



Comprehensive Planning Committee

MEETING SUMMARY

Friday, May 8, 2020 at 9:30AM

<https://www.gotomeet.me/UWGUC/cpcmeeting>
 (646) 749-3122 / Access Code: 618-076-485

Present	Excused Absences	Unexcused Absences
1. Janice Adams-Jarrells 2. Ketlen Alsbrook 3. Allison Delcalzo-Berens 4. Juanita Howell (Secretary) 5. Elizabeth Kocot 6. Julissa Lituma 7. Joann McEniry (Chair) 8. Jennifer McGee-Avila (Non-Voting) 9. Vieshia Morales 10. Aliya Onque (Non-Voting) 11. Sharon Postel (Non-Voting) 12. Ricardo Salcido 13. Al-Bayyinah Sloane 14. Calvin Toler	15. Patricia Moore 16. Debbie Morgan	

Guests: Karen Ehiri

Support Staff: Tania Guaman, Vicky Saguay

1. Welcome and Moment of Silence

McEniry called the meeting to order at 9:34.am and welcomed all in attendance. McEniry called for a moment of silence for all those living with, those who have passed, and those affected by HIV/AIDS and Covid-19.

2. Roll Call

Howell conducted the roll call and quorum was established.

3. Public Testimony

There was no public testimony at this meeting.

4. Approval of the Meeting Summary from February 14, 2020

At the last meeting, the committee approved the January meeting summary as presented.

The committee reviewed the February 14th meeting summary. McEniry asked for a motion to approve the meeting summary as presented. Kocot motioned to approve. Morales seconded. Salcido and

Delcalzo-Berens abstained. No oppositions. The February meeting summary was approved as presented.

5. Standing Committee Updates

- **COC** – Support Staff provided the COC report. The last Continuum of Care Committee meeting was held on Thursday, April 9, 2020. The following occurred at the meeting:
 - The committee reviewed the COC Operating Policies and Procedures, with one change that allows alternates to represent members at meetings but without voting rights. The OPPs were finalized and approved.
 - The committee requested an online collaboration tool to help members work together on the editing of service standards. Once the tool is in place, each assigned subcommittee will review the service standard within pre-assigned timelines. The overall committee will review subcommittee recommendations and make a final vote at the following meeting.
 - The Outpatient/Ambulatory and Medical Case Management Service Standards will be reviewed at the next meeting.
 - The next COC meeting will be held on June 11, 2020 via GoToMeeting.

- **REC** - Support Staff provided the REC report. The last Research and Evaluation Committee meeting was held on Monday, April 20, 2020. The following occurred during the meeting:
 - The committee is moving along with the 2020 Needs Assessment. The provider survey on housing was sent out via email with 18 out of 32 responses received. Some agencies were closed due to the COVID-19 crisis which presented a challenge. The survey responses were tabulated into a coding book for review by the PC Consultant.
 - The REC workplan was also reviewed and approved.
 - The next REC meeting will be held on May 18, 2020 at 10AM via GoToMeeting.

- **CIA/CC** - Support Staff provided the following CIA report. The last CIA meeting was held on Wednesday, April 22, 2020 via GoToMeeting. The following occurred during the meeting:
 - The CIA is not having formal meetings. Meetings are informal check ins to talk and stay engaged every 2 weeks – the second and fourth Wednesday of the month - as requested by consumers in April.
 - Per recommendation of the CPC, Support Staff will track Covid-19 experiences, concerns, barriers, and challenges at future meetings.
 - The next CIA meeting will be held on May 13, 2020 at 5PM via GoToMeeting.

6. Recipient Report

Alsbrook provided the Recipient report. The following was shared:

- The Recipient received the FY2020 Full Part A award for \$12,556,513, 7.5M in Formula Funds and \$1.2M for MAI.
- The Recipient also received their EHE Funding award for \$1,000,000 with a focus on pillar 2 Treatment and 4 Response. With these funds, the Recipient will establish a community health worker Taskforce to connect HIV+ out of care clients to care, work with prevention partners to increase the number of people who get tested, and to get those who are positive connected to care in a timeline manner. In addition to that, the goals of EHE ask to increase organizational capacity, to work on collaboration with the county, the state, and to develop a data sharing

system to enhance the exiting infrastructure. The goals are 1. To increase VLS to 90%, 2. Improve 30-day linkage to care.

- The Recipient also received an award from DHHS for the CARES Act funding for \$544,68 that will be used for preparing, preventing and responding to COVID-19. With exception of the 75/25 allocation requirement, all other HRSA provisions for funds still apply. This funding can be used for a wide range of in-scope activities, including client education, COVID-19 screening/testing, lab services, personnel, training, purchase of vehicles, PPE, equipment for telehealth, and other telehealth infrastructure needs.

7. New Jersey HIV Planning Group (NJHPG) Report

Meetings are canceled during the COVID-19 crisis.

8. Old Business

- *Finalize the FY 2020 committee calendar* – The committee’s workplan was reviewed and finalized. McEniry asked for a motion to approve the final CPC workplan as presented. Adams-Jarrells made a motion to approve. Salcido seconded. No abstentions or oppositions.
- *Disclosure Forms Follow Up* – Per the committee’s OPPs, members are required to submit annual Disclosure Forms listing any potential conflicts of interest. Support Staff collected some at the last meeting but will follow up via email to collect those remaining.

9. New Business

- *Provide an overview of the FY’2020-21 Priority Setting and Resource Allocation Process and the Ryan White Part A Core Service Model* – Support Staff provided an overview of the PSRA process, the Newark EMA directives, allocations and re-allocations. After this presentation, the committee decided to develop a written process outlining the principles, criteria and decision-making process. Alsbrook, McEniry, and Postel will gather past documents and send to Support Staff to start drafting an initial document.
In addition, the committee reviewed the EMA Core Service Model developed after the CARES Act which has been used in previous years. After reviewing the model, committee members decided that the current version is not a service delivery model but a graphic showcasing the various services provided by the Ryan White Part A program. As such, the existing graphic will be added to the FY2021 PSRA with a name change to “services”. The committee recommendation was to turn this graphic into a service model for future PSRAs.
- *Discuss Core Service Waiver* – The Newark EMA has been applying for a Core Service Waiver since last year, which allows funding allocations to occur outside of the 75% core services and 25% support service requirement. Since the Recipient’s Office and the Council reports no changes, the priority setting, and resource allocations recommendations will work under the assumption that a Core Service Waiver will be approved again this year.
- *Prepare questions for other PC committees requesting their input and recommendations for improvement of the priority setting and allocation process* - McEniry requested a motion to move this agenda item to be discussed via email. Adams-Jarrells moved to accept. Toler second. None opposed. None abstained. One of the questions the committee wanted to ask was:
 - Are there any special considerations for priority setting or resource allocation that your committee is aware of? And is there data that supports your recommendation?

- *Review FY'20 Service Category definitions and supplemental materials and finalize FY'21 definitions* – According to HRSA's PCN 16-02 revised on October 22, 2018, there were no definition changes this year. The same HRSA definition from last year will be included into FY'21 PSRA.
- *Quality Management and H4C Update Presentation* – The Quality Management Presentation will be postponed until the June meeting. The H4C Update presentation was provided by Karen Ehiri, Quality Management Specialist from the Recipient's Office. This presentation gave an overview of the three NJDOH required measures of the progress during calendar year CY19 vs. CY19 on measures of Viral Load Suppression, ARV, and GAP. McEniry called for a vote to table the Quality Management presentation until the June 12 meeting. Morales motioned to approve. Toler second. There were no abstentions or opposition.
- *One- year Presentation of CIA consumer feedback* - Support Staff gave a cumulative presentation of consumer feedback from March 2019 to February 2020. Based on data from this presentation, members noted that consumers say they are not familiar with Ryan White Part A or other services. Therefore, Postel recommended that the MCM Service Standards add the requirement that MCMs inform clients within the agency as well as other community services outside of Ryan White. Postel also recommended that this requirement be added to the Service Directives, requiring agencies to inform clients about the various Ryan White and other services.

The following issues were also brought up by members:

- 1) The need for policy changes to ensure that agencies are required to make consumers aware about the services available within Ryan White as well as the larger community.
- 2) The need to change existing practices/systems to improve communication among service providers and reduce duplication of services.
- 3) The need to ensure that new staff is trained and made aware about existing services within the agency and in the overall community.

10. Announcements

- The NJ Human Services Division received \$6.3M. This funding will provide food stamp recipients with additional food and seniors will be able to receive Meals on Wheels for hand-delivered meal services. For those who qualify and are not yet enrolled in the Food Stamps Program, they can contact their local Division of Aging. This funding can be used until September 30, 2020.
- NJ Family Care has suspended all insurance premiums, including all ADAP recipients. For now, suspension means forgiven not accumulation until further notice.
- Anyone in need of support to deal with anxiety issues related to the COVID-19 epidemic can contact the NJ Mental Health Care hotline by calling 1-866-202-4357 all 7 days a week from 8am to 8pm.
- To make a complaint about a nursing home facility, NJDOH has opened a referral line 1-800-792-9770.
- Deloris Dockery, a long-standing member of the Planning Council and a strong community advocate passed away. She will be remembered and missed dearly.

11. Next Meeting

The next CPC meeting will be held on Friday, June 12, 2020 at 9:30AM via GoToMeeting.

12. Adjournment

The meeting was adjourned at 12:00 PM.