



Executive Committee MEETING SUMMARY

Wednesday, May 20, 2020, 1:00-1:30PM
Willing Heart Community Center
555 Martin Luther King Blvd. Newark, NJ 07102

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

Guests:

PC Support Staff: Tania Guaman

1. Welcome & Moment of Silence

Dr. Robert L. Johnson welcomed all in attendance and called the meeting to order at 1:00 PM. A moment of silence was observed for all those living with, those affected by, those who have passed from HIV/AIDS and for those affected by and those who have passed due to COVID-19 specially for Deloris Dockrey.

2. Roll Call

Cezar Dumago conducted the roll call. Quorum was established.

3. Approval of Meeting Summary from April 15, 2020

The March meeting summary was approved last month as presented.

The April 15th meeting summary was reviewed by the committee and no amendments were recommended. Dr. Johnson asked for a motion to approve the meeting summary as presented. Dr Bagchi motioned to approve. No oppositions or abstentions.

4. Report from the Recipient

There was no Recipient report at this meeting.

5. Standing Committee Updates

- **COC: Mario Portilla** – Due to technical difficulties, Dr. Johnson provided the COC report. The Last COC meeting was held on May 14th. The following was mentioned:
 - o The COC will Introduce Outpatient/ Ambulatory Health Services Standard to the Planning Council.

- **CPC: Joann McEniry** – McEniry provided the CPC report. The Last CPC meeting was held on May 7th. The following was mentioned:
 - o During the Priority Setting and Resource Allocation Process, there was some substantial discussion about the old Core Service Model and a service standard diagram from the RFP. The recommendation was to create an ad-hoc committee to review and update the current model since the core service waiver is being used and the old model does not reflect the core service waiver.
- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi will provide the full 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

There was no treasurer’s report at this meeting.

7. State & National Updates

- Report from the NJ HIV Planning Group – Due to the pandemic, the NJHPG’s meetings have been cancelled.
- Report from the Governor’s Advisory Council – Due to the pandemic, the Governor’s Council meetings have been cancelled.

8. Old/New Business

- o Approval of Scope of Work of the Assessment of Administrative Mechanism – Dr. Johnson asked for a motion to approve the proposal from Public Strategies, Inc. Dr. Bagchi motioned to approve. Poole seconded the motion. No abstentions or oppositions.

9. Administrative Issues

Support Staff mentioned the following administrative issues:

- o The contract for the Needs Assessment and Epi Profile were executed. The contract for the Assessment of the Administrative Mechanism will be executed after receiving the approval from the scope of work from the Executive Committee, which was approved today.
- o There were some conversations with Aliya to update the PC Membership Application into one instead of 6 different applications. The draft is still in the works.

10. Announcements

McEniry asked Poole about the CIA meetings. Poole mentioned that the CIA meetings are being held twice a month as per consumer’s request. This are not formal meetings but like a support group where Planning Council matters are still being discussed and the resources needed at this time are being shared. Support Staff added that there was a presentation at the CPC meeting about the input gathered at CIA’s meeting since February 2019 until March 2020. A recommendation was made to improve how data is being gathered at the CIA meetings.

McEniry also asked if attendance is still consistent or if there was a decrease in attendance. Poole mentioned that attendance has been consistent in the last month with around 5 people per meeting but not the same as previous months. McEniry asked if consumers have reported having issues accessing

the meeting due to not having the technology/tools needed to attend the meetings, such as a pc or phone or public library. Poole reported that consumers were advised they can call in if they do not have a pc and some consumers have called in. A few agencies have also joined the meetings and were able to talk about their services and provide information for consumers.

11. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, June 17, 2020 at 1:00 PM via GoToMeeting.

12. Adjournment

The meeting was adjourned at 1:20 PM.