



# Executive Committee MEETING SUMMARY

Wednesday, December 16, 2020 at 1PM

Video-Conference via Zoom: <https://zoom.us/j/97522419962>

Teleconference: (929) 205 6099 / Meeting ID: 975 2241 9962#

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. Sharon Postel (Non-Voting) 8. Aliya Roman (Non-Voting)	9. Vieshia Morales 10. Warren Poole	

**Guests:** James Horne (UWGUC)

**PC Support Staff:** Tania Guaman, Vicky Saguy

### 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 those affected, for those who have passed, and for those living with HIV/AIDS.

### 2. Roll Call

Dumago conducted the roll call. Quorum was established.

### 3. Approval of Meeting Summary from November 18, 2020

The October meeting summary was approved last month as presented.

The November 18<sup>th</sup> meeting summary was sent electronically in advance for the committee review. Moore mentioned that there was an error on the treasurer's report. The treasurer's report says no letter of intent was sent. However, Moore reported that a letter of intent was sent. Dr. Johnson asked for a motion to approve the meeting summary as amended. Moore motioned to approve. Dr. Bagchi seconded. No oppositions or abstentions.

### 4. Report from the Recipient

Alsbrook provided the following report:

- **RFP Update** – The recipient received the applications on December 10<sup>th</sup>. One application was submitted after the deadline and will not be considered for funding for 2021. All other applications were sent out for external review with the peer review panel of 25 individuals. The peer review session is scheduled on the second week of January 2021.

- **2021 Estimated Award Letter** – The recipient’s office will be submitting the request to apply and accept those funds to the municipal council at the first or second meeting in January 2021. The total estimated formula award of \$8,325,315. which does not include supplemental and MAI funding. This is about 66% of the fiscal year 2020 award and should allow the recipient to budget for the first seven to eight months of the grant period.
- **Core Service Waiver** – During the Covid-19 pandemic, the HIV/AIDS Bureau is allowing to submit the core waiver request to all Part A jurisdictions until January 29, 2021. The Ryan White Application had an allocation plan that was non 75/25 with 71.95% of funds for core medical and 28.05% for supportive services. The recipient will be submitting the core service waiver request for fiscal year 2020 by the January 29<sup>th</sup> deadline. To successfully submit the request, the recipient needs a letter from the Part B Program Director and Planning Council Chair that will be collected in early to mid-January, to reach out to all providers and demonstrate evidence that all core medical services, regardless of whether those services are funded by Ryan White are available and accessible within 30 days, and evidence of a public process endorsed by the Planning Council Chair and the State HIV/AIDS Director.
  - o **The public process** – It must describe what type of public process occurred in our jurisdiction. In addition to this, the recipient will submit a narrative of up to 10 pages explaining the need for the core service waiver, how it will positively contribute to the recipient’s ability to address the needs of the HIV community and how it is consistent with the application that we submitted, our comprehensive plan, etc. Due to the current pandemic, having focus groups and stakeholder meetings or town halls are not possible. The recipient had conversations with Ryan White staff and the consultant on whether previous data can be utilized for this process. However, the recipient needs to be able to demonstrate that the process speaks specifically to the core service waiver request for fiscal year 2020.
  - o The recipient read the public process requirement: "Evidence of a public process that documents that the applicant has sought input from affected communities, including consumers and the Ryan White program funded core medical service providers related to the availability of core medical services and the decision to request a waiver."
  - o All Planning council meetings are available to the public and the meeting information is available on the Newark EMA Website.
  - o McEniry recommended to invite all agencies’ clients to attend the upcoming CIA meeting to get consumer feedback. The CIA meetings are being held via zoom; therefore, the participation from consumers from different counties is possible. The Planning Council Chair and Ryan White Part A Director agreed to have this conversation during the CIA meeting. Dr. Johnson recommended to announce today at the Planning Council meeting that there will be an opportunity to provide feedback for the core service waiver at the next CIA meeting. Support Staff mentioned that the next CIA meeting will be this Friday and it has a presentation scheduled. However, another opportunity to have this conversation would be on January 22<sup>nd</sup>. The CIA meeting attendance had varied from 2 people to 13 or 14 people in the past, which is a very small number. To increase participation, McEniry recommended to email all agencies to invite all consumers for the CIA meeting on Friday.
  - o Support Staff will forward the meeting information to the Planning Council and recipient’s office.

## 5. Standing Committee Updates

Dr. Johnson asked to just state any issues that will need to be discussed by the Executive Committee and to give the full report at the Planning Council.

- **COC: Vieshia Morales** – Guaman mentioned that Morales was having a medical procedure today and the full COC report will be provided at the Planning Council.
- **CPC: Joann McEniry** – McEniry will provide the CPC report at the Planning Council meeting.
- **REC: Ann Bagchi, Ph.D.** – Dr. Ann Bagchi mentioned that the Needs Assessment will be an update and not a Full Needs Assessment with focus on telehealth and will provide the full REC report at the Planning Council meeting.
- **CIA: Warren Poole** – Warren Poole will provide the full CIA/CC report at the full Planning Council meeting.

## 6. Treasurer's Report

Pat Moore (Treasurer) provided the Treasurer's report.

Expenses through November are \$169,502, which is approximately 72% of the Budget. We are in 75% a year. We are well within budget to this fiscal year. The only lines that were over budget were expenses related to the computer, but due to the virtual meetings our budgeted costs for staff parking and meeting space will make up for this deficit. The only expected large expense are the final payment for the consultant and the audit. After the holidays, we will review the budget and submit a final modification.

## 7. State & National Updates

- Report from the NJ HIV Planning Group – Support Staff mentioned that the NJHPG will meet tomorrow.
- Report from the Governor's Advisory Council – Dr. Johnson mentioned that the Governor's Council met this month and will give the report at the Planning Council.

## 8. Old/New Business

- Community Engagement Strategy  
Support Staff received an email from HSRA stating that the Learning Collaborative Application was accepted. Support Staff will reach out to the 3 participants to submit a confirmation today.

## 9. Administrative Issues

- With guidance of the recipient's office, UWGUC will put a request for bids publicly on the website and wanted to get a response before January.
- UWGUC provided a proposal for support staff.
- 2 consumers applications were received and will fulfill the current Planning Council deficiency. This information was provided to the Executive Committee to make recommendations to the recipient's office. The next step is to send a letter of nomination to the recipient office if the applicants are approved by the Executive Committee. The recipient will interview the candidates and schedule an oath ceremony. Dr. Johnson clarified that the Executive Committee took on the functions of the

nomination committee. However, the City appoints the Planning Council members; therefore, the Executive Committee does not need to review the applications. The Executive Committee agreed to send both applications to the recipient's office.

- Support Staff tested different ways to avoid Zoom Hackers. Support Staff decided not use a different room to screen attendees since it would not be efficient. Therefore, Support Staff will carefully screen all meetings this month. If not other issues occur, Support Staff would keep this approach moving forward.
- The Newark EMA website was updated and includes an online and a fillable PC membership application form that can be fill out using a phone and/or computer. There is also a new section for public testimony tips with the option to submit a request to give a public testimony.
- Support Staff asked if the Bylaws, Conflict of Interest, Grievance need a revision or an annual update. The Conflict-of-Interest Form is also available to be filled online. The Executive Committee mentioned that these documents do not need an annual revision.
- Support Staff will be preparing Orientations, the New Meeting Calendars, and the update of the workplan once the Integrated Health Plan is updated.
- There is a new Planning Council member who would like to be referred as Mr. Dexter and asked to refrain using his last name in Planning Council related activities.
- McEniry also suggested for one Support Staff to leave the Executive Committee 5 minutes early to open the Planning Council meeting since sometimes the Executive Committee meeting goes over the scheduled time.

#### **10. Announcements**

There were no announcements.

#### **11. Next Meeting**

The next Executive Committee Meeting will be held on Wednesday, January 20, 2021 at 1:00PM via Zoom.

#### **12. Adjournment**

The meeting was adjourned at 1:26PM.