



Executive Committee MEETING SUMMARY

Wednesday, August 19, 2020, 1:00-1:30PM

<https://www.gotomeet.me/UWGUC/execmeeting>

(872) 240-3212 / Access Code: 784-827-933

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

Guests: James Horne (UWGUC)

PC Support Staff: Tania Guaman, Vicky Saguy

1. Welcome & Moment of Silence

McEniry 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, HIV/AIDS and those who have passed.

2. Roll Call

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

3. Approval of Meeting Summary from July 15, 2020

The June meeting summary was approved last month as presented.

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

4. Report from the Recipient

Alsbrook provided the following report:

- The National Ryan White Conference this month celebrated the Ryan White Program's 30th anniversary. The conference provided useful information for the implementation of EHE and other objectives from our program. The conference offered varied sessions for clinical quality management, data utilization, innovative system of the models for HIV service delivery, population, and engagement and reengagement for health outcomes. There was a fiscal and grant management bootcamp track also. In addition, a track was available for Planning Councils called

Planning and Resource Allocation Community Engagement Collaborative Partnerships. There were also daily plenary sessions.

- To date, 38 out of 39 (98%) FY 2020 Contracts have been adopted by the City. The missing contract will be going to city council at the September 2nd meeting. This agency had an issue with an outstanding bill to the water department that needs to be resolved before we can move forward. 25 out of 39 contracts (65%) have been fully executed. The remaining 13 contracts (34%) are in final execution phase and are expected to get them back during the next week.
- There are 2 agencies which contracts need to be amended to reflect their Ending the Epidemic (EHE) award because the total amount fund issued to these agencies is greater than the contracts not to exceeded amount.
- By August 31st, the goal is to have all budget updates to be reflected in CHAMP including Part A, MAI, and EHE.
- With respect to COVID, the declaration of emergency has been submitted to the Department of Purchasing for execution that would be in effect from August 18th to November 17th. This would cover expenses retroactively since January 1st, 2020. Once the time frame has past, then we will need to go before council to extend the emergency 3 more months to cover the remainder period of the grant cycle.
- To date, 19 out of 39 subrecipients (49%) have been paid for the first quarter. 5 agencies providers (13%) need to sign their Purchase Order (PO) at the recipient's office for the first quarter payment. 6 agencies (15%) have PO in the Office of Finance for the subrecipient to sign.
- **Ending the Epidemic Update:** The office of Infectious Disease and HIV/AIDS Policy will work with the Office of HIV/AIDS Housing and HUD to collaborate on the Ending the Epidemic Plan for America Initiative. They develop EHE housing opportunities for people with AIDS using the HOPWA resource tool containing data from HOPWA grantees that are in the EHE Phase I Jurisdiction including Essex County. The tool is designed to aid in the coordination of local planning and service deliver efforts. The goal is to work with the EHE coordinator to establish a series of meetings with the HOPWA Team to maximize opportunities for housing for People Living With HIV, identify areas where are program's objectives intersect and to enhance the collaboration between HOPWA and Ryan White.
- The Recipient participated in a fiscal technical assistance meeting with HRSA on July 29th,2020. The fiscal TA was triggered by the fact that the City of Newark has been late in submitting its annual audit report. In this TA, the HRSA consultant focused on the 12 legislative mandates that are tied to the 2020 fiscal funding. These legislative mandates have some contract implications that will impact not only the subrecipients but also the Planning Council Support Contract with United Way. The 2020 Legislative mandates cover salary limitations that are always on the RFP, restrictions on gun control and anti-lobbying, the requirement to acknowledge the federal funding in a public format, the ban on funding for human embryo research, etc. There was a particular mandate that raised some concerns in the recipient level as well as the subrecipient level. This is regarding the restriction of abortion which states that *none of the funds appropriated in this Act shall be expended for any abortion or health benefits coverage that includes coverage of abortion*. The term health benefits coverage means the package of services covered by the primary care provider or organization pursuant to a contract of other arrangements. For instance, if the Recipient office is 100% funded by Ryan White grant and most of the staff have health benefits, the health benefit package should not include abortion services. The guidance received from the HRSA consultant suggests that at the subrecipient and recipient level, abortion services that may be included in an individual's health plan not be funded by the grant. The recipient will work with subrecipients to be in compliance with this legislative mandate. The Recipient will also have a

conversation with Mr. Horne from United Way of Greater Union County about the health plan and make sure that none of the Ryan White dollars are being used to pay for that service. Subrecipients must be able to demonstrate that none of the Ryan White dollars are being used to pay for that service and that payment was made from a different source.

Cezar asked about the State Department of Health navigator program being eliminated by the end of September. The recipient will follow up with DOH to find out if the Ryan White Program will no longer have funds for the navigation program for Ryan White clients.

Dr. Bagchi asked if the recipient has sent the response for the Assessment of the Administrative Mechanism. The recipient mentioned that she will send the response as soon as possible.

5. Standing Committee Updates

- **COC: Mario Portilla** – McEniry mentioned the following
 - o There are three (3) Service Standards for Planning Council Approval and these were presented last month giving the Planning Council the 30-day review period.

- **CPC: Joann McEniry** – McEniry provided the CPC report.
 - o The FY 2021 Priority Setting and Resource Allocation is complete and has been submitted to the council for approval. McEniry wanted to know if there is enough time for the council to have a 30-day review or if it needs to be approved sooner. The next Planning Council meeting is scheduled for September 16th and the submission is on October 7th. The recipient requested that the approval be completed today to be on time for the submission. The Priority Setting and Resource Allocation was emailed to the Planning Council and McEniry will go over the small changes that happened. The following was mentioned:
 - The Outpatient/Ambulatory Services changed from 13% to 13.5% because it was close to the max according to service utilization data. The CPC wanted to make sure there was enough room to not step outside the plus or minus 25.
 - Housing funds were decreased slightly from 8.60% to 8.50% because of expenditures and other funding sources to supplement this service category.
 - EFA was decreased from 3.0% to 2.70% due to underutilization and because of other funding, specifically EHE funding for 3 years which will supplement these needs.
 - Food Bank/ Home-Delivered Meals funding was increased from 1% to 1.25% because this service category was under allocated, which caused an over expenditure in 2020 and there is sufficient documented need.
 - o The Recipient added that the Ending the Epidemic fund for EFA is for Essex county residents, not other counties. But the Recipient added that they could change this amount if needed.

- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi provided the REC report. The following was shared:
 - o The main issues were getting the response for the Assessment of the Administrative Mechanism. There were some concerns about getting all the elements needed for the RFP submission to make sure that Sharon Postel has enough time to make those preparations.

- **CIA/CC: Warren Poole** – Poole provided the CIA/CC report. The following was mentioned:
 - o The CIA will not meet in August because I will be on vacation.

- Poole is experiencing issues during meetings because he does not have internet at home. Usually he would go to the library to use the internet, but it is closed due to the pandemic. Poole has been using his phone, which must be charging during the meeting.
- Guaman mentioned that this topic was discussed during the last meeting where the Executive Committee recommended that Support Staff contact Planning Council members to find out how many have access to technology. Out of 26 Planning Council members only 24 participated. 3 members only had cellphones as the most reliable technology device, 15 had devices, 8 had 2 devices or more including a desktop or laptop, 23 out of the 24 members that participated in the service have reliable Wi-Fi.
- Guaman added that Poole has a desktop and a laptop. For the Ryan White Conference, Poole went to UWGUC's office with his laptop. When Support Staff helped to start the connection, we noticed that his laptop is not compatible with Wi-Fi; it is only dial-up, and it is not a reliable device. The committee recommended to look for prices for a laptop and to let United Way know about this. This is a device for Planning Council members to use if they do not have a device. Support Staff will look into this and provide an update via email.

6. Treasurer's Report

Moore provided the Treasurer's report. Since meetings have been held virtually, travel expense, meeting space costs, etc. have been reduced. Expenses through July, which is 42% of fiscal year, are \$87,228.54 which is only 36% of the budget. There is only one major expense that I am aware of and that is the consultant fee. Based on projected expenses for the next 7 months, we should be able to stay within the budget for this fiscal year.

Dr. Johnson asked if there may be a surplus for this fiscal year. Moore added that there may be a surplus depending on how long the virtual meetings go for. If the virtual meetings go on until the remainder of the fiscal year, staff travel might have a surplus. Dr. Johnson stated that based on one of his previous meeting, Planning Council will have virtual meetings until next summer. At the next meeting, the Treasurer will project actual operating expenses to see if there is any surplus.

7. State & National Updates

Report from the NJ HIV Planning Group (Meeting canceled)

Report from the Governor's Advisory Council (Meeting canceled)

8. Old/New Business

- PC Guidance during health emergencies – Support Staff mentioned that the conversation about changing the Bylaws to add guidance for health emergencies was initiated at the last meeting. The Bylaws committee had some recommendations for Bylaw changes which were sent via email.
- Moore from the Bylaws committee mentioned that there were two sections added, there were some grammar corrections. The following was discussed further:
- Since the Planning Council had the reorganization, the CIA was not a standing committee even though it has been stated as one on the agenda. The CIA fit into an ad-hoc committee looking at the description on what an ad-hoc committee is based on the Bylaws. Moore mentioned that Dr. Johnson will have to make the decision to make the CIA an ad-hoc committee. The CIA as an ad-hoc committee will have a seat at the Executive meeting every month to report any updates but it would not have the same restriction that a standing committee would have.

- There were other issues in the bylaws. One is the leave of absence (4.11.4) and conducting virtual meetings (7.5). There are suggestions from other EMA Bylaws. The Planning Council will need to approve these two new sections.
- There is also recommendation to change he/she in the bylaws for they/them since it refers to more people. To review the bylaws, the Planning Council only needs 5 days to review but they can be voted on by September.

Dr. Johnson asked for input from Executive Committee Members. McEniry mentioned she supports the changes in the language to be gender affirming and gender confident using they/them instead of she/he. The recipient just wants to make sure that a consumer committee exists. Moore added that when the reorganization of the Planning Council occurred, the CIA was not a standing committee. The CIA was an ad-hoc committee but assumed to be a standing committee. The CIA, as an ad-hoc committee, will still have a chair appointed by Dr. Johnson, and a seat at the executive committee. However, the CIA fits the description of an ad-hoc committee as opposed to a standing committee according to NEMA Bylaws. Dr. Johnson mentioned that the CIA is an important part of the Executive Committee and the Planning Council, therefore he recommended that this issue be brought back for the September meeting at the top of the agenda. The discussion will be whether the CIA is a standing committee or an ad-hoc committee in the bylaws. If all the changes are ready for the meeting in September, these changes will be approved by October.

- Access to Technology for PC meetings – report given previously

9. Administrative Issues

- None at this time

10. Announcements

Support Staff mentioned that the virtual meetings will transition from GoToMeeting to Zoom.

11. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, September 16, 2020 at 1:00PM via Zoom.

12. Adjournment

The meeting was adjourned at 1:41 PM.