



Executive Committee MEETING SUMMARY

Wednesday, August 18, 2021 from 1:00 PM to 1:38 PM

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

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

Present	Excused Absences	Unexcused Absences
1. Ann Bagchi, Ph.D. 2. Cezar Dumago (Secretary) 3. Robert L. Johnson, MD (Chair) 4. Joann McEniry (Co-Chair) 5. Patricia Moore (Treasurer) 6. Vieshia Morales 7. Warren Poole 8. Sharon Postel (Non-Voting) 9. Aliya Roman (Non-Voting)	10. Ketlen Alsbrook (Recipient)	

Guests: James Horne (UWGUC)

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 July 21 and July 28, 2021

The June 16th meeting summary was approved last month as presented.

The July 21st and July 28th meeting summaries were sent electronically in advance for Council review. Moore requested a revision of the Treasurer's report of the July 21st meeting summary. She clarified that salaries and operating expenses have not stayed leveled, therefore cuts had to be made. The Support Team was asked to make this edit.

Dr. Johnson asked for a motion to approve the July 21st summary as amended and the July 28th summary as presented. Morales motioned to approve. Dumago seconded. The vote passed unanimously.

4. Report from the Recipient

Roman provided the following report:

- Three contracts will be adopted on September 1st. The Municipal only meets once a month during summer months.

- The recipient started to prepare the FY'22 NOFO Ryan White Application and the FY'22 RFP Manual, which will coincide with the HRSA Grant funding a 3-year period.
- The final project for the FY'21 Integrated Plan was rolled out with the EIRC Chairs on August 13th with a deadline in November, in time to present findings to the CPC in January.
- The recipient has not yet received the written HRSA Site Visit findings.

5. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales** – will provide the report at the Planning Council. There is one correction for the service standards listed on the agenda. The Outpatient/Ambulatory, Housing, and Emergency Financial Assistance Service Standards need approval today. Those are not being introduced as stated on the agenda. The Support Team will make this change/
- **Comprehensive Planning Committee (CPC): Joann McEniry** – will provide the report at the Planning Council.
 - o The CPC meeting was cancelled because the Support Team is clarifying their role on the Integrated HIV/AIDS Plan. The new guidance requires the development a new 5-year plan, which was last done in 2016. This work is different from what the Support Team has done previously with direction from the Comprehensive Planning Committee.
 - o McEniry asked the Support Team to develop an overview of the new guidance so that the committee can begin discussions. The Support Team will meet with the recipient tentatively on August 27, 2021. McEniry will be added to this call.
 - o Postel shared that the work of the Integrated Plan can be done within a year and 3 or 4 months. In 2015-2016, the work was led by McEniry and its committee over a period of 3 to 5 months with the support of the previous Support Team.
 - o Additional discussions will be held at the next Executive Committee meeting.
- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.** – will provide the July 19th REC report at the Planning Council meeting.
 - o The REC approved the 2021 Needs Assessment Update, which needs Council approval today.
 - o For the 2022 Full Needs Assessment, the Support Team requested guidance on the scope of work required from the consultant. The Support Team wants to understand which activities will be completed in FY'21 - September through February 2022 and in FY22 – March 2022 forward) to ensure that the activities for each year are budgeted accordingly. In addition, per the Executive Committee request, the scope of work for the Needs Assessment will require approval. Having a defined work statement will allow the Support Team to prepare the bid for the consultant role as required by the City of Newark. Dr. Johnson recommended that the Support Team talk to each committee chair to identify the scope of work for each deliverable.

*Per previous discussions, the Executive Committee will also approve consultant contracts, if any.

- **Consumer Involvement Activities (CIA): Warren Poole** – Poole will provide the June 23rd CIA report and the HRSA Learning Collaborative report at the Planning Council meeting.
 - o Poole requested clarification on whether the HRSA Learning Collaborative team is an ad-hoc committee under the CIA. Dr. Johnson stated that the Collaborative group was established for a defined period of time as an ad-hoc committee for the Planning Council to participate on the Ryan White part A learning collaborative cohort.

- If there's interest in establishing an ad-hoc committee, the CIA will need Executive Committee approval. To start the process, the CIA can create a document outlining the committee's name, its role, who is going to be in the committee, the committee's scope of work, and the expected scope of work from the Support Team staff, if different from the CIA. The ad-hoc committee would also need to be approved before having a budget item, which would also require a budget modification. Conversations about this will follow in future meetings.
- Poole reported the following updates for the HRSA Learning Collaborative:
 - 4 CIA Consumers attended a meeting last week and provided ideas on how to bring people to subcommittees and the Planning Council.
 - Members discussed the impact of Stigma as a barrier for the youth, and the need for cultural diversity training to support the transgender community.
 - A glossary of terms and acronyms was created. This does not need Executive Committee approval and can be uploaded to the website by the Support Team.
 - Poole wanted to purchase 11x17 posters for NEMA agencies, the estimated cost for 300 posters is \$201 plus tax. If there are funds in the budget for the posters, the Executive Committee would have to approve this expense. Funds are not available at this time; however, funds can become available if any budget line is not fully used. Poole will look for estimates and will connect with Moore to discuss this further.

6. Treasurer's Report

Moore provided the Treasurer's report.

As of July, we are within budget amounts except the utilities, which were over the budgeted amount.

7. State & National Updates

- Report from the NJ HIV Planning Group – The report will be given at the Planning Council.
- Report from the Governor's Advisory Council – The report will be given at the Planning Council.

8. Old/New Business

- Discuss recommended revisions for the NEMA By-Laws
The By-Laws committee recommended By-Laws changes as follows:
 - Editorial and formatting corrections throughout the document.
 - Table of Contents – included the NEMA Policies in the Bylaws.
 - Article 4.1. Membership Categories were updated following guidance of the latest HRSA Planning Council Primer. There is no longer and Intergovernmental Agreement (IGA) with Union County, therefore Union should be treated like other counties.
 - Article 4.8 – Terms were revised to facilitate the accurate tracking of council terms
 - Article 6.3.12 – was revised to allow the Executive Committee to conduct a closed session,
 - Article 11.2 – adds the confidentiality agreement to the bylaws.

The Executive Committee can recommend the adoption of these revised By-Laws at the Planning Council meeting in September. A copy of the bylaws should be sent at least 5-days in advance before the September meeting. At today's Planning Council meeting, the bylaws committee will announce the review of the bylaws for council approval at the September meeting during the administrative section.

Motion: Moore motioned to recommend the adoption of these amendments to the Planning Council at the September meeting. Poole seconded. The vote passed unanimously.

Moore would also like to continue having the bylaws committee to review and update, if necessary, the following NEMA Policies:

- Conflict-of-Interest Policy and Disclosure Statement last reviewed in 2016,
- Act of Discrimination and Harassment Policy last reviewed in 2007,
- Code of Ethics and Standards of Conduct – no review date,
- Grievance procedures – two copies – 2011 and 2018.

Also, this committee will review the bylaws with guidance from the HRSA Site Visit when available. The Executive Committee agreed to continue having the bylaws committee to work on these tasks.

9. Administrative Issues

- Saguary offered her resignation as Support Staff, effective August 27, 2021. Therefore, some changes will take place during the transition. The Office of Support has a transition plan in place and is working to hire an Administrative Assistant expeditiously.
- Some Recruitment Tuesday about Planning Council Composition and requirements were pending approval. These were sent to the Executive Committee via email in advance in both English and Spanish. Dr. Johnson explained that flyers do not need approval from the Executive Committee. Moving forward, the Support Team should send documents for review by the Executive Committee with a date for the committee to send any comments or feedback. If there is no comment before that date, the documents can move forward.
- The Support Team also sent the Planning Council attendance record to the Executive Committee via email. In particular, the Support Team noted that Ms. Kocot is now retired and would no longer fit the category of Medicaid Agency affiliation, but she is willing to continue her commitment to the council. A new Medicaid representative should be recruited.

For repetitive absences, the Executive Committee can recommend the removal members from the Council Secretary. Such notice shall inform the Council Member of the proposed action and advise the Council Member that a written statement may be submitted within 15 days of the date of the Notice to the body bringing the action. Such statement, if received within the 15 days, will be considered by the body bringing the action before any final removal decision is made.”

For now, the Support Team should send a letter to those members who are not in compliance with the Council attendance Policy 4.11. This letter will state that the member missed some meetings and ask them to recommit as a member.

10. Announcements

The Head of Department of Health and Human Services visited Newark on Monday and New Brunswick. He complimented New Jersey’s care for indigent people around COVID-19 and HIV. There was an emphasis on how New Jersey has a system that works well with these infectious diseases that have a significant impact on low-income people. The mayor could not make it, but Councilman Quintana, Senator Booker, and other luminaries were present.

11. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, September 15, 2021, at 1:00PM via Zoom.

12. Adjournment

The meeting was adjourned at 1:38 pm by Dr. Johnson’s decree.