



Executive Committee MEETING SUMMARY

Wednesday, September 18, 2019, 1:00-1:30PM
Willing Heart Community Center
555 Martin Luther King Blvd. Newark, NJ 07102

Present	Excused Absences	Unexcused Absences
1. Ann Bagchi, Ph.D. 2. Cezar Dumago 3. Joann McEniry (Vice-Chair) 4. Patricia Moore 5. Aliya Onque (Non-Voting)	6. Robert L. Johnson, MD (Chair) 7. Mario Portilla 8. Ketlen Alsbrook 9. Warren Poole	

Staff: Tania Guaman, Vicky Saguy

1. Welcome & Moment of Silence

Joan McEniry, Vice-Chair of the Executive Committee, welcomed all members. McEniry called the meeting to order at 12:58 PM. A moment of silence was observed for all those living with, those affected by, and for those who have passed from HIV/AIDS.

2. Roll Call

Cezar Dumago, Secretary, conducted the roll call and quorum was established.

3. Approval of Meeting Summary from July 17, 2019

Joann McEniry, Vice-Chair, called for the approval of the July 17th meeting summary. Ann Bagchi, PhD. motioned to approve. Cezar Dumago second. No abstentions. None were opposed.

Pat Moore, PC Treasurer, noted that Ketlen Alsbrook should be an Executive Committee and Planning Council Voting member and all other committees. This correction will be made in the July Summary. All members approved the July 17th meeting summary and there were no abstentions. The July 17, 2019 meeting summary was approved with recommended edits.

4. Report from the Recipient

Aliya Onque, Recipient's Office, provided the report for the Recipient. Onque reported the following:

1. The Recipient's office is working on the FY 2020 Ryan White Part A Funding Application which is due on September 30th with a maximum request of \$13,129,646. The Recipient is also working on the FY'20 RFP Manual for Part A subrecipients. The manual will be completed by next week.
2. The Recipient's office is also working on the CDC's End the Epidemic grant funding application which is due on October 15th with a maximum request of \$4 Million. The Recipient's Office will merge both applications in their proposal.
3. Ketlen Alsbrook (Recipient) will meet with Christopher Menschner (Assistant Commissioner) to discuss the State's End the Epidemic Initiative. The meeting will take place two weeks from today.

4. The recommendation made by CPC to increase funding for Residential Substance Abuse and the decrease on Mental Health is reasonable, assuming that subrecipients will ask for the same amount of funding. In FY 2019, an agency requested \$188,830 for Residential Substance Abuse funding but the Planning Council Recommendation was set at 1.35% with 148,488 to allocate (with plus and minus parameters of \$107,616 and 179,360). The subrecipient agency was given the maximum allowable amount of \$179,360 at the time. Looking at the FY2020 allocation, the subrecipient agency can be fully funded if they request the previous amount. The FY19 recommendation for Mental Health was at 10.15% with \$1,078,819 and the subrecipient request was for \$1,022,078. The FY2020 recommendation of 9.0% will allow to cover the request.

5. Standing Committee Updates

- **Continuum of Care:**

Tania Guaman, Support Staff, reported that two standards of care will be approved at the Planning Council meeting. Joann McEniry, Chair of the Executive Committee, pointed out that the two Standards of Care that will be approved are: Emergency Financial Assistance and Food-Bank/Home Delivered Meals under the COC Report. Cezar Dumago added that Jason Petteway and Dennis Leary (CHAMP Programmers) gave a presentation of CHAMP's best practices and useful tools. An extended report will be provided at the Planning Council meeting.

- **Comprehensive Planning Committee:**

Joann McEniry, Vice-Chair, reported that the Planning Council will need to make a vote outside the 30 days period for the Priority Setting and Research Allocation Report. HRSA guidance allowed to have a non 75/25 allocation recommendation on the PSRA for FY2020. Therefore, the CPC did not have to prepare a 75/25 allocation. Unless otherwise instructed by HRSA, the CPC intends to continue using a non-75/25 allocation. On the 2020 Priority Setting and Research Allocation, there is a comparison table of the FY2019 75/25 allocation, the amended FY2019 Non 75/25 allocation and the FY2020 Non 75/25 allocation based on 2019 Utilization Data, the 2019 Needs Assessment, the 2019 Epidemiological Data and the 2019 Funding Stream Analysis. This table was also provided to the Planning Council for a full comparison.

- **Research and Evaluation Committee:**

Ann Bagchi, Ph.D., REC Chair, reported that the Consultant resumed its work for the 2019 Needs Assessment, the 2019 Assessment of the Administrative Mechanism and the 2019 Epidemiological Profile. Tania Guaman, Support Staff, mentioned that the 2019 Assessment of the Administrative Mechanism needs to be voted on at the Planning Council meeting. McEniry suggested that the REC emphasize the need to vote outside of the 30 days review period due to time constraints. Bagchi, Ph.D. noted that there was a great improvement on the timeline and contracts were fully executed earlier than in previous years. McEniry noted the importance of highlighting that improvement at the Planning Council. Support Staff added that no deficiencies were found on the Assessment of the Administrative Mechanism. The full REC report will be announced at the Planning Council meeting.

- **Community Involvement Activities Committee:**

Joann McEniry, Vice-Chair, mentioned that the last CIA meeting was a barbeque and asked if there were any matters to report at the Executive Committee. Tania Guaman, Support Staff, stated that there were no issues and a full CIA Report will be given at the Planning Council.

6. Treasurer Report

Patricia Moore, Planning Council Treasurer, provided the Treasurer's report. Moore reported that this is the first report she received since this fiscal year started. Moore, Planning Council Treasurer, stated that the Planning Council budget is at 50% of the contract but has spent 58% of the budget. She mentioned the need to monitor the budget closely to avoid being over budget. Moore noted that consumer travel expenditures are overbudget for and that the Consultant has not received any payments yet. Moore also reported a probability that the phone bill and meeting space rental may be over budget.

Joann McEniry, Vice-Chair, asked if there is a mechanism to track consumer's travel expenditures since, it was mentioned, that bus ticket distributions were done at will and were not tracked before.

Tania Guaman, Support Staff, reported that consumers who receive bus tickets must sign in and state what meeting they attended. This implementation started in May and it has been noted that less bus tickets are being used. Support Staff, stated that there were two purchases of 100+ tickets made and that there are tickets left. McEniry suggested that, if the fiscal year has not yet ended, to stop distributing bus tickets as soon as the ones already bought are exhausted to avoid going over budget on that item. Support Staff agreed that once the bus tickets are exhausted, there will be no more bus tickets provided to consumers. Support Staff also noted that this action is not taking into consideration the recommendation to provide transportation to the Tri-County consumers to attend Planning Council and Committee Meetings. Moore mentioned that, in the past, transportation was provided strictly to disabled consumers who had no means for attending Planning Council meetings and occasionally was expanded to committee meetings. Moore recommended that a discussion be held at the Executive Committee and Planning Council since this is a new project idea. McEniry mentioned that this recommendation was made last Friday, and it has not been implemented yet.

McEniry asked if the Project Manager's phone bill is a fixed monthly amount and if it is strictly for Planning Council calls, company calls or personal calls. Moore mentioned that the phone bill has always been a variable amount. Support Staff stated that the line is used for Planning Council business only.

Cezar Dumago, Secretary, asked if there was a budget item for the NEMA Website. Support Staff reported that that, currently there is not an item in the budget to cover for website expenses. Moore mentioned that there was a budget item in the initial RFP which had been removed.

Support Staff stated that there will be a meeting with United Way and the Recipient's Office (Ketlen Alsbrook) to discuss the website maintenance fee. Aliya Onque, Recipient, mentioned Ketlen Alsbrook gave an overview of the NEMA website to Support Staff at the CPC Meeting and is anticipating some discussions about this matter.

7. State & National Updates

- Report from the NJ HIV Planning Group –
Ann Bagchi, Ph.D. mentioned that NJHPPG will meet tomorrow.
- Report from the Governor's Advisory Council –
Ann Bagchi, Ph.D. mentioned that the Governor's Advisory Council will meet next Thursday.

8. Old/New Business

- Transportation: Joann McEniry, Vice-Chair, recommended that the transportation issues be discussed further at the next Executive Meeting. Aliya Onque, Recipient, added that at the Tri-County EIRC Meeting, consumers also mentioned the transportation as an issue for consumers to participate in meetings. She mentioned that several Essex County Consumers attended the lunch and learn after the meeting and expressed their interest in attending the Tri-County region events. She mentioned that out of the 7 or 8 consumers at the meeting 3 or 4 were from Essex County.

Cezar Dumago mentioned that using Uber as a method of transportation might be less expensive. Joann McEniry, Vice-Chair, mentioned that Lyft is cheaper given the geographic region at the Tri-County. Pat Moore noted that all counties should be considered, including Union, which also has transportation issues for consumers. Aliya Onque, Recipient, suggested that agencies provide transportation to consumers interested in attending out-of-county meetings. Onque highlighted the need of subrecipients to collaborate with each other. McEniry recommended that the PC Budget for transportation be used in collaboration with subrecipients to provide transportation. This item will be further explored at the next Executive meeting.

9. Administrative Issues

Tania Guaman, Support Staff, reported the following:

- Location Research: Support Staff contacted 42 agencies and 10 of them provided their spaces to rent. Out of those agencies, 8 agencies were within the budget. Tania Guaman, Support Staff, provided a list of those 8 locations. Support Staff noted that these meeting locations were considered based on the availability of parking space, cancelation fees, public transportation access and other related costs. The Executive Committee recommended that The Waterfront and the Training Recreation Education Center be contacted. Aliya Onque, Recipient, mentioned that the Waterfront is an underutilized recreational center and is accessible by public transportation. Pat Moore, Treasurer, mentioned that the Planning Council does not pay if a meeting is cancelled and asked if that would be possible at the future meeting spaces. Joann McEniry, Vice-Chair, mentioned that Planning Council would like to keep the same agreement to not pay for the meeting if the meeting gets cancelled. McEniry suggested that Support Staff ask the Training Recreation Education Center to match \$900 for the six meeting to consider it as an option.
- Approval of the Media Release Form: Tania Guaman, mentioned that a media release form would need to be approved since Warren Poole, CIA Chair, recommended that NEMA start a quarterly newsletter. McEniry suggested that the photo release be emailed to the Executive Committee so it can be discussed further at the next meeting.

10. Announcements

None at this time.

11. Next Meeting

The next Executive Committee meeting will be held on October 16, 2019 at 1:00 pm at the Willing Heart Community Center, located at 555 Martin Luther King Blvd. Newark, NJ 07102.

12. Adjournment

Joann McEniry, Vice-Chair, called for a motion to adjourn the meeting. Ann Bagchi motioned to adjourn the meeting. Cezar Dumago second the motion. Members supported the motion and the meeting was adjourned at 1:30 PM.