



Executive Committee MEETING SUMMARY

Wednesday, February 17, 2021 1PM to 1:26PM

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

Guests: James Horne (UWGUC)

PC Support Staff: Tania Guaman, Vicky Saguy

1. Welcome & Moment of Silence

Dr. Robert L. 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 due to HIV/AIDS.

2. Roll Call

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

3. Approval of Meeting Summary from December 16, 2020

The November meeting summary was approved last month as amended.

The December 16th meeting summary was sent electronically in advance for the committee review. Dr. Johnson asked for a motion to approve the meeting summary as presented. Dr. Bagchi motioned to approve. Morales seconded. There were no oppositions or abstentions.

4. Report from the Recipient

Ketlen Alsbrook (Recipient) provided the following report:

- **Estimated Letter of Award:** On November, the EMA received an estimated award letter of \$8.3 million. The estimated funding notice was used to initiate the grant procurement process, which means getting the approval from the municipal council to apply, accept and insert the funds into the city's budget. The target Council date for the resolution is March 3, 2021. On January 15, the EMA received an official but partial Part A notice of award of \$2,743,980, including \$2,466,076 in

formula funding, which is about 33% of what was received in FY' 2020, and \$277,904 in MAI funding, which was about 27% of what was received for the full year 2020. Overall, this \$2.7 Million is about 22% of the total funding for FY 2020, which would have only allowed to cover barely three months of the grant period. The recipient's new process of using the estimated award notice to initiate the procurement and contracting process has been beneficial because it allows to cover contracts partially for up to six to seven months of the grant period. Also, on January 21, 2020, the EMA received an official but partial EHE notice of award of \$240,000, which is about 24% of previous year funding. The recipient does not know when the balance of award would be received.

- **Unobligated Balance (UOB) Report:** On December 31, 2020, the EMA submitted an estimated UOB report for \$650,000, which is more than double amount submitted in previous years. As an example, the estimated UOB was \$250,000 in 2018 and \$200,000 in 2019. Also, the recipient included a carry-over request of about 25% of the total, which is about \$162,500, in this year's estimated UOB report. The recipient does not normally request a carryover since it closes out with 99.99% of the funds expended. However, due to the significant amount of money projected, the recipient decided to include a carryover in this year's request.
- **Core Service Waiver:** On January 26, 2021, the recipient submitted a core service waiver request to HRSA, which would allow to fund support service expenditures beyond the 25% CAP. The core service waiver plan was accepted by HRSA, and the recipient can consider more needs in the support service category as part of closing out for FY 2020. The submitted core service waiver plan had a split of 72% core and 28% support.
- **HRSA Site Visit:** On February 5, 2021, the recipients submitted a request to HRSA to postpone the virtual site visit that was planned for the first week of March 2021. The recipient felt strongly that the EMA was not given adequate time to prepare. Although dates had been discussed, the actual guidance used to prepare for the site visit was sent nearly a month before the visit instead of the usual two months. The recipient looked at the deliverables involved and the amount of preparation and felt it was best to submit a letter requesting it to be postponed. In addition, the first week of March is when the recipient closes out the FY 2020 and starts the process of implementing the contracts for 2021. At that time, the recipient did not know if the service waiver was going to be approved, and all the adjustments that would have been needed to be made before the end of the grand period. HRSA received the letter and approved the request to postpone the site visit. The tentative date for the site visit is the third week of July. The recipient will forward Director Abrams' letter to Dr Johnson, Joann, and Tania to share with the Executive Committee.

5. Standing Committee Updates

Dr. Johnson asked to report any issues that will need to be discussed by the Executive Committee and to give the full report at the Planning Council.

- **COC: Vieshia Morales** – Morales will provide the full January COC report at the Planning Council meeting.
- **CPC: Joann McEniry** – McEniry mentioned that the CPC will be submitting updated OPPs and the Integrated HIV health Plan for the standard 30-day review period. McEniry will provide the full January CPC report at the Planning Council meeting.
- **REC: Ann Bagchi, Ph.D.** – Dr. Ann Bagchi will provide the full February REC report.

- **CIA: Warren Poole** – Warren Poole will provide the full January CIA report at the Planning Council meeting.
Poole notified the Executive Committee about an issue. Due to the pandemic, Janssen donated uber vouchers for consumers who participated in the December CIA meeting. Two of the sixteen participants were not able to use the vouchers and complained to Juanita and multiple Ryan White agencies. Dr. Johnson asked if a written complaint regarding these activities that occurred under the hospice of the council was provided. Support Staff did not receive a written report. If any of the individuals would like to take further action, a grievance about this issue can be sent in writing for Executive Committee’s consideration. Otherwise, no action would be taken.

6. Treasurer’s Report

Moore provided the Treasurer’s report. We are within the budget for the fiscal year. Moore met with the United Way to review the anticipated final expenses for 2021. A final modification will be submitted to the recipient.

The committee and the United Way of Greater Union County CEO agreed to hold a meeting to discuss the budget for the Needs Assessment with the Vice-Chair, Recipient and UWGUC.

7. State & National Updates

- Report from the NJ HIV Planning Group (NJHPG)–
 - Report from the Governor’s Advisory Council –
- These items will be discussed at the full Planning Council body meeting.

8. Old/New Business

- PC Membership Update/Reflectiveness
 - The last time that the committee reviewed the PC Reflectiveness, there was a deficiency for consumer representation. 4 membership applications were received and were forward to the recipient for review and for the interview. The recipient added that all candidates were interviewed, and these applications are in the process of getting the mayor’s approval and then will be scheduled for the Swear-In Ceremony by the City Clerk’s Office. Once the Swear-In Ceremony is confirmed, the members who need to renew their terms will also be reappointed. To address the deficiency of having less than 33% consumer representation in the Planning Council, 2 more consumers were needed in the Planning Council. However, 4 applications were received and the 33% of consumer representation will be surpassed.
 - HRSA Learning Collaborative will be starting next week on February 25th, 2021. Poole, Adams-Jarrells, Toler and Guaman will be participating from 4pm to 5:30pm using the Recruitment Strategy previously developed by the team.
- Review NEMA OPPs

9. Administrative Issues

- Support Staff will send a Save the Dates with new Zoom links for the new fiscal year meetings and will reforward the invitations as the date approaches to confirm attendance. Support Staff asked if a physical location should be included in the calendar invitations. Dr. Johnson stated that the meeting will continue to be virtual until the end of the year.

- Dr. Johnson asked if there have been any issues with committee members attending the meetings virtually. The CPC Chair stated virtual meetings have not being an issue for CPC. However, the Consumer Involvement Activity Chair mentioned that attendance has picked up even though there are still some privacy concerns. Some consumers feel uncomfortable attending virtual meetings. Virtual meetings had 3 to 5 attendees at the beginning and now it has from 6 to 17 attendees. This is about 50% of in-person meetings since in-person meetings usually had 20 to 35 attendees depending on the topic. Dr. Johnson mentioned that the pandemic may become an endemic meaning that it will stay in US for a long time. Therefore, social distancing measures, wearing a mask and not being able to congregate in large meetings will have to continue for a long time.

10. Announcements

- The rate of COVID-19 Vaccination in the minority communities is lower. The rate of infection and side effects is continuum. Vaccination is needed to go back to normal; however, if people do not get the vaccines it would take longer.
- Currently, there are 7 variant strings of COVID-19.
- The new vaccine that is one shot could be available by the middle of March.
- On behalf of the REC, Support Staff uploaded the Needs Assessment surveys on the website.

11. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, March 17, 2021 at 1:00PM via Zoom.

12. Adjournment

The meeting was adjourned at 1:26 PM.