

Research & Evaluation Committee

MEETING SUMMARY

Monday, November 16, 2020 at 10:00AM

Video-Conference via Zoom: <https://zoom.us/j/97965443375>
 Teleconference: (929) 205 6099 / Meeting ID: 979 6544 3375#

PRESENT	EXCUSED	UNEXCUSED
1. Ann Bagchi, Ph.D. (Chair)	9. Pat Moore	12. Travis Love
2. Kasny Damas	10. Providencia Rodriguez	
3. Corey DeStefano (Vice-Chair)	11. Summer Brown (Secretary)	
4. Karen Ehiri (Non-Voting)		
5. Debbie Mohammed		
6. Natalie Muhammad		
7. Warren Poole		
8. Sharon Postel (Consultant Non-Voting)		

Guests: Aliya Roman, Alisson Delcalzo-Berens
PC Support Staff: Tania Guaman, Vicky Saguy

1. Welcome and Moment of Silence

Dr. Bagchi called this meeting to order at 10:05 AM. A moment of silence was observed for all those living with, those who are affected by, and those who have passed from HIV/AIDS, as well as for those affected by COVID-19.

2. Roll Call

Support Staff conducted the roll call. Quorum was established during the meeting.

3. Public Testimony

There was no public testimony at this meeting.

4. Review Action Steps

Action Steps	Responsible Party
1. Review the EIRC Survey Tool	Dr. Bagchi
2. Send the FY21 Needs Assessment questions and methods	Support Staff
3. Provide feedback for the Needs Assessment questions and methods	All Committee Members
4. Send any feedback on the Administrative Mechanism Process and the Epidemiological Profile to Sharon Postel	All Committee Members

Dr. Bagchi reviewed the action steps. Alisson Delcalzo joined the REC meeting to provide input for the FY21 Needs Assessment questions and methods. The suggestions were that the surveys be available in paper and electronically, in both English and Spanish, with short questions that take into consideration health literacy aspects.

5. Approval of the Meeting Summaries from October 19, 2020

The August and September meeting summaries were approved last month as presented.

The October 19th meeting summary was sent electronically prior to the meeting for review. Dr. Bagchi asked for a motion to approve the meeting summary as presented. Damas motioned to accept. Poole seconded. There were no oppositions or abstentions.

6. Updates from other Committees

- **COC** – Guaman provided the November 12th COC report.
 - The committee reviewed the Health Insurance Premium and Cost Sharing Assistance Service Standard. There was a long discussion about some items in this service standard and the committee wanted to receive input from the recipient.
 - The committee reviewed and finalized the Other Professional Services Service Standard. This service standard is ready for introduction at the next Planning Council meeting.
 - The committee tabled the Overview of the Service Standards for the next meeting.The next COC meeting will be held on December 10, 2020 via Zoom.

- **CPC** – Guaman provided the November 13th CPC report.
 - The committee reviewed the Integrated Health Plan. The timelines and target goals were changed and some of these changes were due to the impact of COVID-19.
 - Postel shared data on the number of people who receive risk reduction in the Newark EMA, which was taken into consideration in the review of the Integrated Health Plan. The committee members also requested additional information to finalize the Integrated Health Plan in December.

The next CPC meeting will be held on December 11, 2020 via Zoom.

At this point, the meeting had some interruptions caused by hackers. Support Staff mentioned that Zoom has a feature where people who are invited to participate in meetings would receive a passcode. However, implementation of this feature will need to be discussed since meetings have to be open to the public. Delcalzo-Berens recommended to enable a waiting room. Dr. Bagchi mentioned that she has encountered this issue twice at two different committees and asked to discuss this issue at the Executive Committee to avoid disruptions.

- **CIA/CC** – Guaman provided the October 21st CIA report.
 - The committee received an update on program deliverables, including the Assessment of the Administrative Mechanism and the Epidemiological Profile.
 - The committee received a presentation on HIV and Weight Gain
 - There was a discussion about the Holiday Party and the committee agreed to postpone the in-person Holiday Party.

The next CIA meeting will be held on November 18th, 2020 at 5:00PM via Zoom.

7. Old Business

- Finalize the review of the EIRC Survey Tool for client case studies – The EIRC Survey Tool was shown during the discussion.
Dr. Bagchi stated that case studies will be done with clients who do not meet the four targets- viral load suppression, ARV, linkage to care, and retention in care. After a discussion on how

the ERIC tool works and its main purpose, the recipient stated that the ERIC tool must first identify the clients who fail to meet targets across the four categories. The EIRC Medical providers will then examine the problems in each case and provide a summary to the EIRC. The goal is to use the information to address any systemic barriers clients may be facing in meeting service targets. The recipient requested to take back the EIRC tool so that the REC can focus on the FY21 Needs Assessment. Dr. Bagchi asked for a motion to remove the EIRC Tool discussion from the REC's responsibility and hand it over to the recipient. Muhammad motioned to accept. DeStefano seconded. The motion passed with no oppositions or dissensions.

- Finalize FY 2021 NA research questions and methodology – The FY 2021 NA Research Questions were shared with committee members, and no feedback was received. The PC consultant recommends that focus groups not be held this year due to COVID-19 social distancing measures and the client lack of access to technology. Postel recommended to put the focus group method on hold until the end of March. The committee agreed that the idea of focus groups and key informant interviews will be on hold for a future discussion.

Committee members held a discussion about the Needs Assessment survey that Dr. Bagchi shared previously. The following was discussed:

- Delcalzo-Berens recommended to add questions about COVID-19 such as delays in health care due to COVID-19, fear of going out, fear of taking too much time from infectious disease providers, need to care for a family member who had COVID-19, and identification of unmet needs (including medical and support service needs) as result of the transition to telehealth services.
- Postel mentioned that she drafted some questions about telehealth, which asked whether clients had a telehealth visit last year or this year, or if they had in-person visits.
- Members agreed that more COVID-19 related question should be included in the survey, including information on the impact of the pandemic on telehealth service delivery and questions on client access to internet or technological devices.
- Delcalzo mentioned that people are still getting used to the change in telehealth services, so she recommended to ask providers about their use of telehealth too.

Dr. Bagchi asked Postel to send her and Support Staff the telehealth questions she drafted. Dr. Bagchi will review the consumer surveys and combine them. Once this is done, the survey will be sent to the REC committee for input. Dr. Bagchi will also work with Postel to review the other tools, which will be sent to REC members for input once they have been revised.

8. New Business

- Update on the Quality Improvement Plan and benchmarks (Ehiri)
This item will be discussed at the next meeting for more members to be present.
- Discuss Committee training needs for FY 2021
Postel recommended that a training on the new estimated unmet need formula be scheduled after getting instructions from the HRSA. Members agreed that the training be scheduled after the Needs Assessment is finalized.

Support Staff sent resources from a step-by-step process of the Needs Assessment training by Planning CHATT. Support Staff will prepare presentation on this subject for the January REC meeting.

9. Administrative Issues

Guaman mentioned that United Way of Greater Union County (office council support) asked whether an RFP process is needed to request consulting services for PC deliverables (i.e., the Assessment of the Administrative Mechanism and the Needs Assessment. UWGUC is expecting a response from the recipient's office. If not required, then we will work with Postel to get the deliverables done. If an RFP is required, this might take some time to get done.

10. Announcements

No Announcements.

11. Next Meeting

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

12. Adjournment

The meeting was adjourned at 11:11 AM.