



# Executive Committee MEETING SUMMARY

Wednesday, May 19, 2021 at 1PM

Videoconference via Zoom: <https://zoom.us/j/97734641473>

Teleconference: (929) 205 6099 / Meeting ID: 977 3464 1473#

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

**Guests:** James H. Horne, Stacey Kolba

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

### 1. Welcome & Moment of Silence

Dr. Johnson welcomed all in attendance and called the meeting to order at 1:00 PM. A moment of silence was observed for all those who have passed, those affected by, and those living with HIV/AIDS.

### 2. Roll Call

Dumago conducted the roll call. Quorum was established.

### 3. Approval of Meeting Summary from April 21, 2021

The February meeting summary was approved last month as presented.

The April 21<sup>st</sup> meeting summary was sent electronically in advance for review. Dr. Johnson asked for a motion to approve the meeting summary as presented. Morales motioned to approve. Dumago seconded. There were no oppositions or abstentions.

### 4. Report from the Recipient

Alsbrook provided the following report:

- **FY 2021 Contracts** - Three contracts are on today's municipal council agenda for approval. Fifteen contracts will be submitted to the mayor's office at a special meeting on May 25. About 10 contracts are under an initial review phase. These contracts are being modified by the monitor and subrecipient. An internal agreement with the special care clinic will be finalized upon receipt of the full FY 2021 award, which has not been received yet.
- Last week at the CPC meeting, the recipient reported that the Union County Jail notice of award which would provide incarcerated discharge planning services to inmates was rescinded. The

inmates at the Union County Jail are being transferred to the Essex County Jail. Moreover, the Ryan White Program had not been in operation for over a year because of COVID-19 and other internal reasons. The recipient had a follow up call with John West who mentioned that there are two clients who are no longer inmates in the facility but who are actively receiving post discharge services. The recipient will modify the rescinding of their award to reflect the period of March through June and to terminate the program by June 30<sup>th</sup>.

- **The Maintenance of Effort (MOE)** is a statutory requirement as a condition of funding, which requires the recipient to maintain financial contributions to the program at a certain percentage. The MOE was reported based on HIV expenditures within the Union County jail. Since the Jail will no longer be active, the recipient will meet with the Project Officer to discuss the impact of this change on the MOE report going forward. There may be some flexibility to request a waiver due to the pandemic, which the recipient will submit to HRSA by May 29<sup>th</sup>.
- The FY 2020 Final expenditure Report and the Annual Progress Report are also due on May 29<sup>th</sup>.
- One important goal of the Ending the Epidemic Program is to address housing issues. The recipient asked the Executive Committee to consider creating a Housing Ad-hoc committee of housing experts under the Planning Council to help develop a robust program that would address housing instability for People Living with HIV in the EMA. This Ad hoc committee would include members from housing-service organizations such as HOPWA, the housing authority, county welfare, etc.
- Dr. Johnson stated that the Planning Council Chair makes the decision to create the ad-hoc committee, appoint the members in the committee, and it does not require Planning Council approval. The creation of the ad hoc committee will be announced at the Planning Council meeting for members to join the committee. War – EHE Program Coordinator will also provide a brief overview on EHE at the next meeting including the concept for the housing program.

## 5. Standing Committee Updates

- **COC: Vieshia Morales** – Morales provided an overview of the May 13<sup>th</sup> COC report.
  - o The COC Operating Policy and Procedures (OPP), Medical Transportation, Early Intervention and Universal Service Standard need Planning Council approval at today's meeting.
  - o The Medical Case Management Service Standard will be introduced for a 30-day review.
  - o The full report will be given at the Planning Council meeting.

Support Staff requested clarification on how to proceed with the Service Limitations on Housing, Emergency Financial Assistance, and the Oral Health Service Standards previously discussed. The service limitation comes from the Annual Recipient RFP and was incorporated to the service standards during the transition to the new service standard format. The recommendations to address this issue were: 1) to remove the Service Limitation/ Requirement Section from these Standards, 2) to remove the Service Limitation/Requirement Section from all service standards, or 3) to add a statement noting that "The recipient may establish service limitation as needed for service categories".

After some discussion, the committee agreed to remove the service limitations listed on the annual RFP (which would provide service limitations guidance for subrecipients) and to add a statement in the service standards noting that the recipient may add funding limitations as needed. The recipient will also forward the HRSA requirements for service standards for review.

- **CPC: Joann McEniry** – McEniry provided the April 9<sup>th</sup> CPC report.

- The full report will be given at the full Planning Council.
- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi provided the April 17<sup>th</sup> REC report.
  - The full report will be given at the full Planning Council.
- **CIA: Warren Poole** – Poole will provide the CIA report at the full Planning Council meeting.
  - 29 Consumers attended the last CIA meeting which had a Housing Panel.
  - The CIA is still accepting gift cards donations. Anyone who would like to donate can reach out to Poole or Guaman. With more incentives given at each meeting, more people attend.

## 6. Treasurer's Report

Moore provided the Treasurer's report. The expenses through April are running slightly more than projected on a few of the budget lines. This is partially because United Way returned to work in-office five days a week. Adjustments will be made when the remainder of the award is received.

## 7. State & National Updates

- Report from the NJ HIV Planning Group – The full report will be given at the Planning Council.
- Report from the Governor's Advisory Council – Dr. Johnson reported that the GAC will meet tomorrow.

## 8. Old/New Business

### - **2021 Needs Assessment budget resolution summary**

As the last meeting, Moore requested a summary of events of the Needs Assessment budget resolution. Mr. Horne from United Way reported that the additional work required by the REC was not included on the initial Needs Assessment budget. Therefore, additional funding was required to complete the additional work, which was approved, and the work proceeded accordingly.

Moore clarified the Needs Assessment process for future work:

1. The Needs Assessment Proposal should be reviewed and approved by the Executive Committee.
2. Any changes in scope and dollars should be brought to the Executive Committee.
3. Contracts issued by United Way for the fiscal year should cover work for that fiscal year.

### - **Planning Council Membership Nomination Process**

As requested by the Executive Committee, Support Staff developed a draft nomination process for PC membership applicants. Support Staff presented a draft Nomination Process sent in advance via email for Executive Committee review. Prior to approval, the CPC will conduct an in-depth review of the written nominations process to be presented to the Executive Committee next month.

### - **HRSA Site Visit Preparation – July 12 to July 16**

- The virtual Oath of Office Ceremony is confirmed for June 16. Support Staff is collecting Oaths of Office with original signatures from PC members and applicants. As of today, 13 were received and 7 are pending.
- The Donation Page for the CIA is set up and ready to use. The link and instructions will be shared with the Planning Council and posted on the website.

- Support Staff created an organization chart and sent it in advance to the Executive Committee for review. Upon review, the Executive Committee stated that a similar organization chart existed. Since the chart is very similar, this version can be used without the need for approval.
- For the HRSA site visit, a list of required documents was shared with the Support Team. One of the required documents is a Confidentiality Agreement. Moore shared that although a form did not exist, a confidentiality procedure was followed in previous years where a member was removed from the council for violating the confidentiality of HIV status. Since this agreement did not exist in the past, Support Staff created a draft Confidentiality Agreement which was sent to the Executive Committee via email in advance for review. The HRSA Project Officer recommended a minor edit. The final version of the Confidentiality Agreement will be sent to Planning Council members after the edit is made.
- Dr. Johnson requested that the Planning Council have a Confidentiality Agreement Training to understand the terms and the penalties for violations of confidentiality. All Planning Council members will be asked to sign a Confidentiality Agreement in preparation for the HRSA Site visit in July.

**9. Administrative Issues**

None

**10. Announcements**

There were no announcements.

**11. Next Meeting**

The next Executive Committee Meeting will be held on Wednesday, June 16, 21, 2021 at 1:00PM via Zoom.

**12. Adjournment**

The meeting was adjourned at 1:36 PM.