

Research & Evaluation Committee

MEETING SUMMARY

Monday, January 11, 2021 at 10:00AM

Video-Conference via Zoom: <https://zoom.us/j/97965443375>
 Teleconference: (929) 205 6099 / Meeting ID: 979 6544 3375#

| PRESENT | EXCUSED | UNEXCUSED |
|--|----------------------------------|-----------|
| 1. Ann Bagchi, Ph.D. (Chair) | 10. Corey DeStefano (Vice-Chair) | |
| 2. Summer Brown (Secretary) | 11. Debbie Mohammed | |
| 3. Kasny Damas | 12. Patricia Moore | |
| 4. Karen Ehiri (Non-Voting) | | |
| 5. Travis Love | | |
| 6. Natalie Muhammad | | |
| 7. Warren Poole | | |
| 8. Sharon Postel (Consultant - Non-Voting) | | |
| 9. Providencia Rodriguez | | |

Guests: N/A

PC Support Staff: Tania, Guaman

1. Welcome and Moment of Silence

Dr. Bagchi called this meeting to order at 10:05 AM. A moment of silence was observed for all those living with, those who are affected by and those who have passed from HIV/AIDS, as well as for those affected by COVID-19.

2. Roll Call

Brown conducted the roll call. Quorum was established.

3. Public Testimony

There was no public testimony at this meeting.

4. Review Action Steps

| <u>Action Steps</u> | <u>Responsible Party</u> |
|---|--------------------------|
| 1. Support Staff will revise the consumer survey and send it to Postel and Dr. Bagchi for review. | Support Staff |
| 2. Postel will review the agency tools and send it before the next meeting | Postel |
| 3. Committee Orientation presentation for January | Support Staff |

All the action steps were completed before the meeting.

5. Approval of the Meeting Summaries from December 21, 2020

The November meeting summary was approved last month as presented.

The December 21st meeting summary was sent electronically prior to the meeting for review. Dr. Bagchi asked for a motion to approve the meeting summary as presented. Love motioned to approve. Muhammad seconded. There were no oppositions or abstentions.

6. Updates from other Committees

- **COC** – Support Staff provided the COC report. The following occurred at the meeting:
 - The COC did not hold a December meeting.
 - The Other Professional Services Service Standard was introduced to the Planning Council. The next COC meeting will be on January 14 , 2020 via Zoom. All are encouraged to attend.

- **CPC** – Support Staff provided the January 8th CPC report.
 - The committee finalized and approved the Integrated HIV Prevention and Care Plan and it will be introduced to the Planning Council this month.
 - The committee received a membership orientation.
 - The committee also reviewed its Operating Policies and Procedures. The committee recommended some amendments, which will be presented to the Planning Council for review at the next meeting.
 - The CPC recommended that the REC reviews the data request. At the last Issues Committee Meeting, the State recommended all organizations to submit in-advance any data request by January 2021. Ka'leef Morse sent a template of the data request, which was sent to the CPC and REC Chairs. The REC will review this data request to make sure that all the Epidemiological data needed is included in the request. The next CPC meeting will be held on February 12, 2020 via Zoom.

- **CIA/CC** – Support Staff provided the December CIA report.
 - There were a total of 49 attendees, including some providers.
 - The Recipient's Office attended the meeting and had a conversation with the Committee about the Core Service Waiver. The Recipient requested feedback regarding the need to submit the Core Service Waiver. All attendees unanimously supported the request to submit the Core Service Waiver.
 - There was a presentation from Janssen on "How to Manage HIV as a Chronic Disease." The next CIA meeting will be held on January 13, 2020 at 5:00PM via Zoom.

7. Old Business

- **Needs Assessment: Finalize FY 2021 Draft tools (Agency Survey)**

The committee reviewed the Agency Survey, and the following was discussed:

 - The consultant prepared an agency tool which included the agency and systems tools that Dr. Bagchi used on her surveys and the feedback from the Ryan White Unit.
 - The Newark EMA Ryan White Office allowed telehealth services for six service categories, including Outpatient Ambulatory Health Care, Mental Health, Outpatient Substance Use, Medical Case Management, Non-Medical Case Management, and Medical Nutrition Therapy, and created CHAMP Subtypes for these services.
 - The consumer agency is attached to this survey to help agencies with responses.
 - The survey included some systems issues, e.g., gaps in medical care.

- The survey also asked questions about future use of telehealth services. Dr. Bagchi recommended to add etc. at the end of the example listing for question 13 section a.
- Question 15 became a section of question 14.
- The Needs Assessment Agency surveys are sent with a cover letter with a submission date from the Recipient's Office asking agencies to complete the survey for the Needs Assessment.
- Support Staff will follow up with agencies about submission and the Recipient will follow up if not a lot of responses have been submitted.
- The due date will be determine based on the timeline of the survey. Usually, the agencies are given 2 to 3 weeks to submit the survey.
- The collected data will be tabulated and shared in an interim report and in the final Needs Assessment Summary.
- Postel will also be doing CHAMP analysis on the use of telehealth services across all Newark EMA agencies.
- Postel mentioned that the Consumer Surveys can be provided at medical office visits.

Motion: Dr. Bagchi asked for a motion to accept the Agency Survey with the recommended edits. Muhammad motioned to accept. Brown seconded. There were no abstentions or oppositions.

Online Surveys: Support Staff remind the committee that Support Staff was working on an online consumer survey and asked if they would like to have an online version of the agency survey. Postel mentioned that the logistic of having online and paper versions of surveys needed to be set. Dr. Bagchi recommended to have an online version of all surveys as well as having paper copies. Support Staff will draft the electronic versions of the surveys, test to find how answers will be gathered, and coordinate with Postel to distribute these surveys to the agencies.

- **Committee Orientation**

Support Staff provided a Committee Orientation:

- The Planning Council and its structure were reviewed, as well as the role of the REC in the Planning Council and its deliverables, including the Needs Assessment, Epidemiological Profile, and Assessment of the Administrative Mechanism.
- The 7 Committee objectives were reviewed, and the following was discussed:
 - Objective 5 mentions that the committee should receive trainings as needed and the committee discussed some training ideas. Dr. Bagchi mentioned that she could provide a presentation regarding Research Methods with an emphasis on Quality Improvement.
 - Objective 6 mentions that the REC must participate in the development and update of the Statewide Coordinated Statement of Need. The NJHPG will work on that this year. Support Staff will update the committee as soon as more information is available.
 - Objective 7 states that the REC must assist the Planning Council in disseminating the research findings to the community. This is done by Warren Poole at the CIA meeting.
- The membership representation was discussed including the open application process. Support Staff, in collaboration with the Secretary, keeps track of members who have missed 3 or more consecutive meetings and those who have missed 50% of regular

scheduled meeting in any 6-month period. Dr. Bagchi reminded members that Dr. Johnson stated multiple times that an excused absence counts as an absence.

- The Committee Leadership & Decision Making section included an emphasis on the roles of the officers (chair, vice-chair, secretary), the need for quorum to conduct meetings and that no proxy votes or alternates are allowed. Dr. Bagchi as the Chair of the committee counts towards quorum, although she can only vote when there is a tie.
- The committee conducts business by establishing a monthly calendar and agenda and uses the Robert's Rules of Order to conduct meetings. The Chair can cancel meetings due to lack of business or expected poor attendance. All the agenda items will table to the next meeting if a meeting is cancelled.

8. New Business

- 2017-2021 Integrated HIV Prevention and Care Plan Review of REC requirements
The Integrated HIV Prevention and Care Plan was finalized by the CPC on Friday January 8th and has not been reviewed or approved by Planning Council as of today. The Integrated HIV Prevention and Care Plan will be introduced to the Planning Council this month. REC reviewed the Integrated HIV and discussed the following:
 1. **EIRC Tool:** For the past year, the REC reviewed the EIRC tool and made recommendations on revisions, which were sent to the Recipient's office. However, the recipient decided to finalize the tool. It was not discussed what the procedure would be moving forward. This will be discussed at the Planning Council meeting. Postel mentioned that there is no client involvement on these case studies. Postel recommended to look at the methodology that the Recipient used to develop the EIRC tool and review it instead of developing a new methodology.
 2. **Data Request:** The REC reviewed and discussed the data request sample for the Epidemiological Profile that was sent by Ka'leef Morse. The data request included the specific data that might be needed within a given time period. Postel mentioned that the annual surveillance data is posted on the website, but it has been late for the past several years.
 - The yearly data request includes the total state data, the 5 counties data, and the 5 largest cities data. There is also a 3-year data request, which is included in a separate table. This year, data for newly diagnosed individuals were requested within the same geographical sections as the yearly data.
 - The unmet need has been requested in previous years. The testing data has been requested in previous years, but not lately. This information will be asked as well as the treatment cascade/continuum of care data and data on hepatitis C cases as an indicator of comorbidities.
 - Postel recommended to ask the State to provide Epidemiological Profile data for transgender individuals, including annual trends, where available. Data on the transgender population will have to be asked separately due to how the CDC collects this data.
- Draft FY 2021 Committee Calendar/Workplan
The REC reviewed the Committee Calendar/Calendar and discussed the following:

- Support Staff mentioned that the timelines for the Needs Assessment and Assessment of the Administrative Mechanism on the workplan reflect the new timelines discussed previously at the Executive committee.
- **The Priority Setting and Resource Allocation** needs information from the Needs Assessment, Funding Stream Analysis, and Expenditure Report in order to be completed by July 2021.
- **Funding Stream Analysis:** Most of the grants are awarded between June - July and August - September. Postel recommended to create a Funding Stream Analysis draft and update and finalize it once all information is available. The Funding Stream Analysis due date was set to May 2021. Postel mentioned that there were some increases in Ryan White funding because of the CARES Act (COVID-19) Funding. Postel also suggested to look at funding from HOPWA and special grants.
- Postel mentioned that the CPC may have to have an extra meeting to review all the data.
- The Recipient's Office will finalize the **Expenditure Reports** on May 31.

9. Administrative Issues

Support Staff mentioned that there is a public request for bids for the Assessment of the Administrative Mechanism, Needs Assessment, and Epidemiological Profile. There have not been any bids received so far and the deadline is January 21st.

10. Announcements

- Love mentioned that the Research with a Heart is hosting a Virtual Gallery Event for National Black Awareness Day. This event was done last year at the Pride Center and it had a great turnout. The theme is body positivity and neutral nation. The flyer will be sent to support staff to forward to committee members.
- Muhammad mentioned that Hyacinth is still working remotely but has in-person appointments every other week on Wednesdays.
- Dr. Bagchi mentioned that she is working on a proposal for the Institute of Alcohol Abuse and Alcoholism to train Promotoras in cognitive behavioral therapy and motivational interviewing to provide these services to sexual and gender minority (SGM) Latinas with alcohol use disorders. Dr. Bagchi is asking for letters of support from New Jersey Latino-serving agencies. These agencies will share the study flyers and information with clients. Dr. Bagchi will send an example of the letter of support, which will have to be signed by an agency official.

11. Next Meeting

The next REC meeting will be held on Monday, February 8, 2021 at 10AM via Zoom.

12. Adjournment

Dr. Ann Bagchi asked for a motion to adjourn the meeting. Muhammad motioned to adjourn. Damas seconded the motion. All members agreed. No oppositions or abstentions. The meeting was adjourned at 11:31 AM.