



Research & Evaluation Committee

MEETING SUMMARY

Monday, February 8, 2021 at 10:00AM

Video-Conference via Zoom: <https://zoom.us/j/97965443375>

Teleconference: (929) 205 6099 / Meeting ID: 979 6544 3375#

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

Guests: N/A

PC Support Staff: Vicky Saguary

1. Welcome and Moment of Silence

Dr. Bagchi called this meeting to order at 10:03AM. A moment of silence was observed for all those living with, those who are affected by and those who have passed from HIV/AIDS.

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

Action Steps	Responsible Party
1. Create consumer and agency surveys in electronic version	Support Staff & Postel
2. Prepare packet for release of survey: cover letter	Support Staff
3. Submit data request for epidemiologic profile	Postel
4. Follow up on bids received for PC deliverables	Support Staff

The consumer and agency surveys and the follow up on bids received for PC deliverables were completed. The data request is being prepared and the recipient will submit it to the State. This year's data request will include transgender data beside the all the data that is asked every year.

5. Approval of the Meeting Summaries from January 11, 2021

The December meeting summary was approved last month as presented.

The January 11th meeting summary was sent electronically prior to the meeting for review. Dr. Bagchi asked for a motion to approve the meeting summary as presented. Poole motioned to approve. Mohammed seconded. There were no abstentions or oppositions.

6. Updates from other Committees

- **COC** – Support Staff provided the January COC report, and the following was mentioned:
 - The Other Professional Services Service Standard was introduced to the Planning Council.
 - The committee received a summary on the Service Standard webinar that was hosted by Planning CHATT.
 - The committee also reviewed and approved the Health Insurance Premium and Cost Sharing Assistance (HIPCS), Substance Abuse Outpatient Care, Substance Abuse Residential Service Standards. The three standards will be introduced to the Planning Council at the February meeting.
 - As per recommendation of the CPC, the committee had a conversation about Risk Reduction and STI practices. The committee recommended to send a survey to all Newark EMA agencies to have a broader understanding on how these practices are being done. The survey's results will be reviewed at the next meeting.

The next COC meeting will be on February 11, 2021 via Zoom. All are encouraged to attend.

- **CPC** – Support Staff provided the January CPC report, and the following was mentioned:
 - The committee finalized updating the Integrated Health Plan, which will be introduced to the Planning Council this month.
 - The committee reviewed their membership roster and identified categories that need additional recruitment.
 - The committee had an orientation and an overview of Robert's Rules of Order.
 - The committee updated their OPPs and will be introducing them to the Planning Council.
 - The committee members completed the Conflict-of-Interest Form, which it is required to be completed every year by CPC and Planning Council Members.

The next CPC meeting will be held on March 12, 2021 via Zoom. All are encouraged to attend.

- **CIA/CC** – Support Staff provided the December and January CIA report, and the following was mentioned:

- The committee discussed about the need for a Core Service Waiver in the Newark EMA at both meetings.
- In December, there were 49 attendees. In January, there were 25 attendees.
- The recipient was present at both meetings and shared the request for increased Supportive Services due to the COVID-19 pandemic. The recipient asked all attendees for their input on whether to apply for the Core Service Waiver. All attendees at both meetings. agreed to move forward with the Core Service Waiver.

The next CIA meeting will be held on February 17, 2021 at 5:00PM via Zoom.

7. Old Business

- **Needs Assessment Update 2021**
The committee reviewed the consumer and agency surveys. Support Staff worked with Postel to make sure the electronic surveys' responses were captured effectively for analysis. Both surveys' versions are ready for distribution. The committee will need to confirm the due dates

for the surveys. After the due dates are confirmed, the packet can be sent with the letter from the Recipient's office. Postel had a concern on how the agency survey data is collected for the open-ended question and added that Support Staff will take care of that when the survey responses are collected. The tentative due date for both surveys is February 26, 2021. The survey will be released on February 8th or 9th, with a due date of February 26, 2021. Dr. Bagchi recommended to send the surveys on February 8th.

- Finalize FY 2021 Committee Calendar/Workplan
The committee reviewed and updated the FY 2021 Calendar/Workplan, and the following was mentioned:
 - All the key deliverables due dates were changed to reflect the new timelines date after being pushed up.
 - "Follow up on data request to NJDOH" was deleted because it was repeated.
 - Postel mentioned that the Needs Assessment was not going to be completed in May. The final Needs Assessment will be completed in July. The Needs Assessment interim report will be presented to the CPC for inclusion in the Priority Setting and Resource Allocations in June and the REC will receive the Needs Assessment findings in May to be reviewed and approved. The Planning Council will not approve the Needs Assessment Report in May but in July. In May, the Full written needs assessment report was changed to Interim written needs assessment report.
 - In June, the "Update interim written needs assessment report as needed with final results" was added.
 - In July, the "Final written needs assessment report" and "REC review and approve report" was added.
 - The full Assessment of the Administrative Mechanism may take longer due to the contracting process starting in March.
 - Postel recommended to have a Training on the National HIV Strategy 2021-2015 that was recently released, and more information will be available by August or September. This Strategy increased the Viral Load Suppression goal from 90% to 95%. The Committee added this presentation in August.
 - Postel also recommended to schedule a training session on the Unmet Need Framework. This will be a collaboration with the State Department and the Ryan White Office. The Unmet need framework is based on HIV surveillance data on CD4 count and viral load. Three target populations need to be identified for the Ryan White Grant Application. There will be another training session on Unmet Need on February 18th. This training was added for September.

8. New Business

- 2021 HIV Epidemiologic Profile
On behalf of the REC, Postel will be submitting the data request for the Epidemiological Profile with the data discussed at the previous meeting.
- Discuss steps for the 2021 Full Assessment of the Administrative Mechanism
The Full Assessment of the Administrative Mechanism is sent to the recipient and the provider agencies. The deadlines were shared during the review of the Workplan. The Assessment of the Administrative Mechanism is a survey to the recipient to provide feedback on the

administrative process of getting the contracts in place. This year, the survey will ask the subrecipients about their experience with the process. The 2018 Subrecipient survey and the 2020 recipient survey will be revised and updated for the 2021 Full Assessment of the Administrative Mechanism. Dr. Bagchi asked to change the dates on the surveys and mentioned that the COVID-19 related question on the recipient survey will have to be reviewed and some COVID-19 related questions will be added to the agency survey at the next meeting.

- Assess whether there is a need to update the committee's OPPs
The committee reviewed and updated the REC OPPs, and the following was mentioned:
 - Goal: On the second goal the "Planning Council and its committees related to the implementation of Planning Council mandates" was removed since the REC does not evaluate the functioning of the Planning Council and its committees. The goal became: "To evaluate the functioning of the Administrative Mechanism to rapidly allocate Ryan White funds to areas of greatest need.
 - Membership Profile: "The committee members must reflect..." was changed to "The committee members should reflect..."
 - Membership: "With the recommendation of the committee chair, applications will be voted on at a committee meeting." was added.
 - Grievance and complaints: "The REC Chair then has 30 days to respond to the complaint" was added at the end of the first paragraph. "The REC Chair then has 30 days to respond to the written complaint" was added at the end of the second paragraph. Lastly, If still unsatisfactory resolved, the issue will be referred to the Planning Council.
 - He/she throughout the document was changed to they/them to be gender inclusive and to reflect changes in the bylaws.
- Dr. Bagchi asked for a motion to approve the REC OPPs with revisions. Brown motioned to approve. DeStefano seconded. There were no abstentions or oppositions.

9. Administrative Issues

- Support staff will send the save the dates for the upcoming fiscal year meetings starting in March 2021. The Zoom link will be changed as of March but will be consistent for FY 2021. Support Staff will continue to follow up with attendance to ensure there is quorum at each meeting.

10. Announcements

Support Staff mentioned that the new NJHPG Website was announced today at the Issues Committee meeting (www.njhpg.org). There was an overview of the website, which included the resources, calendar, agendas, and summary sections of the website.

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11. Next Meeting

The next REC meeting will be held on Monday, March 15, 2021 at 10AM via Zoom.

12. Adjournment

Dr. Ann Bagchi asked for a motion to adjourn the meeting. Providencia motioned to adjourn. Poole seconded. All members agreed. The meeting was adjourned at 11:14 AM.