

Executive Committee

MEETING SUMMARY

Wednesday, June 19, 2019 AT 1PM
 Willing Heart Community Center
 555 Martin Luther King Blvd. Newark, NJ 07102

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

Guests: Mr. James Horne, UWGUC CEO 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 12:59pm. A moment of silence was observed for all those living with and affected by HIV/AIDS, those living with, and for those who have passed.

2. Roll Call

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

3. Approval of Meeting Summary from May 15, 2019

Dr. Robert Johnson called for the approval of the meeting summary from May 15, 2019. Joann McEniry motioned to approve the summary. Mario Portilla seconded the motion. The May 15, 2019 meeting summary was approved.

4. Report from the Recipient

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

- For FY2019, all contracts are fully executed.
- Everyone who submitted an invoice in April has received payment. Two vendors have not sent invoices and have not received payments. Two Agencies received additional funds and one staff submitted travel reimbursement. All payments will be processed by the end of the month.
- HRSA is scheduled for a Fiscal site visit with the Recipient’s Office on the second week of July 9-12. The agenda was received today and will be reviewed to find out if providers and planning council will be able to meet with HRSA. This is a follow up on the last visit with recommendations from 2017. The recommendations were the following:
 1. Timely execution of contracts – This year execution of contracts was done by April in comparison from previous years which were done by June and July.

2. Having a CHAMP Super User – Someone within the Ryan White or recipient office having more credentials/administrative rights to customize reports on CHAMP.
 3. Timely Closeouts – Making sure every payment is made by June 30th. No funds in the account by June 30th.
 4. Multiyear contracts – Talking to contractors to submit resolution to municipal council to request permission to work on contracts for 2020. The possibility of 3-year contracts is being evaluated considering that the Needs Assessment, Priority Setting Resource Allocation are done annually to determine where funds are allocated.
- For the Core Service Waiver application, the Recipient's office is finalizing the letters of support that need to go to the State Ryan White Part B Project Director as part of the application. A letter of Support from ADAP, Medicaid, and the Director of the HIV Division are also needed. The Planning Council Support letter was received today.
 - The 2020 RFP process for subrecipients will start in July instead of September or October like previous years.

5. Standing Committee Updates

- **Continuum of Care:** Mario Portilla, COC Chair, provided an update for the COC committee. The last Continuum of Care Committee meeting was held on Thursday, June 13 at the Willing Heart Community Center in Newark. The following occurred at that meeting:

- Quorum was established and no public testimony was given.
- The May meeting summary was approved.
- Housing Standards were reviewed and approved by the COC.
- Discussion regarding summer meetings will be held via email.
- Discussion on Access to Medications – Item will be discussed at next meeting.
- The Emergency Financial Assistance Standards of Care will be reviewed at the next meeting.

The next CPC meeting will be held on July 11, 2019 at the Willing Heart Community Care Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

- **Comprehensive Planning Committee:** Joann McEniry, CPC Chair, moved her report for the full Planning Council meeting.

- **REC:** Interim Chair, Ann Bagchi, Ph.D.

Ann Bagchi, REC Chair provided the REC report. The Research and Evaluation Committee met on Monday, June 17, 2019 at the Willing Heart Community Center in Newark. The following occurred at the meeting:

- Quorum was not established. Meeting minutes were not approved
- The 2019 Needs Assessment, Epidemiological Profile and the Assessment of the Administrative Mechanism are currently on hold due to budget issues. A full Needs Assessment is done every 3 years, which causes a greater expenditure in the budget. The last Full Needs Assessment was done in 2016. A Needs Assessment Update is done during the other 2 years. Contractual fees depend on which Full Assessment must be done in that year. Sharon commented that her contract with United Way has not been finalized and that all work on these deliverables will be on hold until further notice.
- Mr. James Horne, CEO of United Way of Greater Union County, reported that a meeting was held with Ann Bagchi, REC Chair and Tania Guaman, Support Staff about the current

budget for the deliverables. Ann Bagchi, REC Chair, shared that there is budget set aside for deliverable but not enough funds. Mr. Horne, UWGUC CEO, announced that Sharon's proposal for the Needs Assessment was approved and he and Ketlen Alsbrook, Recipient, will work together to figure out the budget for the 2019 Epidemiologic Profile and the 2019 Assessment of the Administrative Mechanism.

- Ketlen Alsbrook, Recipient, emphasized the importance of a good collaboration between the REC, the Planning Council and NEMA Support Staff to ensure that all products meet their specific deadlines. UWGUC needs to find out what products to contract out or do in house for next year too.

The next CPC meeting will be held on July 15, 2019 at the Willing Heart Community Care Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

- **CIA:** Warren Poole, CIA Chair – Tania Guaman, Support Staff reported that Warren Poole was excused from this meeting. No CIA report was provided during this meeting.

6. Treasurer Report

Patricia Moore is excused from this meeting. There was no report provided during this meeting.

7. State & National Updates

- Report from the NJ HIV Planning Group – Will be discussed at Planning Council Meeting
- Report from the Governor's Advisory Council – Ann Bagchi, REC Chair and member of NJ ETE Taskforce reported that a planning report needs to be submitted by National HIV Testing Day, June 27, thus the team is working on a tight timeframe to finalize the report. Ann Bagchi, REC Chair and member of the Taskforce, mentioned that the report needs to define the audience since it was technical and difficult to read. The Taskforce provided recommendations for review and is expected to be submitted to the governor before HIV Testing Day. An announcement will then be made on June 27- National HIV Testing Day.

8. Old/New Business

None at this time.

9. Administrative Issues

- Membership Applications: Two new questions were added to Membership applications to gather the information needed for the required HRSA Reflectiveness report. Consumers do not need to submit a resume. An Oath Ceremony will be scheduled once all applications are received.
- The first page of the membership application will be sent to the City of Newark accompanied by a letter requesting the appointment of members who need to be renewed.
- Terms differ according to number of years serving as member of the PC committee.
- Facebook Update: The Facebook page is active and if you want to share anything let the support staff know. Members were asked to Like and share the NEMA Facebook page.

10. Announcements

- Rev. Vereen passed away. A moment of silence will be held during the Planning Council meeting.

- A deficiency was found on the Reflectiveness report – the Council has only 29% of non-aligned consumers That is, members who are not employed or have any financial benefits by Ryan White Services. However, the Recipient reports that HRSA requires that 33% of members be non-aligned consumers. Ketlen Alsbrook, Recipient, mentioned that recruitment efforts need to be demonstrated.
- New PC applicant: Debbie Morgan. Term was expired on 2018 and was not on the city records. She would like to apply to be a member of the Planning Council.

11. Next Meeting

The next Executive Committee meeting will be held on Wednesday, June 19, 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 1:25pm.