



Executive Committee MEETING SUMMARY

Wednesday, March 16, 2022 from 1:02 PM to 1:25 PM

Videoconference via Zoom: <https://zoom.us/j/84694719298>

Teleconference: (929) 205 6099 / Meeting ID: 846 9471 9298#

Present	Excused Absences	Unexcused Absences
1. Ketlen Alsbrook 2. Dr. Ann Bagchi 3. Cezar Dumago (Secretary) 4. Dr. Robert Johnson (Chair) 5. Patricia Moore (Treasurer) 6. Warren Poole 7. Sharon Postel (Non-Voting)	8. Joann McEniry (Co-Chair) 9. Vieshia Morales 10. Aliya Roman (Non-Voting)	11.

Guests: James Horne (UWGUC)

PC Support Staff: Juanita Vargas, 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 and quorum was established.

3. Approval of Meeting Summary from February 16, 2022

The January 19th meeting summary was approved with edits and was uploaded to the website for public access.

The February 16th meeting summary was sent electronically in advance for review.

Motion: Dr. Johnson asked for a motion to approve the summary with amendments. Dr. Bagchi motioned. Dumago seconded. The vote passed unanimously.

4. Report from the Recipient

Alsbrook provided the following report:

- There are a total of 26 contracts that have started the review process, which represents about 72% of the total number of sub-recipients for FY 2022. Four contracts will be uploaded by end of the day, which will bring the review process up to 80%.
- Three contracts are under fiscal review with the grant accountant; two contracts are under administrative review with Aliya Roman; and one contract is being revised with the sub-recipient.

- The Recipient aims to have all contracts ready for review and adoption by the April 8th Council Meeting, with full execution of contracts within two weeks thereafter, before the end of April.
- Ryan White Services Report is in the process of being reviewed and is due March 28. There are currently two outstanding reports from agencies that were not funded in fiscal year 2021. As they were funded in FY 2020, and the report is a calendar year report, the Recipient is actively working with those agencies to have the reports submitted to cover the January 1 – February 28 period.
- Alsbrook inquired on the status of youth and consumer recruitment. At this time, the most updated Reflectiveness roster, with the addition of Ka'leef and Kourtney, shows there would be a reduction of consumer representation from 33% to 29%. As such, the Planning Council will need to bring on one or two more consumers to be in compliance with the one-third representation requirement.

5. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales**
- Continued work on the Situational Analysis section of the Integrated Plan. Members reviewed data provided by the consultant on priority populations to consider for the situational analysis, such as people of color, specifically Black Not Hispanic, and youth. Members began drafting a SWOT analysis for each identified priority population.
- War Talley shared the following update for the EHE plan: no movement has been made at this time with the state for data sharing agreements between CHAMP and EMR/EHRs
- Debbie Mohammed provided a presentation: *Mortality among Persons with Diagnosed HIV, New Jersey*. The main takeaways from the presentation include:
 - o The main causes of death for those who are HIV positive: deaths due to HIV are mostly due to not receiving treatment.
 - o The main causes of mortality due to non-AIDS defining causes are chronic illness and cancer, as such, an increase in preventative primary care and prevention of infections are critical
- **Comprehensive Planning Committee (CPC): Joann McEniry**
- Members reviewed the membership roster and provided suggestions for new membership recruitment, both for the CPC and the Planning Council. Some suggestions include:
 - o Sharing vacancies with Ryan White Part A sub-recipients routinely
 - o Using visual marketing such as flyers with various partners and agencies
 - o Targeted outreach to RW sub-recipients who are not currently represented on the PC
 - o Provide training for consumers to help them feel knowledgeable and up to speed on information
- The Support Team presented the CPC Membership Orientation and went over the CPC Operating Policies and Procedures, as well as the Conflict of Interest policy.
- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.**
There were no updates from this committee at this meeting.
- **Consumer Involvement Activities (CIA): Warren Poole**

- Poole shared concerns brought up by attendees during the last CIA meeting involving anonymity and consumer privacy at meetings. Some consumers shared they would like to be a part of the Planning Council or the CIA committee but were concerned about maintaining their anonymity for minutes and attendance. This conversation was raised when one attendee asked how quorum was established and how membership attendance was monitored.
- Executive Committee members felt it would be possible to have the CIA committee re-categorized into an informal forum, as it was before, as minutes from committee meetings are considered public record. An informal forum would allow consumers to attend and participate in the meetings without concern around maintaining their privacy.
- Alsbrook questioned what the bylaws state regarding formal committees and informal platforms for consumers to meet. An informal forum may ease concerns for anonymity, but it may not demonstrate the value of consumer input that goes into decisions made by the Planning Council.
- Juanita Vargas of the Support Team advised she will work with Poole to review the bylaws and the concerns regarding anonymity. Further discussion will continue at the April meeting regarding a plan of action or recommended changes to the CIA committee structure to resolve this concern.

Action Step: Vargas to meet with Poole to discuss CIA committee structure to maintain attendee anonymity.

6. Treasurer's Report

- The final spending amount for FY 2021 is \$260, 356.64. There is an excess in the amount of \$1,635.36.

7. Old/New Business

- **Response to HRSA recommendations from July 2021 HRSA Site Visit**
 - o The Recipient advised there are not updates at this time.
 - o When asked about further development of the Planning Council term limits, Alsbrook advised they are awaiting the Ryan White Part A Manual Update, which HRSA stated will be released in the next month or so, to clarify the requirements for Planning Councils.
 - Members agreed this topic will be tabled until the release of the Part A Manual Update.

8. Administrative Issues

- The Support Team announced a new Project Manager has been selected, and more information is to come soon.
- Planning Council informational posters have been mailed out to Ryan White Part A sub-recipients with the help of the Recipient and Ryan White Unit.

9. Announcements

There were no announcements.

10. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, April 20, 2022, at 1:00PM via Zoom.

11. Adjournment

The meeting was adjourned at Dr. Johnson's decree at 1:25PM.