnson restated that Committee Chairs are appointed by the Chair of the Council. Members recommended that the current COC Vice-Chair to be appointed as the new COC Chair.

10. Announcements

There were no announcements.

11. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, October 21, 2020 at 1:00 PM via Zoom

12. Adjournment

The meeting was adjourned at 1:30 PM.