

# Executive Committee

## MEETING SUMMARY

**Wednesday, July 17, 2019 AT 1PM**  
 Willing Heart Community Center  
 555 Martin Luther King Blvd. Newark, NJ 07102

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

**Guests:**

Sharon Postel, Consultant joined via phone conference.

**1. Welcome & Moment of Silence**

Robert L. Johnson, M.D., Chair of the Executive Committee, welcomed all members. Dr. Johnson called the meeting to order at 1:01 PM. A moment of silence was observed for all those living with and affected by HIV/AIDS, and for those who have passed.

**2. Roll Call**

Cezar Dumago, Secretary, conducted the roll call and quorum was established. Dr. Johnson reported that Pat Moore will be on a leave of absence until September.

**3. Approval of Meeting Summary from June 19, 2019**

Dr. Robert Johnson called for the approval of the meeting summary from June 19, 2019. Mario Portilla motioned to approve the summary. Cezar Dumago second the motion. The June 19, 2019 meeting summary was approved.

**4. Report from the Recipient**

Ketlen Alsbrook, Project Director, provided the report for the Recipient. Alsbrook reported the following:

1. The Recipient had a HRSA Fiscal Technical Assistance Site Visit, which was focused on the fiscal and programmatic monitoring tools being used to ensure compliance testing. HRSA also visited 2 sites: St. Michael’s Medical Center and Positive Health Care. Additional information will be mentioned at the larger Planning Council meeting.
2. The 2020 Ryan White Part A NOFO is now open. The Recipient will be working with the Consultant to submit the application which is due on September 30, 2019.
3. PC Website: Ketlen Alsbrook, Recipient, submitted a Ryan White website proposal to the Communications Department. Alsbrook reported that the Ryan White website will contain sections

for the Recipient and the Planning Council. However, the current priority is having a Planning Council repository set up. Additional sections will include: 1) an overview of PC and legislative mandate, 2) council and committee structure, 3) becoming a member, 4) meeting calendar, 5) meeting agendas and summaries, 6) important documents (Needs Assessment, Epi Profile, Assessment of the Mechanism, etc.), 7) announcements and events.

## 5. Standing Committee Updates

- **Continuum of Care:** Mario Portilla, COC Chair, reported that the two standards of care will be introduced at the Planning Council meeting. Portilla also reported that no urgent matters need to be discussed at the Executive meeting. The report will be provided at the Planning Council meeting.
- **Comprehensive Planning Committee:** Tania Guaman, Support Staff, reported that the CPC did not hold a meeting in July. Guaman also reported that, in August, the CPC will review the 2019 Funding Stream Analysis and the 2019 Ryan White Utilization of Services presentation will be provided by the Recipient's Office.
- **Research and Evaluation Committee:** Ann Bagchi, Ph.D., CPC Chair, reported that the Consultant resumed its work for the Needs Assessment, the Assessment of the Administrative Mechanism and the Epidemiological Profile. The full report for the REC will be announced at the Planning Council meeting.
- **Community Involvement Activities Committee:** Tania Guaman, Support Staff, reported that the CIA Chair - Warren Poole was excused from this meeting. Guaman reported that consumer outreach continues to increase consumer membership in the Council. Support Staff will provide provided the report for the CIA at the Planning Council meeting.

## 6. Treasurer Report

Patricia Moore, Planning Council Treasurer, is excused from this meeting. No Treasurer report was provided.

## 7. State & National Updates

- Report from the NJ HIV Planning Group –  
Ann Bagchi, PhD reported that she stepped down from her positions as Chair of the NJHPG – Stigma Committee.
- Report from the Governor's Advisory Council –  
Dr. Johnson, PC Chair, reported that the Governor's Advisory Council will have a meeting on July 18, 2019.

## 8. Old/New Business

None at this time.

## 9. Administrative Issues

Tania Guaman, Support Staff, reported the following:

- Reflectiveness Report Update on deficiencies:
  - Ethnicity: Non-aligned Consumers White not Hispanics and Hispanics

- Gender: Male and Female Non-Aligned Consumer
- Age Groups: 13-24, 25-34, 35-44 years old
- PC Members Consecutive Absences. Some members have 3 or more consecutive absences. Dr. Johnson suggested that Committee Chairs have a conference call with Support Staff to discuss this issue further.
- Change of location: the meeting location needs to change since current venue will start construction soon and the space will no longer be available. The Executive Committee requested that the new location be in Newark. Suggested locations included: Rutgers Medical School (parking not available) and Broadway House.

#### **10. Announcements**

- Dr. Johnson, PC Chair, proposed that the Executive Committee and the NEMA Planning Council take a recess in August. All members agreed. The Executive Committee and the Planning Council will not hold a meeting in August.

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

The next Executive Committee meeting will be held on September 18, 2019 at 1:00 pm at the Willing Heart Community Center, located at 555 Martin Luther King Blvd. Newark, NJ 07102.

#### **12. Adjournment**

Dr. Robert L. Johnson, Planning Council Chair, called for a motion to adjourn the meeting. Members supported the motion and the meeting was adjourned at 1:34 PM.