



# Executive Committee MEETING SUMMARY

Wednesday, January 15, 2020, 1:00-1:30PM  
Willing Heart Community Center  
555 Martin Luther King Blvd. Newark, NJ 07102

Present	Excused Absences	Unexcused Absences
1. Ketlen Alsbrook (Recipient) 2. Ann Bagchi, Ph.D. 3. Joann McEniry (Co-Chair) 4. Patricia Moore (Treasurer) 5. Aliya Onque (Non-Voting) 6. Warren Poole 7. Mario Portilla 8. Sharon Postel (Non-Voting)	9. Cezar Dumago (Secretary) 10. Robert L. Johnson, MD (Chair)	

**Guests:** James Horne (UWGUC)  
**PC Support Staff:** Tania Guaman, Vicky Saguy

### 1. Welcome & Moment of Silence

Joann McEniry welcomed all in attendance and called the meeting to order at 12:59 PM. A moment of silence was observed for all those living with, those affected by, and those who have passed.

### 2. Roll Call

Support Staff conducted the roll call. Quorum was established later during the meeting.

### 3. Approval of Meeting Summary from December 18, 2019

The November 20<sup>th</sup> meeting summary was approved last month as presented.

The December 18<sup>th</sup> meeting summary was reviewed by the committee and no amendments were recommended. McEniry asked for a motion to approve the meeting summary as presented. Warren Poole motioned to approve. Mario Portilla seconded the motion. No oppositions or abstentions.

### 4. Report from the Recipient

Ketlen Alsbrook (Recipient) provided the following report:

- The Recipient submitted the Unobligated Balance Annual report to HRSA on December 30<sup>th</sup>. There was a balance of \$250,000 Unobligated funds - \$200,000 from Outpatient Ambulatory Health Services and - \$50,000 from Mental Health services due to an increase of Medicaid coverage. This request accepts a resolution from HRSA allowing the Recipient to use those unobligated funds for FY'20. The Recipient notes that this amount is based on the projected award received from HRSA at the Recipient's request, and it does not reflect the final award.
- The Projected Award is about \$8.5 Million which encompasses the formula funding and MAI funding, but it does not include Supplemental.

- Based on agencies spending's assessment to date, there is a balance of \$375,597 for redistribution: \$160,371 in additional funds request that have already been approved and the other requests are still in review.
- The Ryan White Service Report -which reports on client level data and is submitted to HRSA yearly - is due on March 30<sup>th</sup> by 6PM. It includes subrecipient level data, recipient level data, client utilization data as well as health outcomes information. The Recipient's portion is due on February 1<sup>st</sup>. Subrecipients' data is due on March 2<sup>nd</sup>. The final report is due on March 30<sup>th</sup>.
- To date, 24 agencies have received their annual site visits. There are 8 site visits remaining to complete until the end of the fiscal year.
- The HRSA site visit is tentatively scheduled for the week of August 24, 2020 after the biannual grantee meeting. The Comprehensive Site Visits brings a Quality Management Consultant, a Fiscal Consultant and an Administrative/Programmatic Consultant.

## 5. Standing Committee Updates

- **COC: Mario Portilla** - Mario Portilla provided the COC report. The Last COC meeting was held on January 9<sup>th</sup> at the Willing Heart Community Center. The following occurred at the meeting:
  - Quorum was established
  - The Committee reviewed and approved the newly formatted Housing Standards. Support Staff added that additional feedback from the Recipient's office was received after the Standards were approved by the COC. Moore and McEniry added that any changes made by the Recipient need to be reviewed by the COC Committee. Therefore, the COC will review the Recipient's edits; then the Housing Standards will be brought back for review and approval by the Planning Council. Alsbrook mentioned that the Service Standards are used by the Recipient as a subrecipient monitoring tool. Therefore, the Recipient requests to have a final review of the final product.
  - Warren Talley was voted in as a new voting member of the COC committee.
  - The committee began to review its Operating Policies and Procedures (OPPs). The review will be finalized at the at the next meeting.

The next COC meeting will be held on February 13, 2020 at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102. All are encouraged to attend.

- **CPC: Joann McEniry** - Joann McEniry provided the CPC report. The Last CPC meeting was held on January 10<sup>th</sup> at the Willing Heart Community Center. The following occurred at the meeting:
  - The CPC committee conducted an in-depth review and update of the Integrated HIV Prevention and Care Plan. The Integrated Plan was submitted to the Planning Council electronically. Since a hard copy of the updated report was not available at this meeting, McEniry recommended that the presentation of the Integrated HIV Prevention and Care Plan be postponed for the next Planning Council meeting.

The next CPC meeting will be held on February 14, 2020 at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102. All are encouraged to attend.

- **REC: Ann Bagchi, Ph.D.** – Dr. Ann Bagchi will provide the REC report at the full Planning Council meeting.

- **CIA/CC: Warren Poole** – Warren Poole will provide the full CIA/CC report at the full Planning Council meeting.

## **6. Treasurer's Report**

Pat Moore (Treasurer) provided the Treasurer's report. Ten (10) months (83% into the fiscal year, we have spent approximately 83% of the contractual amount. Four budget lines are over expended. The Consultant line is \$8,000 over budget as reported last month. A number of other lines will be in the red is expenses are consistent with past spending. Projecting expenses for the next two months a number of the budget lines will exceed the budgeted amounts. We have funds for one (1) month only.

United Way is in the process of requesting additional funding to cover short falls and expenses that were not included in the original budget such as the annual audit, copier lease and website fees. We have a verbal commitment for additional funds. The amount is indefinite at this time. If additional funds are received a budget modification will be submitted for your approval, then submitted to the Recipient's Office for approval.

Ketlen Alsbrook (Recipient) mentioned that she spoke with Mr. Horne about the request and asked for a justification on the cost allocations. Once Dorian reviews the request, a final award will be released. The Recipient added that based on the request, there is no reason to not meet the full amount.

## **7. State & National Updates**

- Report from the NJ HIV Planning Group (No December meeting)
- Report from the Governor's Advisory Council (No December meeting)

The NJHPG and the Governor's Advisory Council did not have meeting in December. Support Staff added that a report from the Issues Committee is available to share with the Planning Council meeting, if requested. Joann McEniry agreed.

## **8. Old/New Business**

- McEniry requested that all Committees Chairs review their responsibilities and provide feedback if there is any concern with any of the dates listed on the NEMA PC Calendar of Activities. Support Staff introduced three 'PC operational' calendars FY 2019 (what happened); FY 2020 (what is planned for this year); and FY2021 (what is recommended based on lessons learned). The operational calendar uses the timeframe of October to September to reflect the submission of the HRSA Ryan White Part A application due in September. Alsbrook recommended that all service standards be reviewed for the following year no later than March 1<sup>st</sup>. To reflect this suggestion, the Service Standards section will be modified to read "Review 2020 Standards and update if warranted for 2021". Since some of the deliverables, such as the Needs Assessment overlap in fiscal years, UWGUC will adjust its contracting process to start much earlier in the year.

## **9. Administrative Issues**

- Support Staff received some feedback from committees and the Recipient about the Planning Council website. Alsbrook wants to make sure that the website speaks to consumers as well as providers and other stakeholders. More specifically, the information about how to join, availability of transportation, and public testimony will need to be included. Support Staff will meet with the Recipient's Office next week to review the website. Staff asked for guidance on next steps after the meeting with the recipient and making all the recommended changes. McEniry suggested that Support Staff send an email stating that the edits were made and give a date for committee to give their feedback.

- PC Support Staff brought up Postel's recommendation to have the committee Chairs' signature as final approval in meeting summaries. Support Staff asked if the committee would like to implement this suggestion. Postel added that several years ago, the Planning Council summaries had the Chair's signature because after PC Support Staff makes edits to summaries, the committees and/or the Planning Council does not see a final version. Support Staff explained that currently when meeting summaries are approved with edits, the edits are listed in the summary. Then Support Staff marks a summary as approved on (set date) with edits. McEniry suggested to use the language "approved with amendments or approved as presented". Moore also suggested that the meeting summaries' corrections be reflected in the next meeting summary.
- RFP Response for the 2020 Needs Assessment Update  
Committee members were provided with a copy of the proposal received in response to UWGUC's RFP for the 2020 Needs Assessment. Based on the proposed timeline, the work for the 2020 Needs Assessment started in December 2019 and will end in July 2020. Moore added that at the last meeting, UWGUC already mentioned that phase 1 of the 2020 Needs Assessment Update will be added to the 2019 Fiscal Year. Moore also stated that the Consultant proposal for the 2020 Needs Assessment asks for \$20,000 and questioned if this amount was added in this year's budget. The Recipient stated that the budget was not included in UWGUC's request for additional funding. Mr. Horne restated that UWGUC would review the timeline and follow up on this matter.

Pat Moore moved to not accept the proposal immediately to provide UWGUC the leeway to negotiate the cost of the Consultant in this proposal. McEniry asked about what the Executive committee needs to do with the proposal. The Recipient explained that the Planning Council is required to conduct a Needs Assessment, so the task for the Executive Committee is only to accept the scope of work that has been received from the Consultant. The Recipient added that everyone should keep in mind that the budget is based on the availability of funds, and the 10% cap on administrative costs. Moore asked about the work expected to happen for the 2020 Needs Assessment which will focus on housing. Dr. Ann Bagchi (REC Chair) explained that the committee will use key informant interviews, focus groups and a policy analysis. Alsbrook added that if the proposal gets approved, UWGUC and the Recipient will talk about the budget. McEniry asked for a motion to accept the scope of work presented by the Consultant in the proposal. Mario Portilla motioned to accept. Warren Poole second the motion. No abstentions or oppositions.

#### **10. Announcements**

Support Staff stated that the 2020-2021 Meeting Calendar has been approved by all committees' chairs and asked if the calendar could be distributed. McEniry said yes.

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

The next Executive Committee Meeting will be held on Wednesday, February 19, 2020 at 1:00PM at the Willing Heart Community Center, located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

#### **12. Adjournment**

McEniry asked for a motion to adjourn the meeting. Warren Poole motion to adjourn. Mario Portilla seconded the motion. All members agreed. The meeting was adjourned at 1:38PM.