

# Planning Council

## MEETING SUMMARY

**Wednesday, October 20, 2021 from 1:34PM to 2:04 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	19. Janice Adams-Jarrells	25. Kendall Clark
2. Dr. Ann Bagchi	20. Wali Bradley	26. Jeremiah Cohen
3. Cynthia Cocagee	21. James Carrington	27. Dr. Wanda Figueroa
4. Cezar Dumago (Secretary)	22. Rev. Don Ransom	28. Thomas Johnson
5. Juanita Howell	23. Debbie Morgan	29. Providencia Rodriguez
6. Dr. Robert L. Johnson (Chair)	24. Aliya Roman (Non-Voting)	30. Ricardo Salcido
7. Gloria Jones		
8. Elizabeth Kocot		
9. Tamerla Lawrence		
10. Joann McEniry (Co-Chair)		
11. Patricia Moore (Treasurer)		
12. Vieshia Morales		
13. Natalie Muhammad		
14. Dr. Walter Okoroanyanwu		
15. Dr. Dominga Padilla		
16. Warren Poole		
17. Sharon Postel (Non-Voting)		
18. Calvin Toler		

**Guests:** Karina Calabuig, Jason Kondrk (GILEAD Sciences), Ka'leef Stanton Morse (NJDOH-DHSTS), Melody Kouyoblegui, Michelle Harvey, Brother Inuk, Jenna Atmeh, Manny Gamarra, Isa Ojeda, Isaam Houston, Julia Revoredo, Kathleen O'Brien, Kaelin Conover, Denera Pope-Ragoonanan, Jerry C. Dillard (CAPCO), Michael Valentin, Kimberly Guthrie, Alison Modica (GILEAD Sciences)

**PC Support Staff:** Tania Guaman; Unnati Guru

### 1. Welcome & Moment of Silence

Dr. Johnson welcomed all attendees and called the meeting to order at 1:34 PM. A moment of silence was observed for those affected, those who have passed, and those living with HIV/AIDS.

### 2. Roll Call

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

### 3. Public Testimony

There was no public testimony.

### 4. Approval of the Meeting Summary from September 15, 2021

At the previous meeting, the August 18<sup>th</sup> meeting summary was approved as distributed and posted on the NEMA website.

The September 15<sup>th</sup> meeting summary was sent electronically in advance for Planning Council review. Dr. Johnson asked for a motion to approve the meeting summary as distributed. Morales motioned to approve. Poole seconded. The vote passed unanimously.

## 5. Report from the Recipient

Alsbrook provided the following report:

- The following recommendations were provided as a result of the HRSA Site Visit in July 2021:
  - Reducing the amount of time to execute contracts, particularly in regard to advance payments for subrecipients in the first quarter when contracts are being executed.
  - No longer making retroactive changes as there have been disparities between actual expenses and program reimbursement for services after retroactively modifying unit costs or budgets.
    - It is important to assess and address any budget related issues in a timely manner as agencies will no longer be able to change those when making budget changes.
    - Alsbrook will follow up with the subrecipients at an all Provider meeting for more information.
  - Improving consumer and stakeholder recruitment efforts and reflectiveness
    - A response will be submitted to HRSA within the next 30 days once the response has been formalized and finalized.
  - Request for Proposals (RFP) will be released by end of business day on October 20<sup>th</sup>, available on the City of Newark website.
    - The Technical Assistance meeting for the RFP will be held on Thursday, October 28<sup>th</sup>.
    - Letters of Intent will be due to the recipient office by Tuesday, November 9<sup>th</sup>.
    - The proposal deadline is Thursday, November 18<sup>th</sup>, no later than 4PM.
  - HRSA has released two Policy Clarification Notices (PCN) related to the core service waiver and the determination of client eligibility.
    - **Core Service Waiver:** The process for requesting a core service waiver is now streamlined and now only requires the completion a one-page form.
    - **Determining Client Eligibility:** the new PCN encourages subrecipients to reduce the administrative burden on both providers and clients by using existing resources and databases to determine eligibility (income eligibility, residency eligibility, etc.) as a first effort before requesting additional information and verification from the client.
    - (i.e. a Medicaid eligible client would automatically qualify for Ryan White because both programs have similar income legibility guidelines.)

## 6. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales** – provided the October 14<sup>th</sup> COC report.
  - The COC reviewed the Other Professional Services and Medical Nutritional Therapy Service Standards. These standards will be sent to agencies funded by Other Professional Services and Medical Nutritional Therapy, respectively for further review and feedback prior to approval.

The next COC meeting will be held on November 11, 2021, at 10am via Zoom.

- **Comprehensive Planning Committee (CPC): Joann McEniry** – provided the October 8<sup>th</sup> CPC report.
  - o The committee continued to review the 2022-2026 Integrated HIV Prevention and Care Plan, particularly Section 5 (Goals and Objectives) and Appendix II (Goals Structure).
  - o A new member was elected to the CPC: Deliah King as a community representative. The committee also announced that the Vice-President and Secretary positions in the CPC are open.
  - o The *Why Join the NEMA Planning Council?* video that was recently completed had a debut at the World AIDS Museum & Educational Center's event *Steering the Ship: An Open Dialogue on Lifting Community Voices in HIV Services Planning*. The video video discussed the importance of community member involvement.
  - o Lastly, the Planning Council and Robert's Rules of Order videos are finalized and ready for posting on the NEMA Planning Council website.

The next CPC meeting will be held on November 12, 2021, at 10am via Zoom

- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.** – provided the October 18<sup>th</sup> report.
  - o Postel provided two presentations: the annual 2021 Epidemiologic Update and the updated Unmet Need Framework
  - o The committee discussed the topic of research for the Full 2022 Needs Assessment: Gaps in the mental health services related to COVID-19 with special emphasis on Limited English Proficient populations and people who have co-morbid substance use issues.

The next REC meeting will be held on November 15, 2021, at 10am via Zoom.

- **Community Involvement Activities (CIA): Warren Poole** – Guaman provided the September 22<sup>nd</sup> report.
  - A presentation on HIV and Aging was provided by Allison Modica: Some of the consumers in attendance reported feeling overwhelmed from having to take medications for so long. For some, building a routine or some consistency helped them take their medication continuously.
  - o For instance, one person who was diagnosed over 50 years ago would take their medication at 1:30 am every day to help avoid disturbances from their social life. They would set their alarm and consistently wake up at that time to take their medication.
  - Modica also shared some wellness practices to keep a healthy body. One attendee recommends "listening to your body." Modica also recommends saying a positive statement out loud when taking pills: "I am taking charge of my body;" or "I am stopping this virus."
  - At the next meeting, the committee will discuss the 2022 to 2026 Integrated Health Plan guidance

The next CIA meeting will be held on October 27, 2021, at 5PM via Zoom.

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

## 7. State & National Updates -

- **Report from the NJ Department of Health (NJDOH)** – Stanton Morse provided the following report:
  - The State is receiving applications in response to the Comprehensive Status Neutral HIV Services RFA, which is the flagship state-funded HIV program. Applications are due on October 22. So far, 51 applications were received, with about 8 new providers.
  - Dr. Bagchi added a state relevant announcement from October 7<sup>th</sup> where the New Jersey Acting Attorney General gave guidance to state prosecutors regarding the enforcement of a law relating to PLWH. This law currently criminalizes acts of sexual penetration by people living with HIV as a third-degree criminal offense. See additional information on the [NEMA website](#).
- **Report from the Governor’s Advisory Council (GAC)** – Dr. Johnson reported that the Governor’s Council has not met since the previous Planning Council meeting, but will meet the following week.
- **Report from the NJ HIV Planning Group (NJHPG)** – Guaman reported the meeting was cancelled, and the next meeting for NJHPG will be next Thursday, October 28<sup>th</sup> at 10AM.

## 8. Planning Council Administrative Issues

- **Report from Executive Committee** – Dr. Johnson noted that all issues have already been reported.
- **Report from Treasurer** – Moore provided the following report.
  - September 2021 Financial Report, we are within budgeted amounts, with the exception of utilities, which was over budget as of July 2021. There are other lines which potentially will be over budget within the next couple of months if spending continues as it has been. As requested at the previous meeting, Dr. Johnson, James Horne, Joann McEniry, and Patricia Moore met with Alsbrook to discuss the current financial situation. James Horne will follow up with Alsbrook to discuss if adjustments can be made to the Planning Council budget.
- **Report from Planning Council (PC) Support Staff** – Guaman reported the following:
  - October 20<sup>th</sup>: HRSA’s October HAB You Heard Webinar starting at 2PM
  - October 21<sup>st</sup>: Ryan White HIV/AIDS Program’s Best Practices Compilation Webinar at 3PM.
  - October 27<sup>th</sup>: HRSA’s 2022-2026 Integrated HIV Prevention and Care Plan Guidance Webinar at 3PM.
  - Guaman will be away from October 29<sup>th</sup> to November 9<sup>th</sup>. Unnati Guru and Juanita Vargas will be available if needed.
  - Unnati Guru introduced herself as the new Administrative Assistant with United Way.

## 9. Old/New Business

- **By- Laws Committee Report**
  - This committee reviewed the By-Laws and recommended revisions on the document distributed in advance via email. Most changes were editorial, formatting concerns, and corrections as many of the policies had not been reviewed in 10 years. There was one major change in the

Conflict of Interest policy: on page three, the first bullet point, should read: "Disclosure forms will be completed by each Planning Council and Committee member and updated when their affiliation changes."

- The Executive Committee recommends the adoption of these amendments to the Planning Council By-Laws.

**Motion:** Dr. Johnson asked for a motion to approve the By-Laws with the above revisions. Moore moved for the adoption of these amendments to the By-Laws. Morales seconded. None abstained or opposed. The approval of the By-Laws was unanimous.

**Action Steps:** Once the revised documents are sent to the Support Team by Moore, the Support Team will keep track of the signed policies as needed. The Anti-Discrimination and Harassment Policy will be distributed to all members of the Planning Council and Committees. Any remaining policies will be distributed as needed to members if they have not been signed or need to be updated due to a change in affiliation.

#### 10. Announcements

- The CEO for the EMA, Mayor Ras J. Baraka will be delivering the Annual State of the City Address on Tuesday, October 26<sup>th</sup>, at 7PM at NJPAC. Those interested in attending should request tickets from the Recipient's Office as soon as possible.
- McEniry presented the new "Why Join the NEMA Planning Council?" video. This video is available on the NEMA Planning Council website: <https://www.nemaplanningcouncil.org/get-involved>.

#### 11. Next Meeting

The next Planning Council meeting will be held on Wednesday, November 17, 2021, at 1:30pm via Zoom.

#### 12. Adjournment

The meeting ended by Dr. Johnson's decree at 2:04pm.