



# Comprehensive Planning Committee

## MEETING SUMMARY

Friday, July 10, 2020, 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. Julissa Lutima 6. Joann McEniry (Chair) 7. Jennifer McGee-Avila (Non-Voting) 8. Vieshia Morales 9. Sharon Postel (Non-Voting) 10. Ricardo Salcido 11. Al-Bayyinah Sloane 12. Calvin Toler	13. Elizabeth Kocot 14. Patricia Moore 15. Debbie Morgan 16. Aliya Onque (Non-Voting)	

**Guests:** Jose Avila, Warren Talley, Karen Ehiri

**Support Staff:** Tania Guaman, Vicky Saguay

**1. Welcome and Moment of Silence**

McEniry called the meeting to order at 9:34am 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.

**2. Roll Call**

Howell conducted the roll call. Quorum was established later during the meeting.

**3. Public Testimony**

There was no public testimony at this meeting.

**4. Approval of the Meeting Summary from June 12, 2020**

At the last meeting, the Committee approved the May meeting summary with amendments. These corrections are reflected in the summary.

The committee received the June meeting summary in advance via email for review. McEniry asked for a correction - to remove Sharon Postel from guest to non-voting member status, then asked for a motion to approve the meeting summary with amendments. Adams-Jarrells motioned to approve. Salcido seconded. Delcalzo-Berens abstained. No oppositions or abstentions. The June meeting summary was approved with amendments.

## 5. Standing Committee Updates

- **COC**– Support Staff provided the COC report. The last Continuum of Care Committee meeting was held on Thursday, July 9, 2020. The following occurred at the meeting:
  - The June meeting summary was approved
  - The Non- Medical Case Management and Emergency Financial Assistance Service Standards were reviewed and approved. These two standards will be introduced to the Planning Council this month.

McEniry stated that the service standards went through a process of re-editing and now include - Universal Service Standards with information that applies to all service categories and service specific category standards with information for each specific service category. All service standards, once approved by the Planning Council, are updated on the Newark EMA website. The next COC meeting will be held on Thursday, August 13, 2020 at 10:00AM via GoToMeeting

- **REC** - Support Staff provided the REC report. The last Research and Evaluation Committee meeting was held on Monday, June 15, 2020. The following occurred during the meeting:
  - The Committee reviewed the Interim Needs Assessment Report which showed the positive impact of stable housing in health outcomes for PLWHA. This report will be shared with the CPC next month.
  - The REC finalized the Tool for the 2020 Assessment of Administrative Mechanism, which will be sent to the Recipient's Office on July 13. Several questions were added on the survey to assess the impact of the COVID-19 pandemic in the contracting process.
  - The committee also reviewed the Interim 2020 Funding Stream Analysis report, which will be presented to the CPC next month.
  - Support Staff submitted the approved case study tool to the Recipient's Office, which is outlined as an activity in the 2017-2021 Integrated HIV Prevention and Care Plan.The next REC meeting will be held on Monday, July 20, 2020 at 10AM via GoToMeeting.

- **CIA/CC** - Support Staff provided the CIA report. The last Consumer Involvement Activities Committee (CIA) meeting was held on Wednesday June 24, 2020. The following occurred at the meeting:
  - Committee members received updates about the REC's progress on the needs assessment and discussed some of the findings.
  - Committee members received a brief overview of the priority setting and resource allocation process and its importance in planning for Part A funding for FY'21. Support Staff also provided a worksheet and service category definitions for the priority setting ranking activity. Consumers then engaged in discussions to prioritize in ranking order the 16 Newark EMA service categories. The final recommended rankings are available on the CIA meeting summary.
  - Telehealth services were mentioned as a service that can help clients keep their appointments and reach viral load suppression. But not having access to technology devices was noted as a barrier to care.
  - During the community conversations about COVID-19, most consumers were feeling optimistic saying "I am blessed to have all my needs covered. I am doing great. I am hanging in there".
  - Another attendee mentioned that he was struggling with his sleeping habits and that he was subconsciously dealing with a whole new deadly virus. But overall "I am doing well", he said

- This month will be doing resource allocation on July 22 and will have a break in August. The next CIA meeting will be held on July 22, 2020 at 5PM via GoToMeeting.

Given that the number of participants in the CIA meeting was low, and county representation was not tracked, this data does not present a full picture of funding priorities. Therefore, Support Staff was asked to incorporate two questions for participants during introductions - where they reside and where they get services from. McEniry also asked to add at the beginning of the August Meeting Summary where the people that attended the June and July CIA meetings are from. Postel recommended to keep into consideration that services ranking provided by the CIA meeting seemed to be based on personal need.

## 6. Recipient Report

Ketlen Alsbrook provided the recipient report:

- To date, 27 contracts have been adopted and executed. The remaining 13 contracts had issues with their documentation. After receiving and reviewing their documents, these contracts will be sent before the City Council. The rest of the report will be given at the full PC meeting.

## 7. New Jersey HIV Planning Group (NJHPG) Report (N/A)

No report.

## 8. Old Business

- **Review funding Allocation Guidance from the narrative portion of the PSRA report**

McEniry stated that the allocation guidance from the narrative portion of the Priority Setting and Resource Allocation (PSRA) report was sent for review to committee members at the last meeting. After a thorough discussion, committee members recommended changes to the guidance. The committee then approved the updated funding Allocation Guidance for FY2021.

- **2020 Needs Assessment Update by Sharon Postel, PC Consultant**

Postel presented the findings of the 2020 Needs Assessment Update. The following was shared:

- The research question and goals of the 2020 Needs Assessment Update aimed to identify barriers, challenges and possible solutions for the improvement of the existing housing programs. This Needs Assessment Update used a variety of data sources including: 2019 CHAMP data on Housing status and health outcomes, including viral load suppression and retention in care, key informant presentations on Housing systems for PLWH in NJ and EMA, a consumer focus group and agency key informant surveys on barriers, needs and recommendations for a NEMA Housing Program. All of the assessment findings will be shared in the 2020 Needs Assessment Report that will be published on the NEMA website once finalized and approved.

McEniry restated the key points to consider from this presentation. The housing situation affects viral load suppression and retention in care of People Living with HIV. There is a higher retention in care and viral load suppression for those who have stable housing.

Postel added that the challenges and the solutions are directly related to a service category funded by Ryan White, including medical case management and non-medical case management.

Talley recommended that existing successful housing initiatives, such as Project Nest be used as a model. Project Nest offers substance abuse and other support services for gay and bisexual men

while providing housing assistance. McEniry agreed that looking into a model based on scattered temporary housing instead of a on-site housing unit would also be beneficial for the EMA.

## 9. New Business

### • **Ryan White Service utilization, spending data, update on Minority AIDS Initiative (MAI) eligibility and services Presentation**

Alsbrook provided the FY2019 NEMA Expenditure/Service Utilization Report and the FY2020 allocation plan.

- There are 23 service provider agencies in Essex County, 6 in Union County and 4 in the Tri-County Region.
- The FY2019 Total Funding amount was \$12,504,425, of which \$12,500,928 (99.7%) was spent including \$10,913,115 for Direct Service Expenditures, \$1,154,264 for Administrative Costs/Program Support, and \$433,548 for Quality Management, with an Unobligated Balance of \$3,497.
- The FY19 Services Expenditures showed that Core Services had an allocation of 75.97% and Support Services had an allocation of 24.03%
- Medical Case Management had the largest expenditure in *Core Services* with 37.33% followed by Outpatient Ambulatory Health Services with 14.59%. Medical Case Management had a expenditure of 49.1% of the total amount of core service funding followed by Outpatient/Ambulatory Health Services with 19.2%. On the other hand, Health Insurance Premiums and Cost Sharing had an expenditure of 0.5% of the total core service funding and Early Intervention Services had a 0.3% - the lowest amount of funding expenditure.
- Under *Support Services*, Housing had the largest expenditure with 7.61% followed by Non-Medical Case Management with 6.778%. Housing had a expenditure of 31.7% of the total support service expenditure followed by Non-Medical Case Management with 27.25%. On the other hand, Psychosocial expenditure was 0.27% and FoodBank and Home-Delivered Meals expenditure was 1.21% - the lowest. Psychosocial had an expenditure of 1.1% of the total support service expenditure followed by FoodBank and Home-Delivered Meals with 5.0%.
- The FY2019 Support Services Priority Setting Results showed that the Housing allocation goal was met but close to the maximum range. Housing funds cover emergency rental assistance and fund two temporary housing assistance agencies in the Newark EMA. The Emergency Financial Assistance goal was met but close to the minimum range. The allocation percentage for the Emergency Financial Assistance can be reduced for next year's allocations, and that Nutritional Services was overspent. The Recipient will look at these categories since the over and under expenditures could be related. If this is not the case the recipient will request a meeting with the executive committee to make any necessary change. The Residential Substance Abuse Service category was also overspent.
- The FY 2020 Part A Funding allocation was shared, which included Formula & Supplemental Funding, FY19 Unobligated Balance (UOB), and the Minority AIDS Initiative (MAI). The FY 2020 funding was compared with the FY2019 and included the total Part A award, the difference in funding and percentage between FY 2019 and FY 2020. There was an increase in the formula funding of \$261,428 and a decrease on MAI Funding of \$208,518.
- The total FY2020 Part A funding is 12,556,513 and the Allocation Plan was shared, which included \$10,824,687 for FY20 Direct Services, \$1,206,726 for Administrative Costs and \$568,31 for Quality Management.
- The FY2020 Core Services Priority Setting Results showed that all core services were met.

- Based on FY2020 awards, there are still 23 Ryan White Services Providers service providers in Essex County and 4 in the Tri-County region. However, Union County now has 8 service providers including a newly funded agency - Iris House and one returning agency - Lennard Clinic.
- Lastly, the Recipient shared the NEMA 2020 EHE Funding Allocation and the NEMA 2020 Cares Act funding Allocation.

After the presentation, committee members requested clarification on the difference between the -- Housing and Emergency Financial Assistance service categories. Housing covers short term emergency housing assistance, not security deposits. EFA covers emergency rent, electric/gas bill, utility assistance, offers food vouchers, medication assistance, telephone bill assistance, and transportation vouchers.

-McEniry noted that for the FY 2020 allocation, the Emergency Financial Assistance under expenditure and Nutritional Services over expenditure should be considered for the allocation. Postel mentioned that the Medical Case Management Service has been consistently increased for the past years noting the importance of this service category.

-Members added that COVID-19 has impacted the way services are offered creating a higher demand for telehealth services, which can be covered by CARES funding. Zufall reported that they are preparing to go back to normal and are starting to see patients in person but would like to continue using telehealth. The Recipient's Office will send out a survey to assess how agencies are preparing to re-open and to find out whether telehealth services will be the primary or secondary method to see patients.

-Regardless of the results, CPC members agreed to keep the Priority Setting leveled off. A consumer agreed as he feels that telehealth services avoid the travel back and forth to their medical appointments. However, the barrier remains that some clients do not have access to technology.

-After obtaining approval from the presenters, McEniry asked support staff to add today's presentations on the NEMA website

- ***Review the 2020 Funding Stream Analysis to consider the impact of changes in funding streams for priority setting and resource allocation.***

McEniry asked for a quick overview of any funds that may impact any service category allocation this year.

- Support Staff provided the key findings overview of the Funding Stream Analysis as follows:
- State funding is expected to be lower than in previous years due to a shortfall in state revenue and ADDP Rebates which would start as of July 1<sup>st</sup>.
- Overall, there was no significant change in funding streams to note.

Support staff will update the key considerations document. McEniry and Guaman will add the considerations from today's presentation into the justification document. McEniry mentioned that support staff started this process and will have this ready by the next. McEniry asked Support Staff to send any information about other funding streams that could impact the resource allocation and for those to be included in the Funding Stream Analysis.

At the next meeting, the CPC will review all the recommendations and data gathered to complete the resource allocation. The CPC will also review the Priority Setting and Resource Allocation Report one last time before submitting it to the Planning Council at the August meeting.

**10. Announcements**

Toler mentioned that he received a notice regarding Ryan White funds for PSE&G and food. He would like to get more information about this. Adams-Jarrells stated she received the same notice. The recipient mentioned that those services are funded under Emergency Financial Assistance and some agencies might have funding. The Recipient recommended to ask the agency that sent the notification for more information.

**11. Next Meeting**

The next CPC meeting will be held on Friday, August 7, 2020 at 9:30AM via GoToMeeting.

**12. Adjournment**

The meeting was adjourned at 12:08 PM