



# Planning Council

## MEETING SUMMARY

**Wednesday, May 19, 2021 at 1:30PM**

Video-Conference via Zoom: <https://zoom.us/j/94744802916>

Teleconference: (929) 205 6099 / Meeting ID: 947 4480 2916#

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

**Guests:** Tamerla Lawrence, Gloria Jones, Thomas Johnson, Wayne Smith, Charla Cousar, Delia King, Ifeoma Echeazu (NJDOH), Claudia Ortiz (PROCEED Inc.), Alina Quesada, Isaam Houston, James DeSantis (NJCRI), Jason Kondrk (Gilead), Jose Avila (Zufall), Kaelin Conover, Ka'leef Morse (NJDOH/DHSTS), Manny Gamarra, Louis Delgadillo (NJDOH), Melody Kouyoblegui (NJDOH), Mr. Dexter, War Talley

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

**1. Welcome & Moment of Silence**

Dr. Johnson welcomed all attendees and called the meeting to order at 1:37 PM. A moment of silence was observed for those affected, those who have passed, and 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 April 21, 2021

At the previous meeting, the March 17<sup>th</sup> meeting summary was approved with edits. The edits were made and the final version posted on the website.

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

#### 5. 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. And 10 contracts under in-house review. An internal agreement with the Department of Health Special Care Clinic will be finalized upon receipt of the full FY 2021 award, which has not been received yet.
- The Recipient rescinded the Union County Jail notice of award since the Ryan White Program had not been in operation for over a year due to COVID-19 and inmates are being transferred to the Essex County Jail. The recipient had a follow up call with the St. Bridget's CEO who reported that three clients who are no longer inmates are receiving post discharge services. Therefore, the recipient will modify the rescinded award letter to reflect the period of March through June and to terminate the contract on June 30<sup>th</sup>.
- Last month, the HIV/AIDS Bureau released a letter outlining certain Ryan White statutory penalties and administrative requirements for FY 2020 and 2021. There are two types of waivers requests, automatic waivers, and non-automatic waivers. Non-automatic waivers require the recipient to submit a formal request to HRSA for consideration. For example, the FY 2020 Core Service Waiver was a non-automatic waiver because the recipient initiated the request. However, the Planning Council should know that some automatic waivers include the Unobligated balance penalty which impacts Part A and Part B programs, and the Maintenance of Effort (MOE) which is a statutory requirement whereby the subrecipient must maintain a certain level of expenditure related to the program based on what was spent in previous years. The MOE had been reported based on HIV expenditures within the Union County jail, which will no longer be active. The recipient will discuss the impact of this change for the MOE report going forward. A waiver request for the FY2020 MOE will be submitted to HRSA by May 29<sup>th</sup>.
- During the announcements section of the agenda, the Ending the Epidemic Coordinator - War Talley will briefly discuss some initiatives to address the housing instability in the EMA within the HIV population and the potential of setting up an ad hoc housing committee through the Planning Council.

#### 6. Standing Committee Updates

- **COC: Vieshia Morales** – Morales provided the May 13<sup>th</sup> COC report.
  - o The COC Operation Policy and Procedures (OPP) , Medical Transportation, Early Intervention and Universal Service Standard were introduced at the last Planning Council meeting and need approval at this meeting.
  - o The committee is introducing the Medical Case Management Service Standard for a 30-day review.

The next COC meeting will be held on June 10, 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 take a vote for approval. No questions or comments were received during the review period.

**Motion:** Dr. Johnson asked for a motion to approve the COC OPPs, Medical Transportation, Early Intervention and Universal Service Standards as presented. Morales motioned. Poole seconded. There were no abstentions or oppositions. All members agreed.

- **CPC: Joann McEniry** – McEniry provided the May 14<sup>th</sup> CPC report. The committee started the Priority Setting and Resource Allocation process and the following occurred at the last meeting:
  - An overview of PSRA resources from Planning CHATT was presented by PC Support Staff.
  - A Quality Management Presentation and H4C Update was received from the Recipient's office.
  - A one-year presentation of CIA consumer feedback was conducted by PC Support Staff.
  - The Needs Assessment update was presented by the consultant.The next CPC meeting will be held on Friday, June 11, 2021 at 9:30am via Zoom. All are encouraged to attend.
  
- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi provided the May 17<sup>th</sup> REC report. The following occurred at the meeting:
  - Postel provided an update on the FY 2021 Needs Assessment findings and is still working to finalize the survey and agency survey findings.
    - The CHAMP data analysis found that 73% of clients received at least one telehealth service in the past year.
  - However, the consumer survey with 124 respondents found that 11% of clients had one telehealth visit. In addition, the consumer surveys show that:
    - The data is biased based on respondents who are prone to have in-person visits.
    - Qualitative data is available to assess benefits and challenges of using telehealth services.
    - The consumer survey found that Provider timeliness needs to be improved.
    - Telehealth visits are decreasing post-pandemic.
    - Telehealth usage was not dependent on age since older adults also use telehealth.
    - Individuals who had less than a high school diploma prefer in-person visits and those who had a high school diploma or higher education like both telehealth and in-person visits.
  - Dr. Bagchi mentioned that she is doing a research study at Rutgers regarding the types of devices used in telehealth and can share the findings if the Council is interested. This research found that technology issues experienced by the provider and/or client reduces the time for the telehealth visit especially for mental health services.
  - Support Staff provided an overview of the Annual Funding Streams Analysis Report. This report does not require Planning Council approval. Since the REC approved this document, the final version will be posted on the website as presented.
  - Postel provided a brief report of the 2021 Full Assessment of the Administrative Mechanism and the Annual Epidemiological report.

The next REC meeting will be held on June 21, 2021 at 10am via Zoom.

Members asked whether telehealth would continue once in-person visits are allowed. The Recipient plans to allow the provision of services via telehealth. But the Service Standards do not include language around telehealth since HRSA guidance has not been released. The committee will wait for further guidance.

A focus group with NJCRI Project WOW found that young people who know how to use snapchat, Instagram and other apps have difficulty using telehealth apps sometimes. Just because people are digitally connected does not mean that they use telehealth services.

- **CIA/CC: Warren Poole** – Poole provided the April 21<sup>st</sup> report. The following occurred at the meeting:
  - o The CIA had a Housing Panel with the NJ Housing Collaborative.
  - o Housing resources and information was provided to participants.
  - o The CIA will have another housing conversation at a future meeting.
  - o This was one of the most attended meetings since the virtual Holiday party on December. 29 consumers and providers and 35 attendees in total counting support staff and panelists.
  - o In April, the CIA will discuss FY 2022 funding priorities, allocations and reallocations and the core service waiver. Roman will join the meeting to talk about the core service waiver.
  - o Poole thanked United Way of Greater Union County for donating 3 gift cards.
  - o An Online donations Page was created to collect donations for the CIA meetings since incentives have helped to increase meeting attendance.

The next CIA meeting will be held on May 26, 2021 from 5pm to 7pm via Zoom.

**Motion:** Dr. Johnson asked for a motion to accept the committee reports. Johnson motioned. Morales seconded. No abstentions or oppositions.

## 7. State & National Updates -

### - **Report from the HRSA Learning Collaborative**

Adams-Jarrells provided the following report: Session Three was held on April 22 via Zoom.

- o A discussion was held on retention strategies, training, engagement, how to encourage consumers to join, how to create a category of at large members and alternates, how to engage new members and including preparation to participate in different meetings. The NEMA Planning Council do a lot of this but not consistently.
- o Some of the important things mentioned were:
  - o Know definitions, terms, and pronouns to include diversity
  - o Provide membership with trainings and leadership development
  - o The links for the technical assistance session on planning, retention, and recruitment on HRSA requirements and Orientation training were sent to all participants.
- o The next meeting will be held on May 27 at 5:00pm.

Adams-Jarrells shared that other Planning Councils have a recruitment and retention committee that focuses on recruitment and retention to help address Planning Council deficiencies. She recommends establishing one to support these efforts.

- **Report from the NJ Department of Health** – Ka’leef Morse, Director of HIV Services of the Department of Health - DHSTS, provided the report.
  - The Federal Ending the Epidemic Initiative led by Chelsea Betlow has a NOFO posted on the [State’s grant website](#). A series of Technical Assistance webinars will be offered for applicants. The webinar information will be sent via email.
  - The State Prevention and Care grant will now be one statewide HIV grant. The NOFO was posted last night on the [grants website](#). The RFA will be released on June 24<sup>th</sup> and will be due in August. For any questions, you can contact Morse at [kaleef.morse@doh.nj.gov](mailto:kaleef.morse@doh.nj.gov).
  - The State Ending the Epidemic efforts to approve the plan are moving slowly due to changes in agency leadership within the taskforce. An approval and an update will be coming soon.
  - Job openings within the Department of Health will be announced in the next four to six weeks.

Dr. Figueroa raised a concern about pharmaceutical companies not approving Descovy and pushing patients to Truvada, which has negative effects on bones and kidneys. Morse shared that conversations about this issue are happening nationwide and more information will come soon.

- **Report from the Governor’s Advisory Council** – Dr. Johnson reported that the Governor’s Council will meet tomorrow.
- **Report from the NJ HIV Planning Group** – Guaman provided the following report:
  - The deadline the State Prevention and Care letters of intent was extended to the 28<sup>th</sup>.
  - The committee discussed the costs associated with the additional labs and doctor visits for the Long Active HIV Injectables. There will be a presentation about this in June.
  - HRSA released a [document for Ryan White recipients on Long Active ARV medication](#) and there is another resource [from target HIV](#) is available.
  - The Morris Sussex and Warren HIV Advisory Group has an active CAB which meets every other month.
  - The Morris Sussex Warren HIV Advisory Group will have a presentation on their Needs Assessment findings on how COVID-19 affected HIV care and treatment in July.

## 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 expenses through April are running slightly higher 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.
- **Report from PC Support Staff** – Guaman reported the following:
  - There will be an Oath Ceremony for new members and for current members who need to renew their terms on June 16<sup>th</sup> at the beginning of the Planning Council meeting. Support Staff sent the original oath certificate to be signed by members. 13 out of 20 signed oaths have been received.
  - Support Staff has been working with the recipient to have all Planning Council required documents ready for the HRSA Site Visit from July 12 to 16. One of the required documents is

a Statement of Confidentiality. This document is under development and will be sent out for member signature once complete.

## **9. Old/New Business**

- Adams-Jarrells mentioned the following:
  - o Adams-Jarrells attended a transgender session hosted by Hyacinth. It provided insights on how to address the transgender population. This information will be sent to Support Staff since it can be used on the Collaborative Learning for the inclusion of this population.
  - o Adams-Jarrells, her husband, and Hyacinth spoke with the state senate about the modernization for HIV and AIDS (HIV decriminalization) to update the wording of the law. The group will speak with the state assembly at another date.
  
- The Funding Streams Analysis will be sent to the Planning Council via email and will be discussed at the next meeting.
  
- A discussion was held regarding plans to return to in-person meetings. Members feel that virtual meetings have allowed the Council to work efficiently and maintain good attendance. In addition, there are funding limitations based on costs for meeting space. This discussion will be on hold until the second award for the Planning Council budget is received.

## **10. Announcements**

- Poole invited attendees to join the CIA's Ryan White Part A Community Forum on May 26 from 5pm-7pm to discuss the Core Service Waiver. Poole thanked everyone for their donations and reminded all to donate on the website.
- PROCEED will host a Health Fair on June 3<sup>rd</sup> from 11:00am- 3:00pm at Warinanco Park.
- The EHE plan for Essex County was uploaded to the Planning Council website, which will focus on creating a supportive housing Program aligned with the goal to increase viral load suppression in the EMA. Talley would like to provide an overview of the EHE initiative at the next meeting and to encourage the Planning Council to create an ad-hoc committee for the housing Program.
- The Department of Health is providing COVID-19 vaccines from 9:00 am to 2:30pm for New Jersey residents. No appointments required.
- Members felt concerned about the administrative fees of Long Active Injectables and whether or not those would be covered by insurance companies.
- Starting at the next meeting, Dr. Johnson would like to use the raise hand gesture during meetings.
- Kondrk reported that the issue of payment PrEP is not only for Descovy but also for Truvada and generic Truvada. Gilead's Advancing Access Program can assist with copay cards for uninsured or undocumented and underinsured. Other resources are also available on the website. Testing day is coming up June 27. Gilead also has resources that can be sent to agencies for that day.

## **11. Next Meeting**

The next Planning Council meeting will be held on Wed. June 16, 2021 at 1:30PM via Zoom.

## **12. Adjournment**

The meeting was adjourned at 2:36 pm by Dr. Johnson's decree.