



Research & Evaluation Committee

MEETING SUMMARY

Monday, July 19, 2021 from 10:02 AM to 11:08 AM

Videoconference via Zoom: <https://zoom.us/j/95271275360>

Teleconference: (929) 205 6099 / Meeting ID: 952 7127 5360#

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

Guests: Denise Brown

PC Support Staff: Vicky Saguary

1. Welcome and Moment of Silence

Dr. Bagchi called this meeting to order at 10:02 AM. A moment of silence was observed for those living with, those affected by, and those who have passed from HIV/AIDS.

2. Roll Call

Brown 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

<u>Action Steps</u>	<u>Responsible Party</u>
1.	

There were no action steps from the last meeting.

5. Approval of the Meeting Summaries from June 21, 2021

The May 17th meeting summary was approved last month as amended.

The June 21st meeting summary was sent electronically in advance for review. Dr. Bagchi asked for a motion to approve the meeting summary as presented. Brown motioned to approve. Mohammed seconded. No abstentions or oppositions.

6. Updates from other Committees

- **COC** – Support Staff provided the July 8th COC report. The following occurred at the meeting:
 - A telehealth presentation was provided by Dr. Bagchi outlining the barriers and challenges experienced by individuals when using telehealth.
 - The committee reviewed and approved the Outpatient/Ambulatory Health, Housing, and Emergency Financial assistance service standard. Those service standards will be introduced to the Planning Council on July 21, 2021The next COC meeting will be held on September 9, 2021, at 10AM via Zoom.

- **CPC** – Support Staff provided the June 25th CPC report. The following occurred at the meeting:
 - The Comprehensive Planning Committee (CPC) finalized the ranking and percentages for NEMA-wide service categories for FY'2022, as well as the final Priority Setting and Resource Allocation report. This report was sent to the Planning Council for a 30-day review.
 - No meeting in July.The next CPC meeting will be held on August 13, 2021, at 9:30AM via Zoom.

- **CIA** – Guaman provided the June 23rd CIA report.
 - There were 21 attendees at this meeting: 17 from Essex, 1 from Union, 2 from Morris, and 1 from Bergen County.
 - The committee discussed the importance of COVID-19 vaccines to staying healthy as well as the myths that might prevent people from getting them with a medical provider.
 - A mental health provider provided tips and resources for coping with the pandemic and to manage the reopening of NJ businesses.
 - In recognition of Long-Term Survivors' month, a consumer shared his story of living with HIV for 50 years. He talked about how things changed from having no medical or social support over 40 years ago, to having programs like Ryan White that provide much needed resources.The next CIA meeting will be held on July 28, 2021, at 5:00PM via Zoom.

- Feedback from the Health Resources and Services Administration (HRSA) Site Visit meeting with the Executive Committee was shared. HRSA expressed concerns that the Planning Council does not have membership diversity. Another issue was that the executive committee and other leadership roles have not changed for years which may prevent others from taking leadership roles. This happens because the Planning Bylaws do not have term limits. However, recruitment and engagement have been an ongoing issue for the Planning Council, and this concern has been expressed to HRSA in the past.

7. Old Business

- **Review the interim needs assessment findings and recommendations**
 - The interim needs assessment report is delayed. The Needs Assessment CHAMP tabulations are still being computed.
 - One highlight shared was an increase in the number of consumer respondents who used telehealth. Based on initial survey responses 11% (14 out of 128 respondents) said they used telehealth. Upon further analysis of the entire survey, the findings reflect a higher participation rate of 33% (38 out of 128 individuals). This variation occurred because some respondents did not answer the question asking about the use of telehealth, but they answered subsequent questions which suggested that consumers were receiving telehealth services.

- Needs Assessment Report will be completed and sent to Support Staff this week. The Research and Evaluation Committee (REC) will review and approve the Final Needs Assessment Report in August. The committee will then submit the Needs Assessment to the Planning Council via email for a 30-day review period. The Planning Council will accept the report in September.
- **Discuss updates of the Annual 2021 Epidemiologic Report**
 - NJDOH has not released the 2020 Epidemiologic Data. The Recipient will follow up on the status of the data request submitted at the end of February 2021.
- **Review and approve the 2021 Full Assessment of the Administrative Mechanism Report**
 - Agency findings were reviewed at the last committee meeting, with a response rate of 97% (35 out of 36 agencies) who participated, exceeding the 59% response rate in 2018. Agencies reported no deficiencies in the administration, procurement, contracting, reimbursement, monitoring, and technical assistance of the Ryan White Program in the Newark EMA.
 - The recipient survey findings were reviewed at this meeting. Postel reported that Recipient was able to allocate funds quickly and was responsive to needs. No deficiencies were found. However, reimbursement continues to be slow, also noted at the HRSA Site Visit in 2021.
 - Postel makes three recommendations to improve the administration of the RW program:
 - 1) Issue the RFP at the same time every year (with consideration of holidays) and allow two months for completion with a due date of Mid-December
 - 2) Exclude the Memorandum of Understanding (MOU) from the length of pages required in the RFP application since the length of the MOUs varies; and
 - 3) Continue to hold virtual Technical Assistance Sessions.
 - Postel makes four recommendations for the use of electronic tools for this report:
 - 1) Online survey tools are good for compiling all responses;
 - 2) Provide agencies with a copy of the survey in word version for reference
 - 3) Keep in mind that some tables cannot be done in the online survey tool; and
 - 4) Consider keeping the Recipient survey in word since there is only one respondent.
 - Once approved, the Full Assessment of the Administrative Mechanism Report will be forwarded to the Planning Council for approval on Wednesday, July 21, 2021.

To finalize this document, Postel requested the dates in which Support Staff released the surveys to agencies and the recipient, as well as the dates in which responses were received. This information will be included on page two of the report. **Motion:** Dr. Bagchi asked for a motion to approve the 2021 Full Assessment of the Administrative Mechanism Report with the above edits. Mohamed motioned to approve. DeStefano seconded. No abstentions or oppositions.

8. New Business

- There was no new business.

9. Administrative Issues

- Support Staff requested recommendations from REC members for a speaker who can present the update of the National HIV/AIDS Strategy in September 2021. Mohammed volunteered to provide this presentation.

10. Announcements

- The next CIA meeting will be held on July 28 from 5pm-7pm. The topic will be Ending the HIV Epidemic presented by War Talley. The flyer was sent to committee members to share with their network and consumers. Attendees will participate in a raffle for gift cards.

11. Next Meeting

The next REC meeting will be held on Monday, August 16, 2021, at 10AM via Zoom.

12. Adjournment

Dr. Bagchi asked for a motion to adjourn the meeting. Brown motioned to adjourn. DeStefano seconded. No abstentions or oppositions. The meeting was adjourned at 11:08 AM.