



# Executive Committee

## MEETING SUMMARY

**Wednesday, November 20, 2019, 1:00-1:30PM**  
 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. Joann McEniry (Vice-Chair) 6. Patricia Moore 7. Aliya Onque (Non-Voting) 8. Mario Portilla	9. Warren Poole	

**Staff:** Tania Guaman, Vicky Saguy

**1. Welcome & Moment of Silence**

Dr. Robert L. Johnson, Chair of the Executive Committee, welcomed all members and called the meeting to order at 1:01 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. Quorum was established.

**3. Approval of Meeting Summary from October 16, 2019**

Dr. Robert L. Johnson, Chair, called for the approval of the October 16<sup>th</sup> meeting summary. Ann Bagchi Ph.D. Motioned to approve. Mario second the motion. Joann McEniry (Vice-Chair) abstained from the vote. The October meeting summary was approved.

**4. Report from the Recipient**

Ketlen Alsbrook (Recipient) provided the Recipient's report.

- The 2020 Ryan White Funding Applications were received on November 8. There were 41 applications - including 2 returning applicants and 1 new applicant. A Peer-Review Panel of 25 individuals will evaluate these applications during a Peer Review session on December 16 and 17.
- The 2020 Projected Formula Letter was received. The projected formula award is for \$7,233,542 and a MAI projection of \$1,215,985. The projected formula decreased by 0.5% percent and the MAI funding decreased by 11%. Overall, the projected award decreased by 2%. The final award notice will be received in January or February.
- Two End the HIV Epidemic Meetings have been held with the State. The first meeting was between the Recipient Offices from Hudson County and the Newark EMA.

The second meeting included EIRCs' Chairs and Co-Chairs as well as other partners from the state. During this meeting, the situational analysis for Essex and Hudson County was reviewed. Essex County's SWOT analysis was submitted, and the State asked Hudson County to do something similar. The State Plan for Ending the Epidemic was discussed. The next EHE meeting is scheduled for November 26. The State will merge the Situational analysis from Essex and Hudson County to determine the commonalities and differences in each region by December 10<sup>th</sup>. The Recipient will determine what to do in Pillar 1 and 2, which looks at prevention and other services such as PrEP and syringe exchange programs.

"Which state plan is the Recipient referring to since the current plan has not been approved by the Governor?" asked Dr. Johnson. The Recipient explained that today's update refers to the federal EtE focusing on the goals & objectives for Hudson and Essex County.

Alsbrook also added that Chris Menschner (Assistant Commissioner) indicated that pieces from the unapproved plan will be reviewed and included in the federal EtE plan.

- Steve Young (Director for Metropolitan HIV/AIDS program) has retired as of November 9<sup>th</sup>. The new Acting Director for Metropolitan HIV/AIDS program is Chrissy Abrahams-Woodland.
- In the EHE application, the Recipient requested \$4Million. The Recipient's office is now looking for an EHE Coordinator, which will be done assuming that the Recipient will be funded for the EHE component of the grant application. If the Recipient did not receive the award, the state has offered to use some of their CDC grant funds to cover personnel costs if the recipient was able to recruit a candidate before the EHE award notification from HRSA.

## 5. Standing Committee Updates

### - **COC: Mario Portilla**

Mario Portilla (COC Chair) provided the report.

- o The COC did not hold a meeting in November.
- o The committee is waiting on Recipient's guidance for the new format for the Standards of Care. The next COC meeting will be held on Thursday, December 12, 2019 at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

### - **CPC: Joann McEniry**

Joann McEniry (Vice-Chair) provided an overview of the CPC report. The last CPC meeting was held on November 8<sup>th</sup>. The following occurred at the meeting:

- o The CPC reviewed the Integrated HIV Prevention and Care Plan progress report and found the following.

1. **Issue - GOAL #2:** 90% of Newly diagnosed linked to care within 30 days declined from 69.1% to 60.2%. The CPC will focus on strategies to meet the goal.

This data is pulled out of CHAMP, a system that also documents the date patients were diagnosed and the date patients were linked to care. The report showed that the Early Intervention Service category is particularly low.

**Exceeding the Goal:** the youth category is exceeding the goal with 69.6% followed by MSM.

As a representative from Rutgers DAYAM, Dr. Johnson (Chair) explained that meeting this goal for youth might be due to the colocation of outreach, diagnosis, and treatment by the same provider. Dr. Johnson noted that linkage rates might even be higher. McEniry (Vice-Chair) mentioned that data input issues can be a possible issue. A recommendation was made to explore the challenges from HIV diagnosis to getting connected with a Ryan White provider.

**Recommendation:** Conduct case studies on those who were not linked within 30 days to find the possible causes, especially for patients who are referred from “testing-only” sites.

2. **Issue - GOAL 3-1:** Gap in Medical Care increased from 13.2% to 15.1% as of 2018. Youth is exceeding this goal. Dr. Johnson (Chair) noted that this may be because the youth program agency oversees both testing and linkage to care.

**Recommendation:** To perform an analysis in Gaps according to provider agency and to implement a Plan Do Study Act (PDSA) to improve the activity.

3. **Meeting the Goal:** Viral Load Suppression with 85.5% and prescribing Antiretroviral medication with 98.2%. Some populations are exceeding the goal.

The next CPC meeting will be held on Friday, December 13, 2019 at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

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

Ann Bagchi, Ph.D. (REC Chair) will provide full report at Planning Council Meeting.

- **CIA/CC: Warren Poole –**

The CIA report will be provided during the full Planning Council meeting.

## 6. Treasurer’s Report

Pat Moore provided the Treasurer’s Report.

The budget is eight months (66%) into the fiscal year and approximately 60% of the contractual amount has been spent. All budget lines are within projected amounts, except for consumer travel as has been noted previously. Projecting expenses, for the next four months, we will probably be able to stay within the budgeted amounts. Moore added that the Contractual Consultant amount might be an issue.

Pat Moore (Treasurer) met with James Horne (UWGUC CEO) and Tania Guaman (Support Staff) to review the budget that was submitted in the RFP. The Executive Committee does not need to vote. The budget was provided to the Executive Committee for reference only.

Moore noted that the amount of funds requested is in excess of what has been budgeted in previous years. Moore also noted that if these items are included in the actual budget, the budget line amounts should be discussed by the Executive Committee. Moore called attention to the requests for consumer travel and food for Planning Council and CIA Meetings. Those two areas must be discussed at the Executive Committee, she explained.

The recipient asked if the website cost was included at that report. Moore (Treasurer) mentioned that this item was not included in the October Report. The Recipient mentioned that this item cost was new and might not be included in that report. Moore (Treasurer) mentioned that the Consultant fees, website fees, and other outstanding items might cause some difficulties in closing out the budget.

Joann McEniry (Vice-Chair) asked for a report with the actual expenditures in line with the projected budget for expenditures. Pat Moore (Treasurer) explained that the budget received at the meeting was the one submitted with the RFP. Moore also noted that when the Planning Council receives the award then a budget will be created for committee approval. Moore (Treasurer) explained that she needs actual expenses, with YTD updates to make adequate projections. No action was taken.

## 7. State & National Updates

- Report from the NJ HIV Planning Group (10.17.19) –
- Report from the Governor’s Advisory Council (10.24.19)

These updates will be reported at the Planning Council Meeting.

## 8. Old/New Business

There was no Old or New Business discussed.

## 9. Administrative Issues

- **NEMA Meeting Location** – Dr. Johnson (Chair) mentioned that this was discussed and agreed on previously.
- **Website Update / -Media Release Form** – Dr. Johnson (Chair) asked about the Media release form. Support Staff explained that a media release form signed by Planning Council Members would be helpful since the NEMA website will be released soon. Support Staff also noted that other Planning Councils share member pictures which could also be done in the Newark EMA website if members agree to it. Cezar Dumago (Secretary) noted that individuals would have the option decline and that it should be presented as an option. Support Staff asked members to review the proposed website and noted that a few items have yet to be uploaded. Support Staff also proposed to launch the website in January. No action was taken.

- **Attendance Monitoring**

Tania Guaman (Support Staff) mentioned that calendar invites are being sent to monitor meeting attendance. The invite might prompt the person to either accept or decline the invitation. Joann McEniry (Vice-Chair) mentioned that the calendar invite is helpful since it populates in personal calendars, but that consumers might have an issue. Support Staff explained that the Consumer group gets a regular email but that consumers who are in other committees will be asked if there is any issue. McEniry (Vice-Chair) asked Support Staff to send a calendar invite for the rest of the calendar year. Support Staff also mentioned that the calendar invitation was tested with Gmail and Hotmail without issues.

Action Item: Support Staff send out calendar invite for the Executive Committee and Planning Council meetings for the rest of the year.

Dr. Johnson mentioned that it might be an issue if a meeting gets cancelled, the person accepted the invitation but didn't get notified of the cancellation. Support Staff mentioned that the meeting calendar on the NEMA website will be used as the primary source of information to the public. No action was taken.

## 10. Announcements

No announcements were provided.

## 11. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, December 18, 2019 at 1:00PM at the Willing Heart Community Center, located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

## 12. Adjournment

Dr. Robert L. Johnson, Chair, adjourned the meeting at 1:24PM. All members agreed.