



Executive Committee

MEETING SUMMARY

Wednesday, June 16, 2021 from 1:00PM to 1:26PM

Videoconference via Zoom: <https://zoom.us/j/97734641473>

Teleconference: (929) 205 6099 / Meeting ID: 977 3464 1473#

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. Patricia Moore (Treasurer) 7. Vieshia Morales 8. Warren Poole 9. Sharon Postel (Non-Voting) 10. Aliya Roman (Non-Voting)		

Guests: James Horne (UWGUC)

PC Support Staff: Tania Guaman, Vicky Saguary

1. Welcome & Moment of Silence

Dr. Johnson welcomed all in attendance and called the meeting to order at 1:00 PM. A moment of silence was observed for all those who have passed, those affected by, and those living with HIV/AIDS.

2. Roll Call

Dumago conducted the roll call. Quorum was established.

3. Approval of Meeting Summary from May 19, 2021

The April 21st meeting summary was approved last month as presented.

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

4. Report from the Recipient

Alsbrook provided the following report:

- The recipient received the Fiscal Year 2021 Full Notice of Award for a total of \$12,156,514 with a reduction of \$399,999 (3.2% from FY 2020). The breakdown is noted below:
 - Formula funding: \$7,083,322 (approximately 58% of the award) with a difference of \$415,130 (5% decrease) from FY 2020.

- Supplemental Award: \$3,895,571 (32% of the total award) with a difference of \$144,575 (3.6%) compared to FY 2020.
- MAI award: \$1,177,621 (10% of the overall award) with an increase of \$159,706, (16%) compared to FY 20.
- o **Contracts Update:**
 - As of today, 18 contracts (47%) are on final execution phase for completion before the end of this month. Nine contracts are being prepared for the June 22nd meeting. Seven contracts will be approved through the legistar approval sequence, and three contracts have outstanding documents and thus have not begun the review process. The last contract is an internal agreement between the Recipient's office and the Special Care Clinic at the Newark Health Department. There are a total of 38 contracts this year.
 - The final award letters are being prepared and will be sent out no later than next Monday.
 - Subrecipients can expect a grant reduction of approximately 3% due to 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. The bill amends the open public records act (OPRA) to exclude from the definition of public records the portion of any document which discloses the home address of any active or retired judge, prosecutor, or law enforcement officer. Moving forward, subrecipients will be required to submit documentation for the Daniel's law certification.
 - o The subrecipients of the 19 contracts that have not been adopted by the municipal council have to include the Daniel's Law Certification in the contract package before it can be presented to the municipal council for adoption and execution of the contract.
- **Preparation for the HRSA Virtual Site Visit on July 12 through July 16.**
 - o Planning Council Chairs and the Executive Committee are expected to participate on some sections of the agenda during the site visit.
 - o On day 1 - July 12, there is a meet and greet with the Planning Council Executive Committee scheduled from 1:15PM until 2:50PM. There is also a Ryan White Client meeting scheduled from 3:00PM until 4:30PM with a target of at least 30 Ryan White Client recipients. The recipient recommended that meeting participants receive \$50 ShopRite gift cards to ensure full participation. These incentives will be included in the Planning Council Budget and will be issued in the final award. The Recipient will provide additional funding in the second award to cover costs for these incentives depending on how many clients participate in the meeting.
 - o Support Staff and Poole are working on client recruitment and will provide a list with participants names and emails. This list will be sent to HRSA who will then send the meeting link to all participants.
 - o The Planning Council Chair, Dr. Johnson, and McEniry are expected to participate in the entrance and exit conference. The entrance conference is on July 12 from 10:00AM until 11:40AM and the exit conference is on July 16 from 11:00AM until 12:30PM. Dr. Johnson and McEniry will inform the recipient of any time conflicts for the entrance and exit conference and the meet and greet so that the Project Officer is aware of it.
 - o The site visit will be virtual, and HRSA will send the zoom link to the Executive Committee for their participation on the HRSA Site Visit.

5. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales** – Morales will provide the June 10th COC report at the Planning Council.
- **Comprehensive Planning Committee (CPC): Joann McEniry** – McEniry will provide the June 11th CPC report at the Planning Council.
- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.** – Dr. Bagchi will provide the May 17th REC report at the Planning Council.
- **Consumer Involvement Activities (CIA): Warren Poole** – Poole will provide the May 26th CIA report and the HRSA Learning Collaborative report at the Planning Council.
- The following was highlighted from the HRSA Learning Collaborative:
 - o The HRSA Learning Collaborative asked the team to create a plan for recruitment and retention of Planning Council members and to present during the last session.
 - o The Executive committee will review and approve the plan once the subcommittee's proposal is completed. The plan could be approved at the July meeting if an urgent approval is needed or at the August meeting after the 30-day submission.

6. Treasurer's Report

Moore provided the Treasurer's report. Expenses through May are \$55,286.73. This is approximately 47% of our current award. We are right on budget as of this month.

7. State & National Updates

- Report from the NJ HIV Planning Group – The full report will be given at the Planning Council.
- Report from the Governor's Advisory Council – Dr. Johnson reported that the GAC met on May 20 where the following was discussed:
 - o Possible in-person meetings.
 - o The Governor's office is making movement to move forward with the ETE Plan.
 - o The Council will redraft the authorization statement for the governor's council.

8. Old/New Business

- Discuss the HRSA Site Visit Preparation – July 12 to July 16
 - o Support Staff received a list of documents to be gathered on behalf of the Planning Council. These documents will be dropped off at the recipient's office today.
 - o The NEMA Operating Policies and Procedures (OPPs) was updated to reflect the correct amount of time for an individual to provide public testimony (3 minutes instead of 5 minutes), and the language changes done in the bylaws. The committee agreed to use the updated NEMA OPPs for the HRSA Site Visit.

9. Administrative Issues

- The HRSA Project Officer gets monthly reports on the Planning Council and recommended to include a statement and/or section about the Confidentiality Agreement in the Council Bylaws.

- In September 2020, HRSA required an engagement strategy from the Planning Council with the objective to increase the number of non-aligned consumers to meet the 33% requirement. As of today, the Planning Council will meet this requirement if all consumers attend the Oath Ceremony. Most of the goals outlined in this strategy were met except for the outreach and in-person events proposed. However, the latter was done virtually. Support Staff will provide a written report on this. Also, consumers are participating in the HRSA Learning Collaborative to create an engagement and retention plan. These two plans will be merged to present everything that has been done for recruitment and engagement. Also, the Planning Council videos created after the plan to educate members can also be highlighted.
- A list of topics for Planning Council presentation was created to prioritize topics based on need. This list will be sent to the Executive Committee for review.
- The Bylaws will be amended to include the Confidentiality Agreement. Moore and McEniry will review the Bylaws and present the edits to the Executive Committee for review and approval.

10. Announcements

There were no announcements.

11. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, July 21, 2021 at 1:00PM via Zoom.

12. Adjournment

The meeting was adjourned at 1:26 PM by Dr. Johnson's decree.