



Planning Council

MEETING SUMMARY

Wednesday, July 21, 2021 from 1:39 PM to 3:03 PM
 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)	21. Janice Adams-Jarrells	27. Jeremiah Cohen
2. Ann Bagchi, PhD	22. James Carrington	28. Wanda Figueroa, MD
3. Wali Bradley	23. Kendall Clark	29. Juanita Howell
4. Cynthia Cocagee	24. Elizabeth Kocot	30. Providencia Rodriguez
5. Cezar Dumago (Secretary)	25. Natalie Muhammad	
6. Dr. Robert L. Johnson (Chair)	26. Rev. Don Ransom	
7. Thomas Johnson		
8. Gloria Jones		
9. Tamerla Lawrence		
10. Joann McEniry (Co-Chair)		
11. Patricia Moore (Treasurer)		
12. Vieshia Morales		
13. Debbie Morgan		
14. Walter Okoroanyanwu, MD		
15. Dominga Padilla, MD		
16. Warren Poole		
17. Sharon Postel (Non-Voting)		
18. Aliya Roman (Non-Voting)		
19. Ricardo Salcido		
20. Calvin Toler		

Guests: Alison Modica (Gilead), Jason Kondrk (Gilead - PrEP), Michelle Harvey, Mr. Dexter, Gerri Ward, Delia King, Felicia Cruz (Team Management), Jermaine Way, Kaelin Conover (NJDOH – EHE Unit), Louis Delgadillo (NJDOH), Wayne Cleveland

PC Support Staff: Tania Guaman, Vicky Saguy

1. Oath of Office for New Members and Term Renewals

The Oath of Office was not held and will be moved to August.

2. Welcome & Moment of Silence

Dr. Johnson welcomed all attendees and called the meeting to order at 1:39 PM. A moment of silence was observed for those affected, those who have passed, and those living with HIV/AIDS.

3. Roll Call

Dumago conducted the roll call for this meeting. Quorum was established.

4. Public Testimony

There was no public testimony.

5. Approval of the Meeting Summary from June 16, 2021

At the previous meeting, the May 19th meeting summary was approved as presented.

The June 16th meeting summary was sent electronically in advance for Planning Council review. Dr. Johnson asked for a motion to approve the meeting summary as presented. Morales motioned. Poole seconded. The vote passed unanimously.

6. Report from the Recipient

Alsbrook provided the following report:

- **The HRSA Site Visit** was held from July 12th to July 16th. The written HRSA feedback report will be released in 30 days. At that time, the committee can discuss recommendations for improvement as well as any legislative or programmatic findings assessed by the HRSA team and consultants. Findings and recommendations are expected for the contracting and payment process to subrecipients, CHAMP, stakeholder recruitment for the Planning Council and other administrative issues.
- **FY2021 contracts** – as of today, 89% of contracts are fully executed or in final execution phase. The three remaining contracts will be presented to the Municipal Council at the August 4th meeting.
- **FY 2021 final allocation** – Medical Transportation did not meet the 2021 Planning Council's Priority Setting and Resource Allocation (PRSA) allocation recommendation of 2.5% of the direct service award dollars of \$10.5M [about \$261,000]. The final allocation was 1.6% [about \$168,195], which falls outside of the recommended allocation even when considering the up or down 25% [\$196,000 to \$327,000] flexibility provided by the Council. This happened in part due to a lower demand for transportation and the availability of telehealth visits, but also because a Union County agency that receives a significant amount of transportation funds reduced their request by about \$43,000. Therefore, the recipient requests the Planning Council to consider approving the under-allocation of Medical Transportation funds outside of the 2.5% recommended allocation.
- **The FY 2022 Part A Notice Of Funding Opportunity (NOFO)** was released. The 3-year application is due on Oct 26, 2021. A non-competing application progress report will be submitted for FY 23 and 24.

Brief reminder to the membership prior to the motion: The council assists the City of Newark in determining how the Federal Government funds for HIV services should be spent through the priority setting and resource allocation process which is carried out by the Comprehensive Planning Committee. The committee makes recommendations about the amount of money and the ranges and percentages of funds to be spent. The recipient was unable to meet the recommendation for medical transportation even with the up or down 25% because there were not enough applications for the service. For the recipient to move forward, the Council has to approve the deviation from the percentages that were recommended.

Motion: Dr. Johnson asked for a motion to approve the deviation from the Priority Setting within the plus or minus 25% for Medical Transportation. McEniry motioned. Poole seconded. No abstentions or oppositions.

7. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales** – provided the July 8th COC report.
 - o The COC develops service standards on how to provide the services as established by the Council.

- At the July meeting, the committee introduced the Outpatient/Ambulatory Health, Housing, and Emergency Financial Assistance Standards for a 30-day review period.
- The Oral Health Standard was introduced at the June meeting and will be approved today. No questions or comments were received during the review period. However, the recipient asked if tele-dentistry was discussed when the standard was reviewed. It was not. The recipient recommended to continue with the approval of the Oral Health Service Standards without this component until more information about tele-dentistry is received.

The next COC meeting will be held on September 9, 2021, at 10am via Zoom.

Motion: Dr. Johnson asked for a motion to approve the Oral Health Service Standard as presented. Morales motioned. Poole seconded. No abstentions or oppositions.

- **Comprehensive Planning Committee (CPC): Joann McEniry** – provided the June 25th report.
 - The committee finalized the 2022 Priority Setting and Resource Allocation (PSRA) report which was sent electronically to the Planning Council membership on June 29th. No questions about the report were received.

The next CPC meeting will be held on Friday, August 13, 2021, at 9:30am via Zoom.

Motion: Dr. Johnson asked for a motion to approve the 2022 Priority Setting and Resource Allocation Report as presented. McEniry motioned. Dumago seconded. The vote was passed unanimously.

- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.** – provided the July 19th report.
 - The committee received the final draft of the 2021 Needs Assessment Update.
 - The committee is waiting for state data for the 2021 Annual Epidemiologic Report.
 - The committee reviewed and approved the 2021 Full Assessment of the Administrative Mechanism. The Planning Council needs to vote on this report today.

The next REC meeting will be held on August 16, 2021, at 10am via Zoom.

Motion: Dr. Johnson asked for a motion to approve the 2021 Full Assessment of the Administrative Mechanism. Bagchi motioned. Poole seconded. The vote passed unanimously.

- **Community Involvement Activities (CIA): Warren Poole** – Poole provided the June 23rd report.
 - 21 attendees from which 17 were from Essex, 2 Union, 1 Morris, and 1 Bergen County.
 - The committee had conversations about HIV and COVID-19 with Dr. Debbie Muhammed and COVID-19 and coping with the pandemic with Ed Jankowski.
 - A Long-term survivor who was diagnosed 50 years ago shared his story.
 - On July 28th from 5pm to 7pm, War Talley will discuss about Ending the Epidemic. There will be a Virtual Trivia Game Night with questions on HIV and fun facts.

Motion: Dr. Johnson asked for a motion to accept the committee reports. Lawrence motioned. T. Johnson seconded. The vote passed unanimously.

8. State & National Updates -

- **Report from the Health Resources and Services Administration (HRSA) Learning Collaborative** - Poole provided the following report:
 - Toler, Adams-Jarrells and Poole participated on the HRSA Learning Collaborative meetings for 6 months. The team had discussions with Planning Council members from other areas about recruitment and retention strategies. The team recommended to:

- Use targeted recruitment for MSM, Latinx all races, Youth (19-29 years old) all gender, transgender men and transgender women, the LGBTQ+ community, and unaligned consumers. Every Tuesday the Support Team will post recruitment flyers for key populations on social media for #RecruitmentTuesday. The flyers will be in English and Spanish with the possibility of translating the flyers in Creole.
- Improve retention by providing support to new and current members including a Planning Council training which will be mandatory for new members and optional for current members, a glossary of acronyms, an informal mentorship pairing, and incorporating ongoing community trainings on the CIA (Needs Assessment, Priority Setting, Resource Allocation, How to Advocate and Plan including Public Testimony, Fundamentals of Leadership, and Understanding data).
- There will be a follow up to report how the recruitment and retention has improved. The meeting date will be sent as the date approaches.

Dr. Johnson thanked the team for their participation on the HRSA Learning Collaborative. The Planning Council has faced ongoing struggles with community participation. This innovative targeted recruitment and engagement approach can help the Council to engage community members to better represent the epidemic in the council. Flyers that are developed by the CIA do not need approval by the council. The budget for doing posters for the agencies will be discussed at the next meeting. The Health Resources and Services Administration (HRSA) Learning Collaborative Report Agenda item will be removed since it accomplished the goal of developing an engagement and retention strategy. The CIA will report with any updates of the retention and recruitment strategies.

- **Report from the NJ Department of Health (NJDOH)** – Kaelin Conover provided the updates:
 - The RFAs submitted were reviewed last week and this week. There was a follow up meeting with agencies to clarify any questions DOH had. The decision letters will be sent shortly.
 - The ETE plan is still in governor’s office for review.
- **Report from the Governor’s Advisory Council (GAC)** – Dr. Johnson reported that the Governor’s Council will meet tomorrow.
- **Report from the NJ HIV Planning Group (NJHPG)** – Guaman provided the following report:
 - Atlantic City Syringe Access Program is threatened to be closed because syringes were left on the ground. But there is no evidence that the needles found on the beach are related to the Atlantic City Syringe Exchange site. The Governor’s Council sent letters to the governors to address this issue.
 - The Prevention, Care and Treatment RFA was pushed back. The RFA will be released in August.
 - 6 sites, Complete Care, African American Office of Gay Concerns (AAOGC), Rutgers IDP, Bergen County, Burlington County, and Visiting Nursing Association (VNA) received funds for a pilot program to accelerate HIV testing at home.
 - The Ending the Epidemic is trying to reach out to Federally Qualified Health Centers to integrate efforts that can prevent duplication of services. Also, the Ending the Epidemic submitted a proposal to do some programming around STD planning with STD programs within the Ending the Epidemic Jurisdiction. The funding has not been approved, but conversations are continuing.
 - The Planning Group is no longer operating under the emergency planned of COVID-19. Anyone interested in applying for the NJHPG can go to: www.njhp.org
 - The Planning Group is no longer operating under an emergency plan

9. Planning Council Administrative Issues

- **Report from Executive Committee** – Dr. Johnson reported that there was no issue.

- **Report from Treasurer** – Moore provided the Treasurer's report.
We received the final award notification for \$245,763 including \$6,500 that was approved for the extra consultant hours involved in preparing the 2021 Needs Assessment and \$1,500 for consumer incentives to participate in the recent HRSA evaluation. In effect, the funds available for Planning Council activities are \$237,763. Last year, \$236,000 was received. Salaries and operating expenses were reduced, therefore cuts had to be made. Of those cuts, United Way will absorb a portion of the operating expenses and will be functioning on a very tight budget.

Motion: The executive committee recommends the approval of the budget as presented. Morales seconded. No abstentions or oppositions.

- **Report from Planning Council (PC) Support Staff** – Guaman reported the following:
Two weeks ago, 3 out of the 4 new Planning Council members received a training about the legislative responsibilities of the council. The training will continue.

10. Old/New Business

- **Telehealth in Underserved Communities by Dr. Ann Bagchi**
 - Telehealth usage in the Newark EMA decreased recently but was at its highest in 2020. NEMA provided 6 services via telehealth including 1) Outpatient/ambulatory health services, 2) Mental health, 3) Substance abuse outpatient, 4) Medical nutritional therapy, 5) Medical case management, and 6) Non-medical case management, paid at the same rate as in-person visits. This presentation will be available on the website for future review.
 - Reimbursement of telehealth services via telephone are at the same rate than in-person visits in the Newark EMA. However, the federal government might not continue telephone visits after the pandemic ceases due to the higher possibility of misusing the service. The Federal Emergency was extended for 90 days more.

11. Announcements

No announcements.

12. Next Meeting

The next Planning Council meeting will be held on Wed. August 18, 2021 at 1:30PM via Zoom.

13. Adjournment

On behalf of Dr. Johnson, McEniry asked for a motion to adjourn the meeting. Morales motioned. Toler seconded. All members agreed. The meeting was adjourned at 3:03pm.