



Planning Council MEETING SUMMARY

Wednesday, March 17, 2021 at 1:30PM

Video-Conference via Zoom: <https://zoom.us/j/94744802916>

Teleconference: (929) 205 6099 / Meeting ID: 947 4480 2916#

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

Guests: Cynthia Cocagee, Tammerla Lawrence, Claudia Ortiz, Alpha Virgo, Jason Kondrk (Gilead), Charla Cousar (Iris House), Lavera Feaster (Positive Health Care), Geraldine Ward, Michelle Harvey (Team Management 2000, Inc), Zhanshai Williams, Al Bayannah Sloane, Angela Vivar, Louis Delgadillo (Department of Health).

PC Support Staff: Tania Guaman, Vicky Saguy

1. Welcome & Moment of Silence

Dr. Johnson welcomed all attendees and called the meeting to order at 1:31 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

Dumago conducted the roll call for this meeting. Quorum was established.

3. Public Testimony

None at this time.

4. Approval of the Meeting Summary from February 17, 2021

At the previous meeting, the December meeting summary was approved as presented.

The February 17th meeting summary was sent electronically in advance for review. Dr. Johnson asked for a motion to approve the meeting summary. Morales motioned. Poole seconded. Adams-Jarrells abstained. There were no oppositions.

5. Report from the Recipient

Roman provided the following report:

- The FY 2021 *Apply and Accept* request was approved by the Municipal Council today. The Recipient will now start the contracting process with contracts that were due on March 15th. If any subrecipient did not have an extension, those contracts should be in house.
- The contracts undergo an 11-point review in registrar system which is the City's contracting system. All requested modifications and revisions must be added to all contract documents and required legal forms to prevent system rejections and delays. The contract adoption target date is April 13 at the Municipal meeting to execute contracts by April 30th.
- This month, the recipient received the notice of the balance of EHE award of \$667,000. The total FY2021 EHE award is \$1,667,000.
- The recipient is still waiting for the notice of award for Part A funds.
- The Recipient office for Ryan White Services Report will meet the March 29 HRSA deadline. All but 5 agencies are on review status and the others have been submitted.
- The ERICs will start working on case studies upon the approval of the Integrated Health Plan modification and changes at today's meeting. The ERICs will receive the case study tools by April, will discuss the outcomes for the case summaries in May, the findings will be summarized in July, and the findings will be submitted to the CPC by September according to the IHAP timeline.
- The recipient is preparing for the HRSA site visit scheduled for the week of July 12 to July 16.

6. Standing Committee Updates

- **COC: Vieshia Morales** – Morales provided the March 11th COC report.
 - o The Health Insurance Premiums and Cost Sharing Assistance (HIPCS), Substance Abuse Outpatient Care and Substance Abuse Services (Residential) Service Standards were introduced at the last Planning Council meeting and need approval at this meeting. Morales and Support Staff also added that the EMA's HRSA Project Officer made a recommendation to change "Abuse" to "Use".
 - o The COC also introduced the Food Bank/Home-Delivered Meals, Oral Health and Mental Health Service Standards for a 30-day review of the Planning Council.

The next COC meeting will be held on April 8, 2021 at 10am via Zoom.

Motion: Dr. Johnson asked for a motion to approve the Health Insurance Premiums and Cost Sharing Assistance (HIPCS), Substance Use Outpatient Care and Substance Use Services (Residential) Service Standards. Morales motioned. Dumago seconded. There were no abstentions or oppositions.

Adams-Jarrells mentioned that a patient has bills due to liver checkups that her insurance did not cover and asked to clarify if Health Insurance and Cost Share Assistance will cover for a Non-Ryan White provider specialist. Morales advice that that this issue be brought to the recipient since the

Ryan White provider who referred the patient to the Non-Ryan White Agency can have an agreement for the copayment through a deductible or coinsurance. Morales offered to assist.

- **CPC: Joann McEniry** – McEniry provided the March 12th CPC report. The following occurred:
 - The meeting was chaired by the Secretary, Howell in McEniry's absence.
 - The committee reviewed the work plan and the calendar for the upcoming year to ensure that all the deliverables are met and amended. The timeline to perform the Priority Setting and Resource allocation was moved up. Therefore, the CPC adjusted the calendar to ensure completion in a in a timely manner.
 - Last month, the update the Integrated HIV and AIDS Plan was introduced for a 30-day review, which included the case study tools that are going to be distributed to the EIRCs once that plan is approved as mentioned in the Recipient report. This will be voted on today.
 - The CPC Operating Policies and Procedures (OPP) was introduced today for 30-day review. There were some language edits in line with changes of the NEMA Bylaws.The next CPC meeting will be held on Friday, April 12, 2021 at 9:30am via Zoom. All are encouraged to attend.

Motion: McEniry moved to vote for approval on the Integrated HIV/AIDS Plan as presented last month. Morales seconded. There were no abstentions or oppositions.

- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi provided the March 15th REC report.
 - The 2021 Needs Assessment data collection was completed. Postel is working on the analysis of CHAMP data. The Needs Assessment is expected to be completed on time.
 - This year's Assessment of the Administrative Mechanism requires both recipient and agency responses. The recipient tool was reviewed and approved. The agency tool will be reviewed and finalized at the next meeting.
 - The committee reviewed and updated the REC workplan/calendar.
 - The committee reviewed the funding stream analysis and had some discussion about ways that we can collect some of the information needed.
 - The REC OPPs were submitted for a 30-day review by the Planning Council membership.The next REC meeting will be held on April 19, 2021 at 10am via Zoom.

Dr. Johnson added a brief reminder for new members that every Planning Council member is required to join one standing committee. The committees submit documents to the council membership for a 30-day review period before being Council approval.

The COC introduced some service standards last month which were approved at this meeting and introduced other service standards this month. The CPC and the REC are also introducing their Operating Policies and Procedures for a 30-day review. Every Planning Council member is expected to review these documents and raise any questions to Support Staff or the Council.

- **CIA/CC: Warren Poole** – Poole provided the February 17th report.
 - The CIA will discuss telehealth and COVID-19 through a survey this month. Some survey questions come from the Needs Assessment survey developed by the REC, other questions were put together by Poole. Information about COVID-19 and HIV medication research will be shared. There will be raffles of a \$25 Applebee's raffle and two \$10 Walmart raffles to increase participation during the meeting. To date, 25 people signed up for this meeting.

- Poole encouraged all attendees to participate on this month's CIA meeting and announced that the New Jersey Housing Collaborative will host a Panel discussion at the CIA Meeting on April 28, 2021. The CIA will collaborate with Luis Ulerio to provide Housing information across the state. This meeting will be open to the NEMA community, and also the Central and Southern New Jersey community. The flyer will be approved by Ulerio, then sent to all.
 - Poole noted that consumer participation improved in the last few meetings because of incentives. He asked members to donate gift cards. Dr. Johnson recommended to have a Venmo, Cashapp or GoFundMe page to collect funds for CIA incentives.
- The next CIA meeting will be held on April 28, 2021 from 5pm to 7pm via Zoom.

Motion: Dr. Johnson asked for a motion to receive all the standing committee reports. Adams-Jarrells motioned to accept. Morales seconded. There were no abstentions or oppositions.

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

- **Report from the NJ HIV Planning Group** – Guaman provided the following report:
 - The NJHPG meeting on the 22nd will continue discussions on strategies to align all strategies to address the HIV epidemic.
 - The NJHPG has been asking about an update on the Ending the Epidemic plan that has been at the governor's office for a little while now. The latest update shared that since members have been asking questions, some movement is happening. Chris Menschner is trying to coordinate a meeting to bring back the task force, but a date is not set yet.
 - The NJHPG is continuing to work on their Needs Assessment.
 - At the Morris Sussex and Warren HIV, AIDS advisory committee meeting, Wesley McWhite provided an update on the latest policies that are coming up in New Jersey. A couple of policies were addressing different issues. S-1039 authorizes pharmacists to dispense PrEP without a prescription. S-3009 permits establishments to add additional harm reduction programs. S-3065 permits syringe and harm reduction supplies to be exchanged via mail. S-3491 permits anyone to administer opioid overdose antidotes without fears of prosecution. S-3493 allows experiment of these of syringes and decriminalization. For more information about these policy updates, members can reach out to Wesley McWhite at wmcwhite@hyacinth.org or policy@hyacinth.org.
- **Report from the Governor's Advisory Council** – Dr. Johnson reported that the Governor's Council will meet next Thursday.
- **Report from the NJ Department of Health** – Louis Delgadillo reported the following.
 - Delgadillo encouraged everyone to attend the NJHPG meeting tomorrow at 10am, which will have Harold Philips as the key speaker.
 - The state is in the process of putting together the RFA for the grantees that we fund for Prevention and Care and Treatment. It will be a competitive process and will have workshops explaining how grantees and agencies can apply.

8. Planning Council Administrative Issues

- **Report from Executive Committee** – Dr. Johnson reported that there was no issue discussed at the Executive Committee.

- **Report from Treasurer** – Moore provided the Treasurer’s report. The final expending for 2021 was \$233,331.02. We had an excess of \$2,668.98. We received a partial Award for the 21-22 fiscal year of \$118,000. This is the same amount that we received in the last fiscal year. A six-month budget was approved. It was difficult to cover expenses as all costs have increased. The only way we were able to stay within budget for last year was because we had virtual meetings. This current budget that we submitted assumes that we will continue to have virtual meetings for at least six months.
 - o A new member expressed concerns of not having funds for in-person meetings since the state is re-opening. Moore clarified that the budget has funds for a month of in-person meetings. However, if the Planning Council decides to have more in-person meeting moving forward, the budget will not cover those.
 - o Dr. Johnson clarified the Planning Council can decide to host meetings virtually or in-person. As such, EMA funds will prioritize the needs of the People living with HIV/AIDS and not meeting costs.
- **Report from PC Support Staff** – Guaman reported no issues at this time.

9. Old/New Business

- **New Business – Recruitment and Retention Learning Collaborative Report**
Adams-Jarrells provided the report:
 - o Poole, Toler Guaman and Adams-Jarrells are a part of the Recruitment and Retention Learning Collaborative team. This team works on the Planning Council recruitment strategy and meet once a month until June or July. There were 12 other EMA/TGAs participating in this Learning Collaborative. Jarrells notes that other EMAs have recruitment committees with a chair and vice chair; and within the committee they have incentive initiatives.
 - o The first meeting was the team’s introduction and Adams-Jarrells introduced the Newark EMA. At the meeting, the teams discussed the audience, targeting the messaging, and how to promote. There was also a small breakout session because of the introductions. Poole added that there was a lot of resources, information, and networking at the meeting.
 - o Adams-Jarrells and Guaman tried to fit this item on the agenda but could not figure out where to report it. Dr. Johnson recommended to have this report every month under the State/National Updates. Adams-Jarrells will provide the report every month.
 - o Dr. Johnson asked Adams-Jarrells to bring ideas on better ways to recruit members since the Planning Council struggled with this issue for some time. Poole added that some Planning Council members did an individual video that will be put on the Newark EMA website to support and encourage people to join the Planning Council too.
- **The Planning Council Member Orientation/Refresher** –Support Staff provided a presentation of the annual orientation/refresher of the annual Planning Council operations.

10. Announcements

Adams-Jarrells mentioned that Support Staff will send information about the following studies:

- The Mosaico Study, which it is a HIV Vaccine Study.
- Alloquest which is for men or transgender women living with HIV ages 15 to 24. Participants can earn up to \$395 for their participation.

- There will be a conversation about the Covid-19 Vaccine on Thursday March 30th at 6:30pm via Zoom.
- There is a new study for COVID-19 called compass.

Poole mentioned that Peter Ho CAB will have 3 different presentations.

- The first presentation will be on April 14th at 12pm via Zoom.
- COVID-19 and HIV Presentation with Dr. Gina Brown on April 29th at 12pm.
- Presentation about HIV and Diabetes with Nurse Practitioner Cynthia Hearty on Thursday April 22nd from 5pm until 7pm.

Clark as an HIV advocate; and an advocate for Homeless Healthcare announced:

- The City of Newark Container Project is up and running – the project is about shipment containers turned into one-bedroom apartments for the homeless. These are located at the Corner of Newark Street & Central Avenue in Newark. The shipping containers for the homeless is called *Hope Village - The City of Newark Container Project*. Three clients Living with HIV who were living in Penn Station were placed into these housing units. This pilot program will have 10 more housing units available for People Living With HIV.
- Medical Respite is a collaboration between shelters to provide onsite medical treatment.

Dr. Johnson and Support Staff reminded Planning Council members that Conflict-of-Interest Forms are due again this year. The form is available as a fillable pdf and as an online form. Every board member in New Jersey has to sign a conflict-of-interest form.

11. Next Meeting

The next Planning Council meeting will be held on Wednesday, April 21, 2021 at 1:30pm via Zoom.

12. Adjournment

The meeting was adjourned at 2:20 pm by Dr. Johnson's decree.

Planning Council members received a Membership Orientation after the meeting was adjourned.