



# Executive Committee

## MEETING SUMMARY

**Wednesday, October 20, 2021 from 1:00 PM to 1:32 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. Dr. Ann Bagchi 3. Cezar Dumago (Secretary) 4. Dr. Robert L. Johnson (Chair) 5. Joann McEniry (Co-Chair) 6. Patricia Moore (Treasurer) 7. Vieshia Morales 8. Warren Poole 9. Sharon Postel	10. Aliya Roman (Non-Voting)	11.

**Guests:**

**PC Support Staff:** Tania Guaman, Unnati Guru

**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 September 15, 2021**

The August 18<sup>th</sup> meeting summary was approved with edits and was uploaded to the website for public access.

The September 15<sup>th</sup> meeting summary was sent electronically in advance for review.

**Motion:** Dr. Johnson asked for a motion to approve. Morales motioned. Dumago seconded. The vote passed unanimously. No abstentions or oppositions.

The Executive Committee will review the Needs Assessment Request for Bids prior to its release. After this review is complete, UWGUC will proceed to release.

**4. Report from the Recipient**

Alsbrook provided the following report:

- The Recipient received the HRSA report from the Site Visit from July 2021 . There have been approximately 13 findings, one of which particularly impacts the Planning Council.
- Overview of overall findings:
  - **Timely execution of contracts:** HRSA recommends to further refine the execution of contracts to no more than 45 days for execution of subrecipient contracts from the start of the grant period.
  - **Monitoring Staff:** HRSA notes issues regarding the monitoring of time and effort of recipient and subrecipient staff, which is done using a monitoring tool developed by HRSA and adopted by the recipient.
  - **The Cost Effectiveness of CHAMP:** HRSA encouraged the Recipient to consider other databases for the program for client level reporting and documentation of services.
  - **Advance Payments:** Identify a mechanism for providing advance payment to subrecipients, particularly in the first quarter when contracts are in the execution process.
  - **Chart Audits and Contracts:** HRSA recommends having a portion of the Rutgers contract for quality management moved, which is currently under quality management only, to administration costs. This suggestion was made because quality management involves chart audits, which are used as a tool to identify deficiencies and areas in need of improvement. They feel this audit activity itself should be categorized and budgeted under administration.
- The HRSA Planning Council legislative finding involves consumer and stakeholder recruitment and reflectiveness:
  - **Term Limits:** HRSA advises the Planning Council to revise the Planning Council By Laws to implement term limits and one-year breaks in service once a Planning Council member's term of service expires, which they consider a best practice.
  - **Election process:** HRSA recommends revisiting the current election process where the CEO appoints the Chair, and the Chair appoints the Vice-Chair, Secretary, and Treasurer of the Council. They recommend these positions be filled using a democratic election process, whereby all planning council members vote for each position on an annual basis.
  - **Planning Council Reflectiveness:** HRSA notes that council membership is highly represented by older people. They highlight the need to recruit younger and transgender people to better meet the reflectiveness criteria for the HIV population in the Newark EMA.
- The Newark EMA Request for Proposals (RPF) will be released on October 20 with a three-year performance period.
  - Letters of intent are due on November 9<sup>th</sup>, and proposals on November 18<sup>th</sup>.
  - The Technical Assistance meeting is scheduled for October 28<sup>th</sup>.
  - Applicants will be submitting a proposal for Fiscal Years of 2022, 2023, and 2024.
    - In between, there will be a non-competing progress report required.
  - This timeline was put in place in hopes of avoiding the holiday seasons and allowing time to execute contracts within the 45 days of the start of the grant year next year:

**Tentative Action Steps:** (1) Request the Mayor's input regarding the above findings and recommended changes. (2) Prepare a Planning Council Corrective Action Plan, and submit a preliminary plan within 30

days from October 20, 2021. (3) Obtain information from HRSA and consultants regarding what the above changes will achieve.

## 5. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales** – Morales reported no updates for this meeting.
- **Comprehensive Planning Committee (CPC): Joann McEniry** – provided the following report.
  - The video project regarding the Planning Council and Robert's Rules of Order are completed and available for viewing.
  - CPC is working with the recipient's office and United Way regarding the Integrated Health Plan and what resources are necessary to bring support to the committees' work and responsibilities for the Integrated Health Plan.
- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.** – provided the following report.
  - Given the limited budget and consultant requirements, the Support Team asked for input from the REC to prepare a request for bids for the needs assessment.
  - Because of the breaking point of the fiscal year in February, the needs assessment work is broken up into two parts; the first covers the work between November and February, and the second will cover March to August.
- **Consumer Involvement Activities (CIA): Warren Poole** – Poole provided the following report.
  - Joanne, Calvin, and the Greater Newark EMA was well represented at the meeting on October 19<sup>th</sup>. The videos presented were well received at the meeting.

## 6. Treasurer's Report: Moore provided the Treasurer's report.

- As of the September 2021 financial report, we are well within budgeted amounts except for utilities, which was over budget as of July. As discussed last month, there are six other lines which potentially will be over budget if spending continues as it has been.
- As requested at the previous meeting, Dr. Johnson, James Horne, Joann, and Pat met with Alsbrook to discuss the current financial situation. Horne will follow up with Alsbrook to discuss if adjustments can be made to the Planning Council budget.

## 7. State & National Updates

- Report from the Governor's Advisory Council – There are no updates at this time.
- Report from the NJ HIV Planning Group – There are no updates currently.

## 8. Old/New Business

- Upon revision of the NEMA policies, there were minor changes, mostly editorial or formatting corrections. The only change is found in the Conflict-of-Interest policy, on page three in the first bullet point, indicating the need for an update on the policies when their affiliation changes. Moore moves the executive committee recommend the adoption of the policies by the Planning Council.

- Once the policies have been adopted, each member will be required to sign the policy forms when they are new to the Planning Council or Committee, and again when their affiliation changes.

#### **9. Administrative Issues**

- o Because of feedback received from HRSA as reported by the Recipient, the Executive Committee recommends to hold off until further notice for all nominations and new member candidates.
- o The Epidemiologic Report was completed. Unless any issues are raised, the Support Team will request an invoice and make payment.

#### **10. Announcements**

- There are two new Policy Clarification Notices, which will be announced during the Planning Council meeting.

#### **11. Next Meeting**

The next Executive Committee Meeting will be held on Wednesday, November 17, 2021, at 1:00PM via Zoom.

#### **12. Adjournment**

The meeting ended by Dr. Johnson's decree at 1:32PM.