



Planning Council MEETING SUMMARY

Wednesday, April 21, 2021 from 1:30PM to 2:20PM
 Video-Conference via Zoom: <https://zoom.us/j/94744802916>
 Teleconference: (929) 205 6099 / Meeting ID: 947 4480 2916#

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

Guests: Thomas Johnson, J. Jones, Alison Modica, Jen Grimsich, Geraldine Ward, Claudia Ortiz (PROCEED, Inc.), Charla Cousar (Iris House), Mr. Dexter, Kathleen O'Brien (Merck), Karina Calabuig (Hope House), Jose Avila (Zufall),

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

There was no public testimony at this time.

4. Approval of the Meeting Summary from March 17, 2021

At the previous meeting, the February meeting summary was approved as presented.

The March 17th meeting summary was sent electronically in advance for review. Dr. Johnson asked for a motion to approve the meeting summary as presented. Adams-Jarrells motioned to approve. Morales seconded. There were no abstentions or oppositions. Moore noted that the treasurer report had an error. The report stated that “a section of the budget was approved”. However, it should have been “a six-month budget was approved.” The March 17th Summary was approved with edits.

5. Report from the Recipient

Roman provided the following report:

- The recipient’s office is to close out FY 2020. All but seven agencies are closed.
- Quality Management: medical care agency report cards should be released by the end of this week, along with the case study tool and guidance that the EIRCs will be using for the case studies that relate to the Integrated Health Plan.
- For FY 21, there are seventeen contracts (45%) in registrar; twelve contracts (32%) targeting the May 5 City Council meeting for adoption and execution; and Seven contracts (19%) in administrative review. The remaining contracts are with program monitors who are working with sub-recipients to finalize revisions.
- The Full Ryan White Part A Award has not been received. However, the Full EHE Award was received in the amount of \$1,667,000.
- The HRSA site visit is scheduled for July 12 to July 16. In preparation for the site visit, the recipient scheduled a meeting with the Planning Council for April 27th to review Planning Council deliverables.

6. Standing Committee Updates

- **COC: Vieshia Morales** – Morales provided the April 8th COC report.
 - o The Food Bank/Home-Delivered Meals, Oral Health and Mental Health Service Standards were introduced at the last Planning Council meeting and need approval at this meeting.
 - o The COC introduced Medical Transportation, Early Intervention Services and Universal Service Standards, and the COC OPPs for a 30-day review.

The next COC meeting will be held on May 13, 2021 at 10am via Zoom.

Dr. Johnson stated that committees submit documents for a 30-day review period, in which Planning Council members can comment and ask questions. After the 30-day review period, members approve documents.

Motion: Dr. Johnson asked for a motion to approve the Food Bank/Home-Delivered Meals and Mental Health Service Standards as presented. Morales motioned to approve. Dumago seconded. There were no abstentions or oppositions.

Limits on Service Standards Conversation: In addition, McEniry brought up the Recipient’s recommended at the CPC to review the Emergency Financial Assistance, Oral Health and Housing Service Standards which have funding limitations of \$3,000/person/year. The Recipient reported that the \$3,000 limit may not cover back rent under Emergency Financial Assistance and Oral Health comprehensive work.

Dr. Johnson asked the Planning Council to consider if these service limits should be included in the service standards since the Planning Council does not get involved in budgetary issues between

the Recipient and subrecipients. Moore clarified that each agency has a different amount limitation in their contract and these limitations were not stated in service standards in previous years.

McEniry and Dr. Johnson recommended to remove these limitations from service standards so that the Recipient can address those in their contracts. These limitations will be noted in RFPs but not on service standards. The recipient will evaluate the increment of limits.

Motion: Dr. Johnson asked for a motion to approve this change in service standards. Dumago motioned. Clark seconded. There were no abstentions or oppositions.

The Oral Health Service Standard will be re-introduced for approval at the next month after the COC removes the service limitation from the service standards as recommended.

- **CPC: Joann McEniry** – McEniry provided the April 9th CPC report as follows in preparation for the Priority Setting and Resource Allocation Process:
 - o A presentation was received from the AIDS Drug Distribution Program (ADDP).
 - o An update on the HRSA Learning Collaborative was received.
 - o Feedback from other committees regarding the PSRA process was reviewed and incorporated into the PSRA report.
 - o Members were provided with an overview of the Priority Setting and Resource Allocation Process as well as the Ryan White Part A Core Service Model. A discussion was held on the Core Service Waiver and it was suggested that the CIA meeting be used for the community input requirement.
 - o The FY'2022 Service Category definitions were reviewed to ensure alignment with HRSA and NEMA standards. In addition, the committee reviewed the Allocation Guidance narrative portion of PSRA report.

The next CPC meeting will be held on Friday, May 14, 2021 at 9:30am via Zoom. All are encouraged to attend.

Last month the CPC OPP's were submitted for the routine 30-day review and need to be considered for vote today. **Motion:** McEniry moved to vote for approval of the CPC OPP's as presented last month. Poole seconded. There were no abstentions or oppositions.

- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi provided the March 15th REC report as follows:
 - o Postel provided a presentation of CHAMP findings regarding the Needs Assessment. Funds were allocated for the Telehealth consultant to analyze the provider and consumer surveys.
 - o This year's Assessment of the Administrative Mechanism will collect surveys from the recipient and providers. The provider survey for the Assessment of the Administrative Mechanism was finalized. Both surveys have been finalized and the data collection will start.
 - o A draft of the Funding Stream Analysis was completed. The Report will be completed in May and will be presented at the REC and Planning Council meetings.

The next REC meeting will be held on May 17, 2021 at 10am via Zoom.

Last month the REC OPP's were submitted for a 30-day review and need to be considered for vote today. **Motion:** Dr. Bagchi moved to approve on the REC OPP's as presented last month. Adams-Jarrells seconded. There were no abstentions or oppositions.

- **CIA/CC: Warren Poole** – Poole provided the March 24th report as follows:
 - 18 attendees including the Chair and 3 providers were present. There were representatives from Union County (2), Essex County (9), Jersey City (1), and unknown (6).
 - Attendees held conversations about COVID-19. Due to long waits and the long vaccine registration process, consumers were grateful that some agencies brought vaccines to their clinics.
 - Consumers also discussed Telehealth access and their challenges with self-monitoring blood pressure, checking glucose, and using digital thermometers. Consumers wished that the doctor would get their readings directly from the devices.
 - Consumers did not like that they could not see their provider and felt that they could not connect with the provider. Most consumers agreed that if there were frequent visits telehealth would be convenient but preferred in-person if they were going to see a provider only every six months, or if there was a need for a physical check-up.
 - Consumers wanted to know what resources are available for people who are not familiar with technology, who do not have wi-fi or who do not know how to use technology including joining Zoom meetings. Some consumers are meeting up with someone else who has and knows how to use zoom.
 - The New Jersey Housing Collaborative will have a Housing Forum at the next CIA meeting.
 - The CIA received 3 gifts cards from United Way of Greater Union County. Raffles increased the CIA attendance. Donations can be \$10 or \$15 gift cards.

The next CIA meeting will be held on April 28, 2021 from 5pm to 7pm via Zoom.

An attendee mentioned that the Trump Administration eliminated Wi-Fi funds for Ryan White Consumers. Can the Planning Council ask HRSA for funds to cover for Wi-Fi? It is not known if HRSA can cover Wi-Fi cost. However, the government should provide Wi-Fi for all those who needed especially now that schools and most people are using zoom and technology daily. Broadway House has a computer room that can be used to join the meetings. Health disparities are becoming worse due to COVID-19 and these were noted during the CIA report. Also, the use of technology has moved more rapidly due to COVID-19.

Dr. Johnson asked if the Needs Assessment survey will gather information on the level of access of technology. Dr. Bagchi stated that the survey might have questions about that. However, she conducted a survey with NEMA agency addressing this question and would be happy to report findings to the Planning Council once it is completed.

Dumago recommended to have training on “Cybersecurity and Cyber Etiquette”.

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

- **Report from the HRSA Learning Collaborative**

Adams-Jarrells provided the following report:

- The Recruitment and Retention Learning Collaborative selected three PC members and one Support Staff to participate in this initiative.
- The group choose a song to represent them - Reach out and touch by Diana Ross. This song was chosen because the group is trying to reach out virtually to people and engage them in Planning Council activities.

- A recommendation to create a Membership, Recruitment and Retention committee was made last month.
- At the last meeting, best practices to recruit members were shared as well as a link to find Awareness days. The team also created a grid of members needed in the Planning Council. The following is recommended: to recruit at least three MSM of any race, one transgender man, one transgender woman. To recruit members on a specific category, a poster and/or information has to relate to them. Also, the language has to relate to them. Gary Paul will be contacted to find out how to reach these populations. Also, the team recommended to recruit one female and one male Latinx, at least one Youth (19-34) of all genders, three Unaligned females and Latinx. Awareness Days should be posted on social media and providers' office.
- **Report from the NJ Department of Health** – Louis Delgadillo was not able to attend. However, he sent a reminder that the Trauma, Bias and Health event will start this month. The information was sent via email.
- **Report from the Governor's Advisory Council** – Dr. Johnson reported that the Governor's Council did not meet since that last NJHPG meeting.
- **Report from the NJ HIV Planning Group** – Guaman provided the following report:
 - The NJHPG continues to have conversations on the Needs Assessment. The Needs Assessment focus is on Latinx, gay and bisexual men to 35 plus, young black MSM 13 to 24 and transgender.
 - The NJHPG added as a standing item in their agenda any updates on Policy from the NJ Advocacy Policy throughout the state specifically on the bills mentioned last month – S-3009, S-3065, S-3491, and S-3493.
 - The transgender day of learning committee that is putting together a conference for next year in August.
 - Another ad hoc group is working on HIV and Aging conference that will be happening in September.
 - Finally, the Federal Ending the Epidemic is developing an RFA to request agencies assistance to support those efforts but won't be finalized until input from each of their jurisdictions is given.

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. The partial award budget that was approved at the last meeting was accepted by the Recipient. So far, expenses are within the budgeted amount.
- **Report from PC Support Staff** – Guaman mentioned that Support Staff will continue to send calendar invites and reminders for all upcoming meetings. Please contact Support Staff if you have not received these. Also, feedback can be provided at the [Newark EMA Website](#).

Dr. Johnson asked the Recipient about the Swear-In Ceremony. The City Clerk's Office is developing the Oath Certificates. Once completed, these will be available to pick and will be submitted to Guaman to collect the original signatures for new applicants and re-appointments.

Lastly, the original oaths will be sent back to the City Clerk's office to do the swearing in ceremony virtually. The recipient's office will follow up on the receipt of the oaths.

Dr. Johnson clarified to those who are not familiar with the process, the Oath Ceremony is usually done in-person. However, the City of Newark is working with the Recipient's office and Planning Council to develop a process to conduct a virtual oath ceremony.

9. Old/New Business

There were no Old/New Business discussed.

10. Announcements

Poole thanked everyone who had provided gift cards as incentives to increase CIA the attendance.

11. Next Meeting

The next Planning Council meeting will be held on Wednesday, April 21, 2021 at 1:30pm via Zoom.

12. Adjournment

The meeting was adjourned at 2:20 pm by Dr. Johnson's decree.