



Planning Council MEETING SUMMARY

Wednesday, February 17, 2021 from 1:30PM to 2:22PM

Video-Conference via Zoom: <https://zoom.us/j/92573189900>

Teleconference: (929) 205 6099 / Meeting ID: 925 7318 9900#

| Present | Excused Absences | Unexcused Absences |
|----------------------------------|---------------------------|----------------------|
| 1. Ketlen Alsbrook (Recipient) | 18. Janice Adams-Jarrells | 23. Wali Bradley |
| 2. Ann Bagchi, PhD | 19. Wanda Figueroa, MD | 24. James Carrington |
| 3. Kendall Clark | 20. Elizabeth Kocot | 25. Jeremiah Cohen |
| 4. Cezar Dumago (Secretary) | 21. Debbie Morgan | 26. Rev. Don Ransom |
| 5. Juanita Howell | 22. Natalie Muhammad | |
| 6. Dr. Robert L. Johnson (Chair) | | |
| 7. Joann McEniry (Co-Chair) | | |
| 8. Patricia Moore (Treasurer) | | |
| 9. Vieshia Morales | | |
| 10. Walter Okoroanyanwu, MD | | |
| 11. Dominga Padilla, MD | | |
| 12. Warren Poole | | |
| 13. Sharon Postel (Non-Voting) | | |
| 14. Providencia Rodriguez | | |
| 15. Aliya Roman (Non-Voting) | | |
| 16. Ricardo Salcido | | |
| 17. Calvin Toler | | |

Guests: Audria Russell, Falecia Butler. Jason Kondrk, Charla Cousar, Joel Torres, Tyrone Fernandes, Jaivon Lewis.

PC Support Staff: Tania Guaman, Vicky Saguy

1. Welcome & Moment of Silence

Dr. Johnson welcomed all attendees and called the meeting to order at 1:31 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 for this meeting. Quorum was established.

3. Public Testimony

None at this time.

4. Approval of the Meeting Summary from December 16, 2020

At the previous meeting, the November meeting summary was approved with edits.

The December 16th meeting summary was sent electronically in advance for review. Dr. Johnson asked for a motion to approve the December meeting summary. Morales motioned. Moore seconded. There were no abstentions or oppositions.

5. Report from the Recipient

Alsbrook provided the following report:

- **Estimated Letter of Award:** On November, the EMA received an estimated award letter of \$8.3million including \$7million projected for formula funding and \$1.2 million projected for MAI. The target Municipal Council date for the resolution that would approve this budget is March 3, 2021. On January 25th, the EMA received an official but partial Part A notice of award of \$2,743,980, including \$2,466,076 in formula funding. The recipient's new process of using the estimated award notice to initiate the procurement and contracting process allows the recipient to cover contracts partially for up to six months of the grant period. Once the balance of award is received, the recipient will adjust the funding for the 12 months of the grant period. Also, on January 21, 2020, the EMA received an official but partial EHE notice of award of \$240,000, which is about 24% of previous year funding.
- **UOB Report:** On December 31, 2020, the EMA submitted an estimated Unobligated Balance (UOB) report for \$650,000, which is more than double amount submitted in previous years. The 2018 estimated UOB was \$250,000, and \$200,000 in 2019. Also, the recipient included a carry-over request of \$162,500, which is about 25% of the total in this year's estimated UOB report. The recipient does not normally request a carryover since it closes out with 99.99% of the funds expended. However, due to the significant amount of money projected, the recipient decided to include a carryover in this year's request.
- **Core Service Waiver:** On January 26, 2021, the recipient submitted a core service waiver request to HRSA, which would allow to fund support service expenditures beyond the 25% CAP. The core service waiver plan was accepted by HRSA, and the recipient can allocate funds beyond the 25% for support service category as part of closing out for FY 2020. The submitted core service waiver plan had a split of 72% core and 28% support.
- **HRSA Site Visit:** On February 5, 2021, the recipients submitted a request to HRSA to postpone the virtual site visit that was planned for the first week of March 2021. The recipient felt strongly that the EMA was not given adequate time to prepare. Although dates had been discussed, the actual guidance used to prepare for the site visit was sent nearly a month before the visit instead of the usual two months. In addition, the first week of March is when the recipient closes out the FY 2020 and starts the process of implementing the contract for 2021. HRSA approved the request to postpone the site visit. The tentative date for the site visit is the third week of July.

Dr. Johnson asked the recipient to comment on the Council's participation during the site visit. Based on guidance submitted to the recipient, the Administration, Finance and Quality Management Consultants, and the HRSA Project Officer would meet with the Executive Committee, sit in the Planning Council meeting, and meet with the Planning Council members. The guidance also mentioned having a virtual consumer meeting. The recipient, subrecipients and the Planning Council would have to identify up to 20 consumers willing to participate in a Zoom discussion with the HRSA Project Officer. The HRSA Project Officer would like to discuss with the Planning Council about representation, reflectiveness, and the primary duties of the council.

6. Standing Committee Updates

- **COC: Vieshia Morales** – Morales provided the February 11th COC report.

- The Other Professional Services need the council's approval.
- The Health Insurance Premiums and Cost Sharing Assistance (HIPCS), Substance Abuse Outpatient Care and Substance Abuse Services (Residential) Service Standards were introduced to the council.

The next COC meeting will be held on March 11, 2021 at 10am via Zoom.

All the documents were sent via email in advance. Dr. Johnson advised members that these documents are now open for review, and members will have a 30-day review period before approval. During this time, any members can submit questions to Support Staff and Morales.

Dr. Johnson asked for a motion to approve Other Professional Services Service Standard. Morales motioned to approve. McEniry seconded the motion. There were no abstentions or oppositions.

- **CPC: Joann McEniry** – McEniry provided the January 8th CPC report. The following occurred at the meeting:
 - The membership roster was reviewed and areas of need for FY'21-22 were identified as follows:
 - Consumer representatives are needed for all counties, with special attention to Union & Morris/Sussex/Warren counties as they currently have no consumer representatives.
 - One (1) Ryan White Part A provider seat is vacant for Union County.
 - Three (3) Ryan White Part A provider seats are vacant for Essex County.
 - Strategies for membership recruitment were discussed and members agreed to identify prospects in each of their respective counties.
 - A complete committee member orientation with an overview of Parliamentary Procedures was conducted. Members were reminded of the Conflict-of-Interest Policy and asked to sign and submit a disclosure statement to Support Staff.
 - An in-depth review of the committee's Operating Policies and Procedures (OPPs) was conducted, and changes made to ensure alignment with current practices.
 - In addition, the committee completed the review and update of the Integrated Health Plan (IHP). The plan guides activities through the end of 2021. Due to COVID and changes in operations brought about by the pandemic, the plan's timeline was also revised to ensure key goal completion.
 - Both the IHP and OPPs are being submitted to the full Planning Council today for the standard 30-day review period before vote at the March 2021 meeting.

The next CPC meeting will be held on Friday, March 12, 2021 at 9:30am via Zoom. All are encouraged to attend.

The CPC is looking for consumer representation especially for the Union, Morris, Sussex and Warren area but also for Essex County. CPC members do not have to be Planning Council members. Consumers bring a unique perspective as a service recipient for the Priority Setting and Resource Allocation process. McEniry asked agencies to identify consumers who would like to get involved in the CPC and mentioned that consumers could talk to consumers who are on the CPC to hear their experience as committee members.

- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi provided the February 8th REC report.

- The 2021 Needs Assessment surveys are found on the NEMA website and can now be completed online via SurveyMonkey and on downloadable questionnaires.
 - The committee reviewed the workplan/calendar.
 - The REC OPPs were reviewed and updated.
 - The Full Assessment of the Administrative Mechanism was discussed. Agencies will be surveyed as well. The Survey tools will be reviewed at the next meeting.
- The next REC meeting will be held on March 15, 2021 via Zoom.

- **CIA/CC: Warren Poole** – Poole provided the January report.
 - Roman attended the meeting and discussed the reallocation of funds (Core Service Waiver) with the committee.
 - At the next meeting, there will be a discussion on PrEP and Black American History.
- The next CIA meeting will be held on February 17, 2021 from 5pm to 7pm via Zoom.

Dr. Johnson asked for a motion to receive all the standing committee reports. Poole motioned to accept. Morales seconded. There were no abstentions or oppositions.

7. State & National Updates - *No meetings have been held due to COVID-19.*

- **Report from the NJ HIV Planning Group (n/a)** – Guaman provided the following report:
 - The NJ Integrated HIV Prevention & Care Plan Needs Assessment will focus on Transgender non-binary communities including gay bisexual Latinx man 35+, black MSM 13 to 24.
 - The Committee received an Update of the Mosaico Study. The Mosaico Study is a Research study done by Rutgers Research with a Heart and focuses on prevention, community engagement, collaboration, and retention.
 - The NJHPG has a new website www.njhpg.org.
 - Chelsea Betlow was promoted as the New Director of Programs Innovations Strategic Initiatives and will be managing Federal EHE, the State EHE and other Strategic Initiatives in the Department of Health.
 - The Harm Reduction bill is still on the works. The Harm Reduction Coalition and Hyacinth are involved on those efforts.
 - The NJHPG is planning on doing targeted recruitment for applications. There are discussions about a mentorship program and interactive trainings for new members.
 - Patients are having issues accessing PEP and PrEP on demand. If a patient needs PEP, sometimes are referred to a NYC to a clinic to receive at least 7 days of PEP.
 - Insurance prior authorization for PEP and PrEP causes delays. Applications for uninsured can be easier to navigate than those insured. The 72-hour window for sexual assault victims causes major problems.
- **Report from the Governor's Advisory Council** – Dr. Johnson reported that the Governor's Council did not have a meeting since the last Planning Council meeting.
- **Report from the NJ Department of Health** – Guaman shared the NJ Department of Health Report that Delgadillo sent via email.
 - The RFA for funding for State Prevention, Care and Treatment will be coming out in March and awards will be made July.
 - There were conversations on EHE duplication as a possible phase 2 jurisdiction and alignment with the state plan.

- The letters of intent for Part B funding will be sent shortly.
- Ka'leef will ask the person in charge of receiving the data requests from agencies within the state for an update and the turnaround time once they return from vacation.

8. Planning Council Administrative Issues

- **Report from Executive Committee** – Dr. Johnson reported that there was no issue discussed at the Executive Committee.
- **Report from Treasurer** – Moore provided the Treasurer's report. Expenses through January (92% of fiscal year) are \$210,765 which is approximately 90% of the budget. We are within budget for this fiscal year. Moore met with United Way to review the anticipated final expenses in 2021. We develop the final modification of the budget to be submitted to the recipient. We have not heard back yet, and the Planning Council will have the final spending probably at the March meeting.
- **Report from PC Support Staff** – Guaman provided the PC Support Staff report stating that calendar *Save the Dates* for Planning Council meetings with the new Zoom meeting IDs will be sent and will also be posted on the NEMA Website.

9. Old/New Business

- Planning Council Year-in Review – Support Staff provided a Year-In Review Presentation acknowledging the major changes due to COVID-19 such as virtual meetings, social distancing measures Cares Act funding, among others. There was also an overview of all the committees' accomplishments in FY 2020 (March 1, 2020 – February 28, 2021) This was the first time the Planning Council received an overview of all the work done by each committee. Moore mentioned that Ka'leef was not a Planning Council member but a Support Staff member. This correction will be made in the presentation. Dr. Johnson thanked all volunteers for their hard work during the pandemic and asked to post the presentation on the NEMA Website.

10. Announcements

- Joel Torres is the Senior Management for Family Connection Coalition. The Coalition covers Substance Abuse prevention programming and resources in Essex County and has federal and state funding for Essex county. The Coalition formed an LGBTQ+ committee last year. With an epidemiologist, the coalition created a survey to collect data for LGBTQ+ adult focusing on substance use safety, security, and other challenges. The survey is launching this week. There is an online and a paper version. The Coalition also has a 6-week virtual wellness initiative for senior education in Essex county. The next one starts the second week of March. If anyone has any question can contact Joel Torres at jtorres@familyconnectionsny.org or 201-682-9010.

11. Next Meeting

The next Planning Council meeting will be held on Wednesday, March 17, 2021 at 1:30PM via Zoom.

12. Adjournment

The meeting was adjourned at 2:22 PM by Dr. Johnson's decree.