



Executive Committee

MEETING SUMMARY

Wednesday, July 21, 2021 from 1:00 PM to 1:39 PM
 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 June 16, 2021

The May 19th meeting summary was approved last month as presented.

The June 16th meeting summary was sent electronically in advance for review. The meeting summary was unanimously approved as presented. No abstentions or oppositions.

4. Report from the Recipient

Alsbrook provided the following report:

- **The HRSA Site Visit** was held on July 12 through July 16th. The official findings and recommendations will be released in 30 days.
 - o Some of the areas of concern that will need to be addressed through a corrective action planning process were: 1) to ensure timeliness of payment to subrecipients while contracts are being processed, 2) to refine the contracting process to not exceed 45 days of the start of the grant period – the Recipient added that the suggested contracting process timeline was accomplished in 2019 and can be replicated moving forward, post COVID-19, 3) the Planning

- Council's consumer stakeholder recruitment and involvement effectiveness and term limits, 4) to revisit CHAMP, 5) to revisit ways to modify unit cost rates to cover expenses that may not have been considered at the start of the contract period and may require unit costs adjustments over the course of the year, sometimes retroactively.
 - The recipient is still in conversation with the project officer on some areas that were raised as concerns. These items were recommendations and not necessarily indicative of legislative or programmatic noncompliance.
- **FY 2021 contracts** – 43% of contracts the are in final execution phase. By the end of this month, 90% of the contracts will be executed. 3 contracts are in review process.
- **FY 2021 final allocation** – All but one service category met the Planning Council funding allocation recommendations. Medical Transportation did not meet the recommended allocation of 2.5%; the final allocation was 1.6% (approximately \$168,000). This occurred because one agency requested \$43,000 less than in previous years, in part due to the overall funding reduction and the lower demand for transportation and the availability of telehealth visits. The funding range for this category was \$196,000 to \$327,000. The 2020 Service Utilization and Allocation Data Presentation will be done separately. The recipient will provide a summary of the allocation at the August Meeting. The recipient is requesting the Planning Council to approve the under allocation of Medical Transportation outside of the recommended allocation (2.5%) on the 2021 Priority Setting and Resource Allocation Report.
- The FY 2022 Part A Notice of Funding Opportunity (NOFO) was released. The application is a 3-year application due on Oct 26th. A non-competing application progress report will be submitted for FY 2023 and FY 2024.

5. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales** – Morales will provide the July 8th COC report at the Planning Council.
- **Comprehensive Planning Committee (CPC): Joann McEniry** – McEniry will provide the June 25th CPC report at the Planning Council.
- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.** – Dr. Bagchi will provide the July 19th REC report at the Planning Council. The Assessment of the Administrative Mechanism needs to be approved today by the Council.
- **Consumer Involvement Activities (CIA): Warren Poole** – Poole will provide the June 23rd CIA report and the HRSA Learning Collaborative report at the Planning Council.

The following was highlighted from the HRSA Learning Collaborative:

- Three Planning Council members that participated on the HRSA Learning Collaborative meetings for 6 months recommended to:
 - Use targeted recruitment for MSM, Latinx, Youth (19-35 years old), the LGBTQ+ community, and unaligned consumers. This will happen through a social media campaign weekly on #RecruitmentTuesday.
 - Improve retention by providing more support to new and current members including an informal mentorship pairing, a glossary of acronyms, and incorporating ongoing community

trainings on the CIA work plan (Topics include: Needs Assessment, Priority Setting, Resource Allocation, How to Advocate and Plan, Fundamentals of Leadership)

- **Discussion after update:**

- McEniry recommended that the group discuss and implementation plan for the mentorship program and to consult with each committee to find out who would be willing to participate. The mentorship program will be for new Planning Council members.
- Dr. Johnson also asked to review and approve the mentorship program since the appointment of new members might take up to 6 months which may discourage participation in the program. Planning Council Applicants can participate in committee meetings while waiting to complete the application process.
- Poole asked if there were funds to print and send poster size posters of the recruitment flyers to each Newark EMA agency. Dr. Johnson asked the Support Team to provide projected costs of this request at the next Executive Committee meeting.

6. Treasurer's Report

Moore provided the Treasurer's report. We received the final award notification for \$245,763 including \$6,500 that was approved for the extra consultant hours involved in preparing the 2021 Needs Assessment and \$1,500 for consumer incentives to participate in the recent HRSA Client Meeting. In effect, the funds available for Planning Council activities are \$237,763. Salaries and operating expenses were reduced, therefore cuts had to be made. Of those cuts, United Way will absorb a portion of the operating expenses and will be functioning on a very tight budget.

Motion: Moore moved to approve the budget as presented and recommended the budget for approval by the Planning Council. Morales seconded. No abstentions or oppositions.

7. State & National Updates

- Report from the NJ HIV Planning Group – The report will be given at the Planning Council.
- Report from the Governor's Advisory Council – The report will be given at the Planning Council.

8. Old/New Business

- Review of the NEMA Planning Council By-Laws
Moore and McEniry are making progress with the revision of the By-Laws. Moore asked Executive Committee members to review the following sections closely: **Section 4.8 Terms of Office** and **Section 7.6 Observers**. In regard to the Intergovernmental Agreement (IGA) with Union County, Moore will discuss with the recipient to clarify this. A report will be given next month to the Executive Committee.

9. Administrative Issues

- The Reflectiveness Report was completed per request of the Recipient. The following changes were noted by the Support Team:
 - A *new membership category template* that lists all HRSA required membership categories was incorporated in the report. Most categories were met. Some individuals fit in more than one category, which was explained in the report. There were also deficiencies in Part B

- representation and representatives of incarcerated or formerly incarcerated populations. The Support Team received a Part B representative application that can meet that deficiency.
- There were some *gender category changes* – this section now includes the categories of transgender male to female, transgender female to male, and additional gender identity.
 - In addition, the Support Team shared that:
 - ✓ The Planning Council has deficiencies in representatives of (1) Hispanics, Unaligned Hispanics, Youth (13-24), and Transgender experience.
 - ✓ The unaligned consumer representation went up to 39% as of now.
 - ✓ The Planning Council has 24 active members, 4 members in holdover status, and 6 membership applications on file.
 - The categories mentioned on the reflectiveness report will be updated in the Bylaws, as well as the new Confidentiality Agreement.

10. Announcements

There were no announcements.

11. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, August 18, 2021, at 1:00PM via Zoom.

12. Adjournment

The meeting was adjourned at 1:39 PM by Dr. Johnson's decree.