



# Planning Council MEETING SUMMARY

**Wednesday, November 18, 2020 1:30 – 3:00PM**

Video-Conference via Zoom: <https://zoom.us/j/92573189900>

Teleconference: (929) 205 6099 / Meeting ID: 925 7318 9900#

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

**Guests:** Claudia Ortiz, Alison Modica, Charla Cousar, Geraldine Ward, Karina Calibuig. Liz W., Michelle Harvey, Mr. Dexter, Zhanshai Williams, Jason Kondrk

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

**1. Welcome & Moment of Silence**

Dr. Johnson welcomed all attendees and called the meeting to order at 1:35 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**

Support Staff conducted the roll call for this meeting. Quorum was established.

**3. Public Testimony**

None at this time.

**4. Approval of the Meeting Summary from October 21, 2020**

The September meeting summary was approved with edits last month. The edits were made, and the final summary was posted on the NEMA website.

The October 21<sup>st</sup> meeting summary was sent electronically in advance for review. Dr. Johnson asked for a motion to approve the meeting summary as presented. Morales motioned to accept. Poole seconded. No abstentions or oppositions.

## 5. Report from the Recipient

Alsbrook provided the following report:

- The FY 2021 RWHAP Request For Proposal (RFP) Manual was released on Tuesday, November 10. There was a technical assistance meeting yesterday afternoon via Zoom. The letters of intent are due by December 2<sup>nd</sup> by 4:30pm and the proposals are due on Friday, December 11<sup>th</sup> by 4pm. There were no major changes in terms of content in this year's application. There are some minor tweaks in the EHE section for clarity. This is an opportunity to apply, not just for Part A funds, but also for MAI and for EHE funding.
- The recipient requested and received the estimated award letter. This is not the official award letter but a projected amount of the anticipated formula and MAI funding. This letter allows the recipient to start the process of accepting funds through our legislative body and the contracting agreement with accepted applicants for FY2021. The estimated award letter includes a projected formula award of \$7,098,949 and a projected MAI Award of \$1,226,366. This calculation is based on last year's budget and this year Centers for Disease Control and Prevention surveillance data for the Newark EMA. This estimate projects a decrease of about 1.8% less than the previous year estimate, but the actual FY 20 formula award was 3.7% higher than the estimate. The estimated MAI award is projecting a decrease of 0.8% compared to last year, but the actual award was 17% less than the estimate. This projection will cover the first 6 months of funding.
- The recipient received a nomination for a consumer representative to join the Planning Council. The recipient is eager to submit the nominee to the administration for final consideration and approval. However, the recipient usually submits the request for appointment and reappointment to the administration simultaneously for the Swear-In Ceremony. Since there are several members in line for reappointment, the recipient wants to address the consumer representation deficiency of 2 consumers representatives before proceeding. The recipient would like the opportunity to submit two applicants to the administration to resolve the deficiency before the end of the calendar year and our HRSA site visit, which is scheduled for February of 2021.
- As part of the RFP process, all RWHAP applications are evaluated internally and externally through a peer review panel of individuals in public health, social services and/or HIV experience and expertise. The recipient is in the process of putting together the peer review panel for this year. To refer a qualified candidate, not directly affiliated with any applicant or recipient of Part A funds, members can provide the Recipient's contact information. The peer-review panel discussion is scheduled for January 2021.

## 6. Standing Committee Updates

- **COC: Vieshia Morales** - Morales provided the November 12<sup>th</sup> COC report.
  - o The committee reviewed and approved the Other Professional Services Service Standard, which will be introduced to the Planning Council.
  - o At the last meeting, the Psychosocial Services and Medical Nutrition Therapy Service Standards were introduced for a 30 day-review period and need Planning Council approval. The next COC meeting will be held on December 10, 2020 via Zoom.

Morales made a motion to approve the Psychosocial Services and Medical Nutrition Therapy Service Standard as presented. Poole seconded. Dr. Johnson reinstated that these standards were submitted for a 30-day review period and were approved by the Planning Council as presented.

- **CPC: Joann McEniry** – McEniry provided the November 13<sup>th</sup> CPC report.
  - The committee continued the in-depth review and update/revision of the Integrated Health plan. The plan guides activities through 2021. Due to COVID and changes in operations brought about by the pandemic, the plan timeline is also being revised to ensure key goal completion.
  - The committee received and reviewed Risk Reduction (RR) CHAMP data from Postel as it relates to the Integrated Health Plan NEMA goal #1 and objective #1a to increase risk reduction activities for Ryan White clients to 95% EMA wide. Discussion was regarding service categories RR may occur in. Currently, RR are primarily occurring during the medical visit and/or medical case management. The recipient's office will explore the feasibility of extending this service to non-medical case management to try to ensure that people who are not in our medical system of care but may be in our case management system of care also have risk reduction occurring.

The next CPC meeting will be held on December 11, 2020 at 9:30am via Zoom. All are encouraged to attend.

- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi provided the November 16<sup>th</sup> REC report.
  - The REC was charged with developing and approved the ERIC tool for case studies. The recipient office decided to take the EIRC tool review over.
  - The committee is focusing on the Needs Assessment tools. Dr. Bagchi and Postel will review the Needs Assessment tool and finalize it by December.

The next REC meeting will be held on December 21, 2020 at 10am via Zoom.

- **CIA/CC: Warren Poole** – Poole provided the CIA/CC report.
  - The CIA meets tonight from 5 to 7pm. Poole asked committee chairs to attend today's meeting to provide an overview of each committee.
  - Consumers are being encouraged to apply for membership to the Planning Council.
  - The committee will have a virtual Holiday party on December 18<sup>th</sup> via Zoom. Support Staff and CIA Chair are working on the details for the virtual Holiday party.

Dr. Johnson asked about the virtual and in-person attendance at CIA meetings. Poole mentioned that attendance is lower than in-person because consumers are concerned about who would know about their status. About 12 consumers attend the virtual meetings consistently. However, more than 20 people would attend in-person meetings. Poole advises consumers to join meetings without their cameras on.

## 7. **State & National Updates** - *No meetings have been held due to COVID-19.*

- **Report from the NJ HIV Planning Group** - Guaman provided the report.
  - The NJ HIV Planning Group will meet this week on Thursday.
  - The last Issues Committee meeting was this month. There were discussions about the Needs Assessment that the group is also working on and they requested information from the State Department on the epidemiological profile, which was reviewed at this meeting. The committee

- requested additional cross tabulations in a more descriptive layout by demographics to make other decisions as to which target populations will be focused on the Needs Assessment.
- The REC's discussion about whether transgender data is being captured accurately or not was brought up at the Issues Committee meeting. The conversation was around whether the identity of people is being captured correctly or if there is a bias to the providers perception and even how this data or where this data is entered. The numbers of transgender people seem to be very low. The recommendation was to train more HIV testing staff to verify and to verify whether the data is being entered correctly.
  - There was also a discussion about Test and Treat becoming a routine practice moving forward, but there is not a written plan on this.

Dr. Johnson asked to clarify the test and treat conversation. Support Staff mentioned that some organization are applying this practice of tests and treat, not everyone is doing it across the board. This conversation could be referred to rapid initiation. Support Staff will clarify this information.

- **Report from the Governor's Advisory Council** – Dr. Johnson provided the report.
  - The Governor's Advisory Council met and discussed the reappointment of members to the council. The council also held discussions about COVID-19, the intersection of COVID-19 and HIV and the way in which COVID-19 is beginning to interfere with the treatment of Individuals with HIV because it interferes with getting to a treatment visit.
  - A former Planning Council member is the new Executive Director of care and treatment and prevention.

The next GAC meeting will be in January.

- **Report from the NJ Department of Health**  
Louis Delgadillo was not able to join this meeting but will join the next meeting. No report provided.

## 8. Planning Council Administrative Issues

- **Report from Executive Committee** – Dr. Johnson provided the Executive Committee Report. There was a discussion on the security measures for PC meetings. When addressing this issue, the committee wants to achieve two goals, to avoid interruptions and to ensure that meetings remain open to public.
- **Report from Treasurer** – Moore provided the Treasurer's report. Expenses through October, which is 66% of the fiscal year, are \$152,791.08 which is approximately 65% of the budget. We are within the budget for this fiscal year, pretty much right on target as anticipated. The only lines that were over budget were the project managers phone and the purchase of the laptop supplies. We have a meeting scheduled for November 30th to develop an RFP budget. The letter of intent has been sent.
- **Report from PC Support Staff**  
Support Staff is looking for options to address the security issues on zoom. Any suggestions are welcome. Support Staff will work with Zoom's technical assistance team to resolve this issue. If anyone knows of a consumer interested in getting involved, please send their information to Support Staff.

## 9. Old/New Business

No Old/New Business

## **10. Announcements**

The Peter Ho Clinic will have a virtual Words AIDS Day event and raffle on Friday, December 4<sup>th</sup> at 10 am. This will be an education session. All the details on how to participate for the event and raffle will be in the flyer, which will be send to Support Staff.

On Dec 4<sup>th</sup> there will be a virtual resolution at 1pm to honor Deloris Dockrey. All are welcome to attend. The Peter Ho Clinic Director passed 2 weeks ago due to a heart attack. Poole asked to keep the family in prayers and will inform the arrangement once the family shares the details.

Clark mentioned that St. James is providing Thanksgiving and Christmas baskets. The Christmas baskets can have toys for children of ages 1-10. If anyone knows of someone who would be interested in receiving the Christmas basket, please email the names to Clark.

St. James received a significant amount of EFA funds. If anyone has clients who need PSE&G assistance or any service under EFA, please let a St. James staff know.

Clark will send a notification to Support Staff to share the protocol followed to assist people not in Essex county but still on the EMA.

St. James will have a Grab-n-Go the day after Thanksgiving and clothes drive in the parking lot.

Alison Modica - Gilead Community Liaison – mentioned that Gilead has a pilot program event which will interview patients with HIV on December 10<sup>th</sup>. The flyer was sent to Support Staff. Modica is asking everyone to help promote this event which encourages PLWHA to share their voices. Poole and Clark are also working on this initiative.

Jason Kondrk – Gilead PrEP – Friday is the transgender day of remembrance. Anyone looking for support for this week should contact Jason. There are new PrEP unbranded presentations available. The upcoming event topics include general PrEP information, considerations when looking at prevention options. There are some interesting stats from studies with about 2,000 people around how long individuals have shown that they have been on PrEP - the average is about 50% of people were on for over three years. There are more things to consider now that people have been on PrEP longer.

Dr. Johnson thanked everyone for attending the meeting and reminded the committee to be safe during the holidays sharing with the family in their household only during the holidays.

## **11. Next Meeting**

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

## **12. Adjournment**

The meeting was adjourned at 2:06 PM.