

Continuum of Care Committee

MEETING SUMMARY

Thursday, January 09, 2020, at 10AM - 12PM
 Willing Heart Community Center
 555 Martin Luther King Blvd. Newark, NJ 07102

Present	Excused Absences	Unexcused Absences
1. Wanda Figueroa 2. Maisel Guzman 3. Imad Ibrahim 4. Vieshia Morales 5. Aliya Onque (Non-Voting) 6. Mario Portilla 7. Lauro Rocha 8. Nancy Scangarello	9. Ann Bagchi, Ph.D. (Secretary) 10. Cezar Dumago 11. Dominga Padilla 12. Pat Moore	13. Richlyn Burnham (Vice-Chair) 14. Kendall Clark

Guests: Martha Downey, Michael Giannmo, War Talley, Nancy Peters, Jason Kondrk
Support Staff: Tania Guaman, Vicky Saguy

1. Welcome and Moment of Silence

Mario Portilla (COC Chair) called the COC meeting to order at 10:05 AM. Portilla welcomed all in attendance and called for a moment of silence to be observed for all those living with, those who have passed and those affected by HIV/AIDS.

2. Roll Call

Tania Guaman (Support Staff) conducted the roll call. Quorum was established during the meeting.

3. Public Testimony

There was no public testimony at this meeting.

4. Approval of Meeting Summary from December 12, 2019

At the December COC meeting, the October 10th meeting summary was approved without edits.

The December 12th meeting summary was reviewed. The committee recommended the following edits: change the date for the next meeting from January 12, 2019 to January 9, 2020 to reflect the correct date. Mario Portilla (COC Chair) asked for a motion to approve the meeting summary with edits. Imad Ibrahim motioned to approve. Lauro Rocha seconded the motion. There were no oppositions or abstentions. The meeting summary was approved with edits.

5. Standing Committee Updates

- CPC – Tania Guaman (Support Staff) provided the CPC report.
 The last Comprehensive Planning Committee meeting was held on December 15, 2019. The following occurred at the meeting:

- The meeting summaries from September and November were approved.
- Committee members continued the in-depth analysis of the 2016-2018 progress report of the HIV Integrated Prevention and Care Plan.
- The meeting focused on drafting specific activities, parties responsible, time frames and data indicators for action plan goals. All items were completed for goal #1 and goals #2-4 are scheduled to be completed at the January meeting. The CPC will submit a draft of the updated Integrated Prevention and Care Plan to the full Planning Council by February 2020
- The recent changes on the Food Stamp eligibility will be discussed at the next meeting. Since Ryan White clients will be affected by this, it was recommended to have this discussion at the Planning Council as well.

The next CPC meeting will be held on Friday January 10, 2019 at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102. All are encouraged to attend.

- REC – Tania Guaman (Support Staff) provided the REC report. The Research and Evaluation Committee last held a meeting on Monday, December 16, 2019. The following occurred at the meeting:
 - The Committee decided that the 2020 Needs assessment will focus on the relationship of housing to viral suppression and retention in care, as well as eviction stigma. This decision was made because EHE funding proposed an increase in funding for housing to help improve health outcomes for PLWHA in the Essex County area.
 - To research this topic, the REC will conduct key informant interviews and a policy analysis research, which will be discussed at the next meeting.
 - The REC recommended that a subcommittee/workgroup be created to bring dissemination into action and to figure out how to better share research finding with the Newark EMA and not just to PC committees.
 - Dr. Bagchi (REC Chair) will provide a summary of best dissemination practices for the committee. More discussions will follow on how to disseminate information in the Newark EMA at the next meeting.

The next REC meeting will be held on Monday, January 13, 2019 at 10AM at the Willing Heart Community Center located at 555 Martin Luther King Blvd. Newark, NJ 07102.

- CIA/CC – Tania Guaman (Support Staff) provided the CIA report. The last Community Involvement Activities/Community Conversations Committee meeting was held on Friday, December 20, 2019 at 555 MLK Jr. Blvd. in Newark, NJ from 5 to 7PM. The following occurred at the meeting:
 - The CIA had a Holiday Party in collaboration with the Peter Ho CAB. There were almost 60 attendees from Union and Essex County at the event.
 - The event began with a moment of silence for all those living with, those who have passed, and those affected by HIV/AIDS.
 - Support Staff provided an introduction of the Planning Council.
 - The Peter Ho CAB provided sweaters and jackets for everyone interested.
 - The CIA invited all attendees at the next meeting discussion on HIV and Decriminalization.

The next CIA meeting will be held on January 22, 2019 from 5:00 to 7:00PM at the Willing Heart Community Center located at 555 Martin Luther King Blvd. Newark, NJ 07102.

6. Old Business

- Review of Housing Standards of Care with New Format
 - Committee members reviewed the existing Housing Standards of Care format in comparison with new one proposed by the Recipient's office. Aliya Onque (Recipient) mentioned that the new format was created because of a recommendation from HRSA as well as to provide a better flow in the standards. Therefore, the universal components that applies to ALL service categories were removed and will be included into the newly created format for the *Universal Standards of Care*. As these standards are developed, the Recipient will compare the Universal Standards with the National Monitoring Standards to make sure that all the information is complete once the Universal Standards are reviewed.

The following was also noted:

- Support Staff transposed all the information from the old Housing Standard of Care into the new format of the Housing Standards of Care to the sections where it was most appropriate. The language throughout the new format was not changed from that of the previously approved Housing Standard of Care. During the meeting, the committee will review to confirm that all of the content fits into the new categories.
- In regard to Housing, the Recipient is trying to identify ways to address the inability to pay for security deposits. An initial recommendation was made to cover payments for up to three months of rent, if a landlord agrees, instead of a security deposit. However, this might be an issue for other subsidy programs. Further guidance will be provided by the Recipient once a consensus is reached, until then sub-recipients can reach out to the Recipient's office directly with questions.
- The service category description is as stated in the HRSA Policy Clarification PCN 16-02.
- There is a new section in the new format of the Housing Standard that includes the service limitations from the Recipient's RFP, which must be updated yearly. The limitation from the Recipient's Office for housing was mentioned, which requires that if a client is in transitional housing for more than 24 consecutive months, the subrecipient must submit a written request to waive this restriction. The Service Limitation section states that all clients must have a housing plan. However, there is no Housing Plan checkmark under CHAMP. Sharon Postel (Consultant) asked if the development of a housing plan needs to be added specially because of the Ending the Epidemic emphasis on housing. The Recipient explained that the housing plan is done under the support services individualized care plan, but that the topic will be discussed at the next CHAMP meeting.
- Dr. Figueroa stated that some clients move from one transitional housing program to another because a housing plan was not established. Therefore, Dr. Figueroa suggests that a housing plan is added to CHAMP in order to monitor housing transitional services, which would be helpful, for instance, if the client is on a waiting list. Once the housing plan is noted, there would be an opportunity for better communication among case managers to make the necessary housing arrangements. Based on this discussion, the committee recommended that a section in CHAMP be created/used to track housing transitional services.

- Under the Assessment and Service Plan section, the first statement was changed to “Development and implementation of an individualized service plan *to include housing plan*” to be consistent with the previous conversation. Also, “Contact payee for payment information’ and “Follow up with payee and client to ensure that payment was received” were removed from this section since this does not apply to housing and as recommended by the Recipient.

Under Documentation, the following was recommended:

- o Bullet 4 was added to state “Documentation of Certification and Recertification”.
 - o Documentation of assessments was changed to “Documentation of assessments/reassessment(s)” as number 5.
- The Engagement and Retention of Clients section was moved to the Universal Standards under Client Rights and Responsibilities in the Universal Standards of Care. This Section’s name was changed to *Agency/Client rights and responsibilities*.
 - Under the Staff/Training Section, there was a discussion about the need to add CPR or Basic Life Saving training, as suggested by Masiel Guzman. Dr. Figueroa stated that some facilities, for instance, undergo CPR, shooting, sexual harassment, cultural diversity, among other trainings. Members also added that trainings for all types of jobs need to be identified and if those trainings are required federally or statewide. Sharon Postel (Consultant) suggested that trainings be added to the Universal Standards of Care. Tania Guaman (Support Staff) stated that, currently the Universal Standards do not have a Staff Training section, but that there is a Cultural and linguistic Competency. Committee members agreed that having the knowledge on what to do in difficult situations could save someone’s life. Based on this discussion, the committee recommended that the EMA have standard specifications for trainings including the language of “*basic knowledge of emergency interventions*”. Sharon Postel (Consultant) recommended to change this section’s name to *Staff Qualifications and Trainings*.
 - The Consultant also recommended the following:
 - o Add the statement “Training on EMA standards of Care for Housing and Universal Standards” as bullet point 7
 - o Rearrange statements 5 and 6.
 - o Leave “Ongoing training on CHAMP system and pertinent updates” as the last statement on that section
 - The COC committee added the Experience and Training Compliance Section in the Universal Standards and identified the following bullet points.
 - o Agencies are expected to comply with State and Federal regulations as required by law.
 - o Agencies are expected to comply with any additional special training requirements
 - The information under the Additional Program Guidance: [HIV/AIDS Bureau Policy 16-02] section is from the PCN and was not changed.

Mario Portilla (COC Chair) asked for a motion to accept the new format of the Housing Standards with edits. Lauro Rocha motion to accept. Nancy Scangarello seconded the motion. The newly formatted Housing Standards of Care document was approved.

Lauro Rocha asked the Recipient which agencies provide housing services in Newark. The Recipient explained that St. Bridget's provides housing services in Newark and Irvington, Isaiah House in East Orange and Proceed in Elizabeth.

Dr. Figueroa asked if every Standard of Care will have a Universal Standard. The Recipient explained that there is only going to be one Universal Standard of Care and the information included in it should reflect everything that is needed for all Standards. Then all category specific standards of care will follow the same format. Sharon Postel (Consultant) added that if the COC finds information from other standards that should be included it in the Universal Standard, the committee could do so later on.

Lauro Rocha mentioned that one of his clients lost his housing placement because he was not able to cover the first month rent. Rocha stated that his agency tried to help the client to find other agencies that could help cover that cost but unfortunately was not able to. The Recipient recommended that the Broadway House's Case Manager contact their Program Monitor at the Recipient's Office so the Program Monitor could find EFA agencies that still have funds to cover for this cost.

The Origination date of the New Housing Standards of Care was set to January 9, 2020.

7. New Business:

- Warren Talley was voted in as a new voting member of the COC committee. Mario Portilla (COC Chair) asked for a motion to accept Warren Talley as a voting member of the COC committee. Imad Ibrahim motion. Lauro Rocha seconded the motion. There were no oppositions or abstentions. Warren Talley was welcomed to the COC committee.
- Discuss and draft version of FY 2020 committee calendar
This item will be discussed at the next meeting.
- Assess whether there is a need to update COC OPPs
 - The COC committee reviewed the COC OPPs. Nancy Scangarello commented that there might be duplication under the objectives. Members noted that number first and last bullet points were similar as well as the second and fourth bullet points.
 - The COC combined the first and last bullet points; and the second and fourth bullet point.
 - Members held a discussion about the last statement in the Membership section.
 - Nancy Scangarello asked if COC members must give the name of their alternate beforehand. Support Staff stated that members could give the name for their alternate. Dr. Figueroa asked if that person needs to be sworn in. Support Staff explained that only Planning Council members need to be sworn. It was mentioned that Support Staff receives applications for the committee but people who apply for the Planning Council have the option to select the committee they would like to join. Therefore, the application for the committee is not needed. It was also mentioned that if the alternate attends the meeting, the COC member will count as present and it would not affect their attendance.
 - Another point that the COC brought up is that if the alternate should have the same voting capabilities as the member as stated in that statement in the OPPs. Mario Portilla (COC Chair) mentioned that he thought the alternate does not have voting privileges. Tania Guaman (Support Staff) explained that support staff will follow the OPPs and that the COC committee can make changes to their OPPs. Lauro Rocha mentioned that the purpose of having an

alternate is in case of a member not being able to attend the meeting but has a person from the same agency able to attend the meeting to make sure the agency is aware of what is happening at the meeting. However, Rocha also mentioned that the alternate would not attend the meeting on an ongoing basis. It was also mentioned that this could be a way to maintain quorum or to have the agency's input on the matters discussed at the meeting. Rocha mentioned that support staff should be notified by email or letter if an alternate is attending the meeting. Mario Portilla (COC Chair) asked if committee members should be aware of who the alternate would be and know their credentials. Rocha mentioned that this is situational, and the alternate can vary but the information should be sent to the COC Chair and a NEMA representative. Warren Talley suggested for the alternate not to have voting privileges but will be able to take information back to the agency. Masiel Guzman agreed with Warren's suggestion since it is not known what the alternate might be aware of in regards of the work of the committee. Rocha mentioned that the alternate covering for the member should be someone that the member feels understands the work of the COC and can provide input to the COC. Aliya Onque mentioned that the agendas, summaries, and all necessary documentations are sent beforehand, and members are aware of what they are going to be voting on. Therefore, the member should review the documents and inform the alternate on what is going to be happening at the meeting. and Nancy Scangarello agreed with the Recipient. It was mentioned that if the alternate attends the meeting repeatedly, a discussion with the member should be held. Also, it was asked if there should maximum number of times that an alternate could attend the meeting. Following this discussion, the COC agreed to add a bullet point stating "Members of the COC are responsible for notifying Support Staff via email about their alternate representative at least two days prior to the meeting. The alternate is responsible for being prepared to fulfill the responsibilities of the member."

The COC will continue to review the COC OPPs at the next meeting.

8. Administrative Issues— PC Support Staff

There were no administrative issues noted at this meeting.

9. Announcements

There were no announcements.

10. Next Meeting

The next COC meeting will be held on Thursday, February 13, 2020 at 10 AM at the Willing Heart Community Center located at 555 Martin Luther King Blvd. Newark, NJ 07102.

11. Adjournment

Mario Portilla, COC Chair, asked for a motion to adjourn the meeting. Imad Ibrahim motioned to adjourn the meeting. Lauro Rocha. seconded the motion. All members agreed. The meeting was adjourned at 11:43 AM.