



Planning Council

MEETING SUMMARY

Wednesday, June 16, 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. Ketlen Alsbrook (Recipient) 2. Ann Bagchi, PhD 3. Wali Bradley 4. James Carrington 5. Kendall Clark 6. Cynthia Cocagee 7. Jeremiah Cohen 8. Cezar Dumago (Secretary) 9. Wanda Figueroa, MD 10. Juanita Howell 11. Dr. Robert L. Johnson (Chair) 12. Thomas Johnson 13. Gloria Jones 14. Tamerla Lawrence 15. Joann McEniry (Co-Chair) 16. Patricia Moore (Treasurer) 17. Vieshia Morales 18. Debbie Morgan 19. Walter Okoroanyanwu, MD 20. Warren Poole 21. Sharon Postel (Non-Voting) 22. Providencia Rodriguez 23. Aliya Roman (Non-Voting) 24. Ricardo Salcido 25. Calvin Toler	26. Janice Adams-Jarrells 27. Elizabeth Kocot 28. Natalie Muhammad 29. Rev. Don Ransom	30. Dominga Padilla, MD

Guests: Keneth Louis (Newark City Clerk’s Office), Troy Chuene (City of Newark), Charla Cousar, Alison Modica, War Talley, James DeSantis (NJCRI), Jason Kondrk (Gilead), Jose Avila (Zufall), Karina Calabuig (Hope House), Kathleen O’Brien, Liz Woodfield (ViiV Healthcare), Mr. Dexter, Wayne Smith

PC Support Staff: Tania Guaman, Vicky Saguy

1. Oath of Office for New Members and Term Renewals

Louis officiated the virtual Oath Ceremony. There were 12 term renewals for Alsbrook, Dr. Bagchi, Bradley, Dumago, Howell, McEniry, Moore, Morales, Dr. Okoroanyanwu, Poole, Salcido, and Toler. Four new members were Sworn-in including: T. Johnson, Cocagee, Lawrence and Jones. Three renewals did not show up, and one arrived late.

Dr. Johnson congratulated all new appointees and re-appointees. The Recipient will pick up the Signed Oaths from the City Clerk's Office to be distributed to members.

2. Confidentiality Training for Planning Council Members

- Troy Chuene, City of Newark Senior Manager Assistant, provided an overview of the requirements outlined in the new Newark EMA HIV Health Services Planning Council Confidentiality Agreement. The two-page document requires that Planning Council members keeps identifying information from members confidential, such as HIV status, gender identity, race/ethnicity, age, sexual orientation, and immigration status. Members cannot share this information with anyone else unless the owner of that information grants permission with a signed consent form. However, there are some exclusions to the Confidentiality Agreement. Personal Information can be and will be shared with the City of Newark, Ryan White Recipient's Office, and Health Resources and Services Administration (HRSA).
- The penalties of sharing this information without consent are not only the removal from the Planning Council but also civil and criminal penalties. If a person knowingly violates the Confidentiality Agreement, the civil penalties can be \$100/violation and criminal penalties can be \$50,000 and/or one year of imprisonment.
- This relates to information that members may become aware of regarding medical or private health information of other Planning Council members or consumers who offer public testimony. Planning Council members cannot release any information learned from planning council meetings.

3. 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, those who have passed, and those living with HIV/AIDS.

4. Roll Call

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

5. Public Testimony

There was no public testimony.

6. Approval of the Meeting Summary from May 19, 2021

At the previous meeting, the April 21st meeting summary was approved as presented.

The May 19th meeting summary was sent electronically in advance for Planning Council review. Dr. Johnson asked for a motion to approve the meeting summary as presented. Morales motioned. Poole seconded. No abstentions or oppositions.

7. Report from the Recipient

Alsbrook provided the following report:

- The recipient received the Fiscal Year (FY) **2021 Full Notice of Award** of \$12,156,514 with a reduction of \$399,999 (3.2% from FY 2020). The breakdown of funds is as follows: Formula funding \$7,083,322 (58% of the total award); Supplemental award \$3,895,571 (32% of the total award); and MAI award \$1,177,621 (10% of the overall award).
- **Contracts Update:** As of today, 18 contracts (about 47%) are in the final execution phase and will be fully executed before the end of this month.

- Nine contracts are being prepared for the June 22nd Municipal council meeting. Seven contracts are lined up on the legislature approval sequence. And three contracts have not begun the review process due to outstanding documents. The last contract is an internal agreement between the Recipient's office and the Newark Health Department Specialty Care Clinic. Final award letters will be sent out no later than next Monday.
- Subrecipients can expect a grant reduction of approximately 3% due to the reduced funding.
- **Contracting Process Update:** On November 2020, governor Phill Murphy signed legislation which protects the home addresses and telephone numbers of judges, prosecutors, and law enforcement officers from public disclosure.
 - Moving forward, any legislation submitted to the Municipal Council for adoption will be required to include the Daniel's law certification. This certification is not required for the 18 contracts that are fully executed.
- **Preparation for the Health Resource and Services Administration (HRSA) Virtual Site Visit on July 12 through July 16:**
 - The Planning Council Chairs and Executive Committee are expected to be active participants on some sections of the agenda of the site visit as follows:
 - On day 1, July 12:
 - (10AM – 11:40AM) Entrance Conference with Recipient and Planning Council Chairs
 - (1:15PM – 2:50PM) Meet and greet with the Executive Committee.
 - (3:00PM – 4:30PM) Ryan White Client meeting – The recipient would like 20 Ryan White Services Recipients to participate in the meeting with HRSA. This is a private meeting with HRSA and clients only. Guaman and Poole will gather a client list for HRSA who will then provide the link for participants. Attendees will receive Incentives.
 - On day 5, Friday, July 16, Site Visit will conclude with a pre-exit conference with the recipient, and the exit conference with the Recipient, and Planning Council chairs from 11AM to 12:30PM.

8. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales** – provided the June 10th COC report. The Medical Case Management Service Standard was introduced at the last Planning Council meeting and needs approval today. The Oral Health Service Standard is introduced today for review. The next COC meeting will be held on July 8, 2021, at 10am via Zoom.

No questions or comments were received during the Medical Case Management review period.

Motion: Dr. Johnson asked for a motion to approve the Medical Case Management Service Standard as presented. Morales motioned. Poole seconded. No abstentions or oppositions.

- **Comprehensive Planning Committee (CPC): Joann McEniry** – provided the June 11th report.
 - The committee is currently engaged in the Priority Setting and Resource Allocation process and has added a second meeting this June to be held on 6/25/21 at 9:30AM via Zoom. This additional meeting will help ensure we meet the recently accelerated PSRA deadline.
 - At the last meeting of the CPC, the following occurred:
 - The Recipient's office presented the Ryan White Service utilization & spending data.

- Feedback from the Community Forum on the need for a Core Service Waiver in 2022 was presented. It was reported that the community is in full support of a Core Service Waiver.
- A review the 2021 Funding Stream Analysis was conducted by PC Support Staff to consider the impact of changes in funding streams on priority setting and resource allocation. There was some concern raised regarding changes to the HOPWA funding formula that may impact our area. It was identified that HOPWA is a permeant housing program, something not eligible under the Ryan White Service Categories. However, additional support for other service categories that address housing needs, such as EFA, will continue to be explored.
- The Consultant reviewed the most current Newark EMA Epidemiological Profile to allow the committee to the assess impact on the PSRA. Sexual contact (both heterosexual contact and MSM) remains the number one mode of transmission in our EMA further highlighting the importance of risk reduction and health education.
- The committee discussed and finalized the FY'2022 Minority AIDS Initiative (MAI) priorities and a FY'2022 draft of the ranking and percentages for NEMA-wide Service Categories was developed.
- In addition, the CPC voted on a new member, Denise Brown from the NJ HIV Housing Collaborative (NJHHC). Denise filled the last vacant seat for a Ryan White Part-A provider for Essex County. Morris/Sussex/Warren and Essex Part-A seats are now all full. Union County has 1 vacant Part-A provider seat and there are still multiple seats open for non-Ryan White and Community Members. If anyone is interested in membership, we encourage you to join us at the next CPC meeting.

The next CPC meeting will be held on Friday, June 25, 2021, at 9:30am via Zoom. The meeting will focus on finalizing the PSRA Report for submission to the full Planning Council at the July meeting. All are encouraged to attend.

- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.** – provided the May 17th report.
 - Postel provided an update on the FY 2021 Needs Assessment findings including CHAMP data as well as survey and agency survey findings. The report will be finalized soon.
 - The consumer survey data is a biased sample since many participants did not receive telehealth services. Qualitative data was also gathered to assess benefits and challenges of using telehealth services.
 - At the July COC meeting Dr. Bagchi will present the findings of the Telehealth Needs Assessment and the Rutgers Telehealth research study.
 - Support Staff provided an overview of the Annual Funding Streams Analysis Report, and the final version was approved by the committee.
 - The 2021 Full Assessment of the Administrative Mechanism Preliminary Report will be shared at the next REC meeting. The State has not provided the FY 2020 Epidemiological data.

The next REC meeting will be held on June 21, 2021, at 10am via Zoom.
- **Community Involvement Activities (CIA): Warren Poole** – Poole provided the May 26th report. The following occurred at the meeting:
 - 30 attendees, including 20 from Essex, 3 from Union, 1 form Morris, and 6 unknowns.
 - The committee discussed the core service waiver in the Newark EMA, allocating additional resources in Support Services in response of the COVID-19 pandemic.

- The services that are a priority for consumers are housing, food, utilities, medical case manager, transportation especially in the tri-county, psychosocial, mental health, and oral health services.
 - The committee had a refresher of allocation and reallocation of Ryan White Part A funds.
 - The committee also prioritized the 16 service categories for FY2022. The top five priorities were Housing, Food Bank/Home Delivered Meals, Medical Case Management, Emergency Financial Assistance, and Medical Transportation.
 - At the next meeting, the committee will have a COVID-19 Panel to address the issue of Vaccines and HIV, to discuss the usage of masks after vaccination, and a long-term survivor reflection.
- The next CIA meeting will be held on June 23, 2021, from 5pm to 7pm via Zoom.

Motion: Dr. Johnson asked for a motion to accept the committee reports. T. Johnson motioned. Lawrence seconded. No abstentions or oppositions. All members agreed.

Dr. Johnson asked Support Staff to spell out acronyms all Planning Council documents moving forward.

9. State & National Updates -

- **Report from the Health Resources and Services Administration (HRSA) Learning Collaborative** - Poole provided the following report:
 - The team will present the NEMA recruitment and retention strategy at the last Learning Collaborative meeting. The group's idea will create a strong process and will provide resources to new members such as definitions of acronyms, host an informal session with members for introduction and sharing their experience as Planning Council members, easier understanding of data, trainings for growth opportunities not only on the HIV field but across the board trainings, Planning Council related activities /trainings.
- **Report from the NJ Department of Health (NJDOH)** – Delgadillo had an unexpected commitment and could not be here. But he sent a written report to Support Staff via email.
 - The release of the State RFA and the funding for CTR and SVR had some changes.
 - The Counseling, Testing is now being extended to two quarters and not just one quarter.
 - The new RFA will be released this fall with newly funding awards beginning on January 1, 2022. Originally, the RFA was intended to begin on October 1st. The current quarter one award will fund quarter one and two. The funding will start on July 1, 2021, and end on December 31, 2021. The grants that were submitted for review will be returned to updated them with the additional amount of funding. The changes are expected to have the correct numbers for salary supplies and other deliverables. Any questions, please reach out to Ka'leef Morse.
- **Report from the Governor's Advisory Council (GAC)** – Dr. Johnson reported that the Governor's Council met on May 20, 2021.
 - The Council discussed its membership and the authorizing statement by the governor.
 - The Council was created by Governor McGreevy and the authorizing statement has not been updated since. The council is asking the Governor to review the document and work to rewrite it because HIV has changed since 2008. The will also need to appoint more members.
 - The Ending the Epidemic Initiative is still at the governor's office. The concentration of COVID-19 activities significantly interfered to move forward with the report.

- **Report from the NJ HIV Planning Group (NJHPG)** – Guaman provided the following report:
 - The Modernization law was endorsed to downgrade penalties for people who knowingly spread sexually transmitted diseases such as HIV. The bill is moving forward to the Assembly speaker for further review.
 - The HPG received a presentation on COVID-19 Vaccination for People Living with HIV (PLWH). No negative effects have been identified in interactions with HIV medications. However, the long-term effects are still pending. The vaccine is highly recommended for everyone including PLWH.
 - The Essex County Ending the Epidemic (EHE) is focused on housing. Housing Stakeholders will meet to create a robust program. An update on the Hudson County plan was provided.
 - A pilot program for at-home testing kits is running in NJ. There are six sites running the program however the list of sites is not currently available.
 - The service model for the State 'prevention and care/treatment services is changing. The new Request for Proposal (RFA) due on August 5th requests DHSTS State HIV Prevention Services (SPR). For more information see: <https://healthapps.state.nj.us/noticeofgrant/noticegrants.aspx#>
 - The Federal Ending the Epidemic (EHE) RFA: PS18-1802 was released. Proposals should focus on one or more pillars efforts of the EHE initiative and should present novel approaches to HIV prevention, testing and treatment that include disruptive innovation and focus on activities to address the jurisdiction's unique communities, challenges, and barriers to rapidly accelerate efforts to reduce new HIV infections.
 - The NJHPG discussed having conversations with health insurance companies about the possibility of covering the Long-Term Injection treatment expenses, as well as the cost of additional visits and lab fees.

10. 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. Expenses through May are \$55,286.73, approximately 47% of the current award. We are right on budget as of this month.
- **Report from Planning Council (PC) Support Staff** – Guaman reported the following: Most Planning Council members signed and returned the Confidentiality Agreement. However, 5 Confidentiality Agreement are still pending. Support Staff asked those who have not signed the Confidentiality Agreement to sign it and send it to Support Staff or to complete it online.

11. Old/New Business

Ryan White Part A Service utilization, spending data, and update on Minority AIDS Initiative (MAI) eligibility and services. Alsbrook shared a presentation and highlighted the following:

- There are 23 agencies providing services in Essex, 8 in Union, and 4 in the Tri-County area. The number of providers in Union County increased by 2 with 1 new and 1 returning subrecipient.
- The total FY'2020 award was \$12,556,513, a 0.4% increase compared Fiscal Year (FY) 2019.
- The total spending was \$12,039,217 (96% of total award) with an unobligated balance of \$504,779.42 (4%). The unobligated balance was due to the temporary closure of services and the lower client utilization due to COVID-19.

- The Fiscal Year (FY) 2019 and 2020 Core Service Expenditure comparison showed that Medical Case Management continued to be the highest spent category at 38% followed by Outpatient/ Ambulatory Health at (13.5%). The FY'20 Core Service Expenditure was \$7,920,105 (75.31%).
- The FY 2019 and 2020 Support Services Expenditure comparison showed that Non-Medical Case Management, and Housing expenditures decreased drastically. This may be because of additional funding support provided through the COVID-19 and the Ending the Epidemic grants, which funded Emergency Financial Assistance, Housing, and other supportive services. The FY 2020 Support Service Expenditure was \$2,596,821 (26.69%).
- The recipient allocated funds in the EMA based on the FY 2020 Planning Council allocation recommendation. Most core services met the FY 2020 Priority Setting and Resource Allocation goal within the +/- 25%. Like in past years, only Early Intervention Services was underspent.
- Underspent Support Services for FY2020 were 1) Emergency Financial Assistance due to COVID-19 extra funds, 2) Residential Substance Use, and 3) Transportation. Food Bank/Home Delivered Meals was overspent.
- Medical Case Management remains the most used core service category at 89%. On the other hand, Non-Medical Case Management was the most used support service category with 22%.

Dr. Johnson reminded everyone that the Planning Council plans for the utilization of federal funding for HIV services in the Newark Eligible Metropolitan Area (NEMA).

- This process is done by the Comprehensive Planning Committee (CPC), which ensures that the committee has representation from each of the EMA counties.
- The Committee recommends the type of services supported in the EMA, and then recommends the allocation percentage for each service category.
- The services supported in the EMA and the type of services in each region have changed over the years.
- Once the priority is set, the full Planning Council approves it and then the City of Newark uses it.
- The City of Newark reports to the Planning Council if the allocations were met. If the allocations are outside of the range, then the Planning Council must approve that spending.
- This report shows that there were no areas outside of the range requiring Planning Council support.

12. Announcements

- Poole thanked United Way of Greater Union County for donating gift cards. Any other donations can be received by Support Staff. Donations can be stores gift cards of \$10 or more.
- The CIA will host a COVID-19 Panel on Wednesday, June 23, 2021, via Zoom.

13. Next Meeting

The next Planning Council meeting will be held on Wed. July 21, 2021, at 1:30PM via Zoom.

14. Adjournment

The meeting was adjourned at 2:38pm by Dr. Johnson's decree.