



Planning Council MEETING SUMMARY

Wednesday, August 17, 2022, from 1:31PM to 2:32PM
 Video-Conference via Zoom: <https://zoom.us/j/83368597496>
 Teleconference: (929) 205 6099 / Meeting ID: 833 6859 7496#

Present	Excused Absences	Unexcused Absences
1. Dr. Robert Johnson (Chair)	17. Dr. Ann Bagchi	20. James Carrington
2. Ketlen Alsbrook (Recipient)	18. Dr. Wanda Figueroa	21. Jeremiah Cohen
3. Janice Adams-Jarrells	19. Thomas Johnson	22. Kendall Clark
4. Cezar Dumago (Secretary)		23. Dr. Dominga Padilla
5. Joann McEniry (Vice-Chair)		24. Gloria Jones
6. Patricia Moore (Treasurer)		25. Tamerla Lawrence
7. Aliya Roman (Non-Voting)*		26. Providencia Rodriguez
8. Calvin Toler		27. Natalie Muhammad
9. Vieshia Morales		
10. Sharon Postel (Non-Voting)*		
11. Dr. Walter Okoroanyanwu		
12. Kourtney Puliam		
13. Ricardo Salcido		
14. Cynthia Cocagee		
15. Debbie Morgan		
16. Warren Poole		

Guests: Michael Valentine, Kristin Reiter, Lynnette Abdulwaliyy

PC Support Staff: Carla-Ann Alexander and Victor Peralta

1. Welcome & Moment of Silence

Dr. Johnson welcomed all attendees and called the meeting to order at 1:31PM. A moment of silence was observed for those affected, those who have passed, and those living with HIV/AIDS.

2. Roll Call

Alexander conducted the roll call for this meeting. Quorum was established later in the meeting.

3. Public Testimony

There were no public testimonies.

4. Approval of the Meeting Summary from July 20, 2022

Moore noted one correction to be made. The word "KURA" should be corrected to say "CURA." The July 20th meeting summary was motioned to be approved.

5. Report from the Recipient

- **Ketlen Alsbrook gave the report.**
- There are thirty-seven contracts in final execution phase.

- Sub-recipients have been reimbursed for the first quarter.
- Program site visits will be starting during the month of August. This will include programmatic visits along with fiscal monitoring visits. The fiscal monitor will be working with each sub-recipient to do an assessment of their source documents, expenses, audit reports, financial status, etc.

6. Standing Committee Updates

- **Continuum of Care (COC)**
 - The COC submitted the following service standards to the Planning Council for thirty-day review:
 1. Medical Transportation
 2. Emergency Financial Assistance
 3. Mental Health Service
 4. Non-Medical Case Management
 - These service standards were motioned to be approved.
 - The next COC meeting will be held on Thursday September 8, 2022, at 10am via Zoom.
- **Comprehensive Planning Committee (CPC)—Joann McEniry gave the report:**
 - The CPC met virtually on Friday August 12, 2022.
 - The CPC spent much of the meeting working on the Priority Setting and Resource Allocation Report draft for FY23. This report was submitted today to the Planning Council for thirty-day review.
 - The Recipient's office gave a presentation on Ryan White Allocations for FY22, Ryan White Service utilization/spending data, and an update on MAI
 - There was a significant change in Residential Substance Abuse Services. The recommended percentage for the NEMA-wide Service categories for FY22 was 1.65% and decreased to 0.05% for FY23. There are multiple reasons behind this change. For example, there was one provider for this service who withdrew their grant award. No other providers applied for this service since it became Medicaid funded. The committee decided to keep the percentage at 0.05% versus 0.00% to leave opportunity for any individual who may need this service in the future. The funds will be reallocated to areas of greater need. Outpatient/Ambulatory Health Services, for example, was another service whose funds increased. This was due to lab costs coverage.
 - The next CPC meeting will be held on Friday September 9, 2022, at 9:30am via Zoom. This meeting aims to focus on the Integrated Plan.
- **Research and Evaluation Committee (REC)—Carla-Ann Alexander gave the report:**
 - The REC met virtually on Monday August 15, 2022, via Zoom.
 - Quorum was not met, therefore, Section 3 Contributing Data Sets and Assessments for the 2022-2026 Integrated Plan was reviewed.
 - The REC's 2022-2023 Workplan was reviewed and updated.
 - Sharon Postel gave a brief overview of the Needs Assessment Draft Summary.
 - The final 2022 Epidemiologic Profile Report request was sent out and an update will be given at the next REC meeting.

- The committee is awaiting a response from the Recipient's Office regarding the Administrative Mechanism.
- The next meeting will be held on Monday, September 19, 2022, at 10 am via Zoom.
- **Community Involvement Activities (CIA)—Carla-Ann Alexander gave an update:**
 - The CIA met virtually on Wednesday July 27, 2022.
 - Members discussed nominations for Co-Chair and Secretary, two people were nominated, but Poole withheld official nominations until September.
 - A discussion took place regarding recruitment and engagement.
 - Poole did a vote of whether people wanted to meet in person, online, or in a hybrid format for future planning.
 - Sharon Postel did an Epidemiologic Profile Overview.
 - The next meeting will be held on Wednesday August 24, 2022, at 5pm via Zoom.

Dr. Johnson called a motion to receive the reports from the four committees. The reports were motioned to be approved.

7. State & National Updates –

- **Report from the NJ Department of Health (NJDOH)—Kourtney Puliam**
 - There were no updates given.
- **Report from the Governor's Advisory Council (GAC)—Dr. Robert Johnson**
 - The GAC has not met since the last Planning Council meeting in July.
- **Report from the NJ HIV Planning Group (NJHPG)—Kourtney Puliam**
 - The next General Assembly meeting is scheduled for August 18, 2022, at 10am.

8. Planning Council Administrative Issues

- **Report from Executive Committee – Dr. Robert Johnson**
 - The Executive Committee reviewed and approved the budget.
- **Report from Treasurer—Patricia Moore**
 - The Executive Committee recommends approval of the budget as presented to the Planning Council.
 - As of July 31st, NEMA spent \$85,868.93. This is approximately 31% of the budget.
 - With the addition of the supplemental award, all budget lines are within projected expenses.
- **Report from Planning Council (PC) Support Staff—Carla-Ann Alexander**
 - There is a new Project Manager, Victor Peralta, for NEMA's Support Staff. Peralta gave a brief introduction about himself.
 - The current budget includes the supplementary award that was received, which is an increase from last year.

9. Old/New Business

- Twelve-month PC Budget Approval presented by the Treasurer
 - Dr. Johnson called a motion to approve the budget. The budget was motioned to be approved.

- RWHAP Part A Service Utilization & Spending data, update on Minority AIDS Initiative (MAI) eligibility and services by Aliya Roman. Brief overview:
 - This presentation covered FY21 from March 1, 2021, to February 28, 2022.
 - The Sub-recipients of the EMA provide eight Core Medical services with OAHS as the main and central focus of care and treatment. The remaining eight services support linkage and retention in health care. Services are provided by thirty-four service providers. There are twenty-three in Essex County, seven in Union County, and four in the Tri-County region of Morris, Sussex, and Warren.
 - Services providers are monitored and measured by the Recipient's Office in-house Quality Management Specialist and Clinical Quality Management (CQM) team. The CQM team works directly with service providers to improve on measures that do not meet the EMA's performance goals. Programs that are not reaching the EMA's goals will be worked within FY22 this year with the CQM team.
 - The HIV Care Continuum Outcomes for FY21 were shown.
 - Roman shared and reviewed the FY21 Priority Setting Results.
 - Core services that were under the PSRA goal included Health Insurance Premium and Early Intervention services.
 - Support services that were under the PSRA goal included Emergency Financial Assistance, Residential Substance Abuse, and Transportation. Food Bank and Home Delivered Meals were over the PSRA goal.
 - NEMA's FY21 Core Service Expenditures was \$7,805,872 (74.86%) and \$2,621,645 for Support Service Expenditures (25.14%).
 - In FY21, 6,402 unduplicated PLWHA were served in NEMA. This is a 10.28% increase compared to FY20.
 - 4,207 were Essex County residents
 - 1,114 were Union County residents
 - 284 were Morris County residents
 - 40 were Sussex County Residents
 - 42 were Warren County residents
 - 715 were outside the EMA.
 - For FY22, NEMA received a total award of \$12,526,012 for funding.
 - For FY22, the only service category that did not meet the PSRA goal was Residential Substance Abuse.
 - Morgan asked Roman what the committee should be focusing on in the light of all the information given. Roman responded emphasizing that the committees should continue watching allocation trends. She mentioned that even though the fiscal year can be closed in/out of specific services categories, the new fiscal year always start off with recommendations given by all committees. Roman gave the example of being able to put additional money into Outpatient/Ambulatory Health Services and decreasing funds in service categories that are underutilized. The Recipient's Office encourages sub-recipients to make request for additional funds if the need is demonstrated. Dr. Johnson added that the takeaway should also be the outcomes and the way money is being spent as a result of the recommendations given by the council.

- Dr. Okoroanyanwu asked if there was any reasoning for the underspending in certain service categories. Roman responded by using the service category Health Insurance Premium and Cost Sharing Assistance as an example. Funds were allocated for \$52,328 but the final spending for this category was lower. Fiscal years cannot be crossed. Sub-recipients are working with clients to bring in documentations for billing, but it must be relative to current grant year. In terms of Early Intervention services, NEMA's goal is to connect clients to care immediately, or within thirty days. Therefore, the linkage to care upon a new diagnosis causes funds to not be utilized. Due to this, the final spending for this category is under what was allocated. McEniry mentioned that the impact of COVID-19 affects the data. Additional resources were implemented due to the pandemic, providing more assistance and expanding eligibility to NEMA clients.
- Alsbrook commented that the council should explore ways of making sure that our HIV community are aware of the services that are available for them through the Ryan White Program. She mentioned that sometimes clients will go to their case manager to express a financial issue, but the grant year has already ended, and the Recipient's Office are no longer able to provide the available resources to address that need. Educating sub-recipients about time restrictions and assuring that consumers are aware of resources available in a timely manner will be beneficial.
- This presentation will be emailed to the council.
- *2022 Funding Streams Report* by Support Staff
 - Alexander emailed the report to the committee for thirty-day review.

10. Announcements

- Joann McEniry informed the council that Janice Adams-Jarrells will be receiving a special recognition from Hyacinth for her advocacy in the community for HIV on November 5, 2022.

11. Next Meeting

The Planning Council meeting will meet on Wednesday, September 21, 2022, at 1:30 PM via Zoom.

12. Adjournment

The meeting was adjourned at Dr. Johnson's decree at 2:32PM.