

Comprehensive Planning Committee

MEETING SUMMARY

Friday, August 7, 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. Juanita Howell (Secretary) 3. Julissa Lituma 4. Joann McEniry (Chair) 5. Jennifer McGee-Avila (Non-Voting) 6. Vieshia Morales 7. Debbie Morgan 8. Aliya Onque (Non-Voting) 9. Sharon Postel (Non-Voting) 10. Al-Bayyinah Sloane 11. Calvin Toler	12. Allison Delcalzo-Berens 13. Elizabeth Kocot 14. Ricardo Salcido 15. Patricia Moore 16. Ketlen Alsbrook	17.

Guests: Karen Ehiri

Support Staff: Tania Guaman, Vicky Saguay

1. Welcome and Moment of Silence

McEniry called the meeting to order at 9:33am 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

Juanita 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 July 10, 2020

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

The committee received the July 10th meeting summary in advance electronically for review. McEniry asked for a motion to approve the meeting summary. Toler motioned to approve. Howell seconded. The July meeting summary was approved as presented. No abstentions or oppositions.

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 Committee reviewed and approved the Non-Medical Case Management and Emergency Financial Assistance Service Standards.
- These two standards and the Medical Case management Service Standard that was approved in June were introduced to the Planning Council last month.
- Also, the NEMA website for the Service Standards is now updated to reflect the new format. Those interested can visit the latest service standards at <https://www.nemaplanningcouncil.org/newark-ema-service-standards>.
- The August 13th meeting was cancelled due to the Ryan White Conference.

The next COC meeting will be held on Thursday, September 10, 2020 at 10:00AM via GoToMeeting.

- **REC** - Support Staff provided the REC report. The last Research and Evaluation Committee meeting was held on Monday, July 20, 2020. The following occurred during the meeting:
 - Postel provided an overview of the 2020 Needs Assessment Update with a PowerPoint presentation that was also given at the CPC Meeting
 - The 2020 Assessment of the Administrative Mechanism was sent to the Recipient's office on July 13th. The REC will review the response at the next meeting.
 - Support Staff presented an update on the FY 2020 Funding Stream Analysis. Support Staff added some funding streams. Members recommended to add other types of funding such as the New Jersey Community Affairs Housing Program. Postel recommended to ask the New Jersey AIDS Services, Hyacinth and the AIDS Resources Foundation about other housing funds. Support Staff reached out to these agencies and the resources given were added to the Funding Stream Analysis Report, which it will be finalized at the next meeting.

McEniry asked to provide more information on funding resources that can impact the priority setting. Support Staff mentioned that the resources added to the Funding Stream Analysis were mostly housing resources. The following was added:

- New fund for Self-Testing HIV Kits from CDC. Health centers may purchase and provide HIV self-test kits to health center patients as an element of providing primary health care services.
- Support for People Organizing Positive Initiative from AIDS United with funding from Gilead Sciences Inc. - This will support organization to combat stigma and HIV decriminalization.
- New Jersey Department of Community Affairs launched a COVID-19 Emergency Rent Assistance Program. This program will provide temporary rental assistance to low- and moderate-income households who had reduced hours or experienced unemployment due to COVID-19.
- Homelessness Prevention and Rapid Rehousing- This is a financial assistance for people who are in danger of homelessness. Temporary rapid re-housing assistance to individuals and families living on the streets or in emergency shelters (up to 90 days) obtain permanent housing.
- HUD CARES Act Emergency Solutions Grant (ESG) Round 2 Funding Under Covid-19 Supplemental Appropriations - To prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus”

- NJ pandemic relief fund; grants to org for medical social and economic impact to vulnerable population.

The next REC meeting will be held on August 17, 2020 at 10AM via GoToMeeting. All are encouraged to attend.

McEniry mentioned that some of the COVID-19 related fund are given to those who had a decrease in income due to the pandemic but does not account for those who had low incomes before the pandemic. NEMA consumers would not qualify for these funds because they receive social security benefits - a fixed income-. However, many NEMA clients were in need before the pandemic and are still in need now.

Adams-Jarrells asked if there are any funds available in the NEMA to cover for utility assistance. Toler mentioned that La casa de Don Pedro helps people with utility services assistance if the person has a notice of service shut down. Toler also asked if the Ending the Epidemic Initiative would provide funds for people living with HIV. Onque mentioned that a portion of the Ending the Epidemic fund can be used for Emergency Financial Assistance. The Recipient and program monitor's concern is that the funds have not been spent since NEMA service providers were closed due to COVID-19. Agencies are slowly returning to work virtually and now in person as well. However, there is still a lot of funds to be spent. The recipient will contact NEMA agencies to follow up on this issue.

- **CIA/CC** - Support Staff provided the CIA report. The last Consumer Involvement Activities Committee (CIA) meeting was held on Wednesday July 22, 2020. The following occurred during the meeting:
 - The meeting was scheduled for July 22nd but only 3 consumers attended. The meeting was rescheduled for Friday 24th and 4 consumers were present.
 - Support Staff noted a decrease in consumer participation and mentioned that usually during summertime, consumer participation decreases. This could be because consumers try to enjoy their summer but also noted that some consumers do not have access to technology to attend the virtual meetings.
 - It was difficult to do the resource allocation virtually since consumers were using their phones and did not have the technology to see the graph and allocation ranking. Support Staff sent them the document so they could see the allocation graph and table. However, attendees reported that while using GoToMeetings on their phones, they are not able to access their email or text. The app did not allow to open the document Support Staff sent during the meeting. Besides this, some attendees had technical difficulties with their connection and were in and out of the meeting.

The next CIA meeting will be held on September 24, 2020 at 5PM via GoToMeeting. All are encouraged to attend.

McEniry asked consumer representatives in the meeting the reason for less participation on meetings. Adams-Jarrells mentioned that some of the consumers do not have the technology. Toler also stated that it might be because of summer.

6. Recipient Report

There was no Update at this meeting.

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

None

8. Old Business

- *Review the Key considerations and Justification worksheets* – McEniry stated that Support Staff updated the key consideration and justification documents after every meeting to add considerations from all presentations. The justification document was shared and reviewed with the committee during the meeting. McEniry was not able to see the screen but used a hard copy of the document. The committee realized that the percentages for Medical Case Management and Housing were incorrect. To avoid any errors, McEniry and the CPC committee decide not to utilize the justification document and instead the Priority Setting Ranking and Percentages table from last year was used.

9. New Business

- *Discuss and finalize FY'2020 Minority AIDS Initiative (MAI) priorities* – This item was discussed after finalizing the FY' 2021 ranking and percentages for NEMA-Wide Service Categories. Support Staff asked if the MAI priorities were the same as the NEMA priorities. McEniry stated that the MAI priorities do not have to be the same as the NEMA priorities since the MAI priorities are for the MAI funding. However, given that around 90% of the individuals living with HIV in the Newark EMA are minorities, the Newark EMA priorities were in line with the MAI priorities last year. McEniry asked the committee if the MAI priorities should stay in-line with the Newark EMA priorities. Committee agreed. The Minority AIDS Initiative priorities for 2021 are in line with the FY'2021 Newark EMA priorities.
- *Discuss and finalize ranking and percentages for NEMA-wide Service Categories for FY'2021.* During the discussion of the ranking and percentages, Onque shared the actual allocated balance of each service category to help decide which service category to increase or decrease in funding. The allocation percentage from last year was compared to the actual allocated fund.

Service Categories	FY 2021 Allocation NEMA-wide (Non 75/25)	FY2020 Allocation NEMA-wide (Non 75/25)	Reasons
Medical Case Management, including Treatment Adherence	35.15%	35.15%	Stayed the Same. Having case managers and nonmedical case managers to help with health care insurance issues.
Outpatient Ambulatory Health Services	13.15%	13.00%	Howell recommended to increase the funding for Outpatient/Ambulatory Health Services because this service category offers services to individuals who do not have health insurance and helps to obtain health insurance to those people who do not have health insurance. The committee agreed to increase the percentage for this category

			because of the increase number of uninsured people.
Housing Services	8.50%	8.60%	Although an increase on this service category was suggested by Morgan. Housing Services covers transitional housing. The committee decided to decrease the funding due to last years' service utilization spending
Medical Transportation Services	2.50%	2.50%	Stayed the same
Early Intervention Services	0.25%	0.25%	Stayed the same
Non-Medical Case Management Services	8.00%	8.00%	Stayed the same
Emergency Financial Assistance	2.70%	3.00%	Morgan suggested to increase Emergency Financial Assistance to cover the need in the NEMA. However, EFA was underspent according to the service utilization spending report. Toler recommended to keep the same percentage as last year and potentially reduce later. The committee agreed to decrease the percentage to 2.70% due to the service utilization spending and changes in funding streams. EFA has other funding sources such as the Ending the Epidemic fund and the CARE Act funds.
Mental Health Services	9.00%	9.00%	Stayed the same
Substance Abuse Services (Residential)	1.65%	1.65%	Stayed the same
Substance Abuse Outpatient Care	6.05%	6.05%	Stayed the same
Health Insurance Premium and Cost-Sharing Assistance	0.50%	0.50%	Stayed the same
Oral Health Care	7.00%	7.00%	Stayed the same
Food Bank/Home-Delivered Meals	1.25%	1.00%	This service category was reported as under allocated based on the service utilization data. The committee increased this percentage to 1.25%.
Other Professional Services	3.00%	3.00%	Stayed the same
Medical Nutrition Therapy	1.00%	1.00%	Stayed the same

Psychosocial Support Services	0.30%	0.30%	Stayed the same
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- Review final draft and approve FY'2021 Priority Setting and Resource Allocation Report with Funding Allocation Guidance to submit to the Planning Council.*

The CPC reviewed the FY'2021 Priority Setting and Resource Allocation. Support Staff mentioned that at the last meeting the allocation guidance was changed, and this change would affect the resource allocation section. The CPC reviewed the language of the resource allocation section and was changed according to current procedures. McEniry asked for a motion to approve the FY'2021 Priority Setting and Resource Allocation Report for Submission to the Planning Council. Toler motioned to accept, and Morgan seconded. There were no opposition or abstentions.

McEniry thanked all the committee member for their commitment to finalize the Priority Setting and Resource Allocation. McEniry stated that these are the committee's recommendations to the Planning Council. After the Planning Council reviews these recommendations and if they need to be adjusted, McEniry will let the committee know about any changes.

10. Announcements

There were no announcements.

11. Next Meeting

The next CPC meeting will be held on Friday, September 11, 2020 at 9:30AM via GoToMeeting.

12. Adjournment

McEniry asked for a motion to adjourn the meeting. Adams-Jarrells motioned to adjourn. Howell seconded. No oppositions or abstentions. The meeting was adjourned at 11:47 AM.