



Executive Committee MEETING SUMMARY

Wednesday, October 21, 2020 at 1PM

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. Joann McEniry (Co-Chair) 5. Patricia Moore (Treasurer) 6. Vieshia Morales 7. Warren Poole 8. Sharon Postel (Non-Voting)	9. Robert L. Johnson, MD (Chair)	10. Aliya Onque (Non-Voting)

Guests:

PC Support Staff: Tania Guaman, Vicky Saguy

1. Welcome & Moment of Silence

McEniry 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

Dumago conducted the roll call. Quorum was established.

3. Approval of Meeting Summary from August 19 and September 16, 2020

The August 19th meeting summary was not approved last month due to time constraints.

The August 19th and September 16th meeting summaries were sent in advance electronically for review. McEniry asked for a motion to approve the August 19th meeting summary as presented. Poole motioned to accept. Dumago seconded. No oppositions, or abstentions.

McEniry asked for a motion to approve the September 16th meeting summary as presented. Poole motioned to accept. Dr. Bagchi seconded. No oppositions, or abstentions.

4. Report from the Recipient

Alsbrook provided the Recipient report:

- The FY 2021 application was submitted to HRSA on October 7. The total request was for \$13,185,356 with about \$1.2 million in Administrative Costs, \$596,000 for clinical quality management activities and \$10.1 million for HIV services. The Minority AIDS initiative component request was \$126,320 for Administrative costs, \$63,160 for clinical quality management activities and a little over \$1 million for HIV services.

- Yesterday, HRSA held a webinar to discuss multi-year funding for next year's NOFO to cover funds for Fiscal Year 2022, 2023 and 2024. There will be a non-competing application to cover the three-year period that will be released earlier than in previous years. In anticipation of this application, the Planning Council timeline and the process for the Priority Setting and Resource Allocation, the Needs Assessment, and the Assessment of the Administrative Mechanism needs to be modified. These critical activities must be completed no later than June or July 2021. The timeline suggestions are as follows:
 - o The Priority Setting and Resource Allocation will need to be completed for approval at the Planning Council Meeting in July 2021.
 - o The Needs Assessment needs to be completed for the presentation to the Comprehensive Planning Council meeting in June 2021.
 - o The Full Assessment of the Administrative Mechanism, which includes surveying providers needs to be completed by the July 2021 meeting.

McEniry advised committee chairs to consider these changes when updating committee workplans. Support Staff was asked to create a timeline with all the deliverables and the committee in charge of completing these tasks for review. McEniry does not anticipate any issues from the CPC on adjusting the timeline for Priority Setting and Resource Allocation.

Once additional HRSA guidance is released, the recipient expects to align the RFP process with the new HRSA timeline for multi-year subcontracting.

5. Standing Committee Updates

- o **COC: Vieshia Morales (Acting Chair)** – McEniry provided the COC report. The committee completed the review of the Psychosocial and Medical Nutrition Therapy Service Standards. These standards will be presented to the Planning Council for the first time today.
- o **CPC: Joann McEniry** – McEniry reported that the CPC review the Integrated Health and Prevention Planning document including achievements. The CPC will remove unrealistic goals due to COVID-19.
- o **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi shared the REC report. The REC voted on the Needs Assessment topic. The topic will be focused on telehealth. The REC was asked to review the tool that the EIRC is using for case studies. Dr. Bagchi reviewed the tool and found that the format and the content did not fit with reason for the case study. The demographics data could be pulled from CHAMP since the target population refers to those who do not meet the goals. Dr. Bagchi also suggested to create 4 modules for each category, viral load suppression, retention in care, prescription of ARV and linkage to care in 30 days. The recipient will review the tool and edits and make recommendations, if any.
- o **CIA/CC: Warren Poole** – Poole will provide the full CIA/CC report at the Planning Council meeting.

6. Treasurer's Report

Moore provided the Treasurer's report. Expenses through September (58% of the fiscal year) were \$128,765.53, which is 55% of the budget. We will be within budget for this fiscal year with very little extra, if any, assuming virtual meetings for the remainder of the year. We anticipate increase expenses, starting in October, as United Way resumes in-office activities. The only lines out of the budget are with

the project manager's phone and the purchase of the laptop, items which were discussed at the last Executive Committee meeting.

7. State & National Updates

- Report from the NJ HIV Planning Group
- Report from the Governor's Advisory Council

Support Staff shared that the Morris, Sussex, and Warren EIRC Committee had a meeting yesterday and held conversation about the Needs Assessment. The Morris, Sussex and Warren EIRC Committee provided recommendations for Needs Assessment and for better ways to collaborate. These recommendations will be given to the REC for consideration.

8. Old/New Business

- Review of NEMA By-Laws – McEniry asked support staff to show the amended By-Laws for committee review. The following was recommended:
 - In Section 7.5, the reason for online/remote participation for virtual meetings will be eliminated, and the sentence regarding the privacy of participants that starts with “but must state for the record that he/she is alone and cannot be overheard...”, until the end of that paragraph. Meetings are open to the public.
 - All spelling, grammatical errors will be amended in the final copy.

Moore explained that these changes as recommended by the By-Laws subcommittee must be approved by the Executive committee. Once approved, the Executive Committee should make a recommendation to the to the Planning Council for the approval of the bylaws as amended. Moore made a motion to approve the By-laws with amendments. Poole Seconded. No oppositions or abstentions.

Moore added that at the last meeting, the Recipient requested clarification on the Recipient's role in the Planning Council. Alsbrook is a voting member of the Executive Committee and the Planning Council. However, any other recipient staff will not be a voting member.

- Community Engagement Strategy – Support Staff mentioned that HRSA requested a detailed plan to increase consumer engagement because the Planning Council does not have at least 33% consumer representation required by HRSA. Currently, the Planning Council needs at least 2 more consumers to be complaint. The following strategies were outlined in the Community Engagement Strategy Plan:
 - Flyers for providers and consumer about involvement
 - Host virtual informational sessions with planning council members via zoom to inform the community about the Planning Council and answer any question.
 - Invite committee chairs to the CIA committee to recruit new members to the Planning Council and committees.

There is one unaligned applicant who applied to be a member of the Planning Council. Alsbrook recommended to arrange a Virtual Oath Ceremony with the City Clerk Office. Alsbrook also asked Staff to expedite the applicant's interview process to address the Planning Council deficiency before the next Site Visit in February 2021. The deficiency tables will be sent to the executive committee for review and the deficiencies will be color coded for better review.

9. Administrative Issues

- Jensen offered a HIV and Weight Gain for providers, but access would be through their website. This training can be scheduled after the Planning Council meeting is over.

10. Announcements

The Epidemiological Profile shows that 4 more People Living with HIV/AIDS with a total of 13,830.

11. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, November 18, 2020 at 1:00PM via Zoom.

12. Adjournment

McEniry asked for a motion to adjourn the meeting. Poole motioned to accept. Alsbrook seconded. The meeting was adjourned at 1:32 PM.