



Executive Committee

MEETING SUMMARY

Wednesday, December 15, 2021 from 1:02 PM to 1:30 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 2. Dr. Ann Bagchi 3. Cezar Dumago (Secretary) 4. Dr. Robert Johnson (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)	11.

Guests: Juanita Vargas (UWGUC), James Horne (UWGUC)

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 1:02 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 November 17, 2021

The October 20th meeting summary was approved as distributed and was uploaded to the website for public access.

The November 17th meeting summary was sent electronically in advance for review.

Motion: Dr. Johnson asked for a motion to approve. Morales motioned. Poole seconded. The vote passed unanimously.

4. Report from the Recipient

Alsbrook provided the following report:

- The Recipient's Office is on day two of the applicant peer-review period of the Ryan White Part A applications, which include 23 provider applications from Essex County; 6 from Union County; and 4 from the Tri-County region of Morris, Sussex, and Warren.

- The Ryan White Services Report, submitted annually, along with the manual have been released. The submission deadlines are as follows:
 - o Recipient Report – February 7th
 - o Sub-Recipient's Report – March 7th
 - o Final Submission – March 28th

5. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales**
- **Comprehensive Planning Committee (CPC): Joann McEniry**
- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.**
- **Consumer Involvement Activities (CIA): Warren Poole**

Due to time constraints, the Standing Committee Updates were not provided. They will be shared at the Planning Council Meeting.

6. Treasurer's Report

Due to time constraints, this item was not discussed. Moore will provide the report at the Planning Council Meeting.

7. State & National Updates

- Report from the Governor's Advisory Council
 - Report from the NJ HIV Planning Group
- These items were not discussed due to time limitations. These will be discussed at the Planning Council meeting.

8. Old/New Business

- **Review the preliminary timeline for the 2022-2026 Integrated Health Plan**

This item was tabled due to time restraints.

- **Examine follow up feedback from HRSA PO regarding Planning Council Reflectiveness**

The Support Team live-shared the Program Officer recommendations document, and the following was discussed:

As per the last communication of the Recipient's Office with the Project Officer, the following items are outstanding for the Planning Council Reflectiveness and need recommendations on how to address them:

- o Representation for Part D – There was a recommendation for the Support Staff to reach out to Courtney Pulliam, who is a Part D Project Director, to see if she would be willing to join the Council on a formal basis.
- o Representation for State Part B– The recommendation is to reach out to Ka'leef, a Part B Director from the NJ Department of Health, and request that he join the Planning Council as a formal member.

- Medicaid – The Recipient’s Office reached out to Ka’leef for a point person in Medicaid that can be reached out to, to address the Medicaid seat vacancy.
- Planning Council Roster – As HRSA feels there is an over-representation of Rutgers on the Planning Council Committee. The recommendations to address this issue are as follows:
 - *Hospital planning agencies or other healthcare planning agencies* – This can remain the same, or add Beth Israel, St. Michaels, or Trinitas who are recipients of funding and can be invited to join the Planning Council.
 - *Part D recipient/representatives* – The Support Team was advised to reach out to Courtney Pulliam, a Part D Director, to join the Planning Council. If Pulliam is unable to fill this slot, an invite can be extended to Beth Israel to fill this seat.
 - *Other Federal HIV Programs, including HIV Prevention programs* – As Alsbrook noted that this applies for HIV Prevention programs, someone who works for the City of Newark and the HOPWA program should be invited to join the Planning Council. Other options include AIDS Education and Training Center (AETC), AAOGC, or other CBO organizations who work in prevention.
 - *Substance Abuse provider* – Organizations funded by Ryan White would include: NJCRI, Team Management and CURA. Organizations outside the Ryan White Network, like Integrity House, can also be considered, for their work with substance abuse.
- In relation to Rutgers over-representation, Dr. Johnson notes the need to explain to the Federal body or to HRSA of the structured healthcare systems in the Newark EMA area. He also advises to reach out to Ryan White agencies that are not connected with Rutgers to mitigate the representation.

Action Step: The Support Staff will connect with Alsbrook for a list of Ryan White subrecipients.

- Recruitment Efforts – Ensure the recruitment efforts for people under the age of 55 also includes outreach to unaligned client members should be included to increase the number of consumers who represent the youth or young adult category.

- **Consider term limits recommendation from the 2021 HRSA Site Visit Planning Council Findings**

For the recommendation of revising PC Bylaws, suggesting a limit of two consecutive three-year terms with breaks in between, the following discussion took place:

- The Corrective Action Plan (CAP), that addresses the overall organization of the Planning Council will need to be sent back to HRSA in the first week of January. Alsbrook advised they are prepared to ask for an extension if the council does not feel like there is enough time to resolve all issues outlined in the site visit report. There is also an opportunity to go back and update certain sections of the CAP if there are new ideas or in response to feedback that requires rethinking strategies of implementation.
- Dr. Johnson noted that any changes in the function of the Council, and how Council members are appointed or elected, will require the Newark mayor to agree to changes in the operative

structure and Bylaws. The Bylaws will have to be reviewed to identify what changes need to be made to comply with the finding recommendations.

- Changes in the Bylaws may be simple, however, the implementation of the changes, and bringing in new people to take over some of the functions will need a process in place to phase in the change.
- Dr. Johnson asked Moore if she can take on the responsibility to look at and work on the Corrective Action Plan to see what changes need to be made in the Bylaws, as a member of the Bylaws Committee. Dr. Johnson advises once there is a law that defines the structure needed, then they can begin to think about how to make the transition into the new plan that does not interfere with the functioning of the Council.
 - Moore highlights the need to look and see how many current members would be lost or how many members will need to be replaced, so a procedure can be discussed at the Executive Committee or another time.
- Alsbrook also mentioned the need to consider the Planning Council budget in regard to PC support: if the terms are to be limited, and people need to take breaks from serving on the council, it will require consistent monitoring.
- James Horne offered his support to work with Alsbrook and Moore to think through Bylaw revisions and changes, as well as the impact on budgetary concerns, which Dr. Johnson agreed with.
- Should some changes be unable to be met, either due to inability to recruit or lack of interest, Alsbrook advises to do as much as possible, and for the areas that are challenging or impossible to resolve, then techniques or methods to resolve should be provided by HRSA.

Action Steps: Mr. Horne, Moore, and Ketlen will draft recommendations then bring those forth to the Executive Committee to work on the changes to the Bylaws and possible steps towards developing a transition plan.

9. Administrative Issues

No administrative issues were reported.

10. Announcements

There were no announcements.

11. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, January 19, 2022, at 1:00PM via Zoom.

12. Adjournment

The meeting was adjourned at Dr. Johnson's decree at 1:30PM.