



# Executive Committee

## MEETING SUMMARY

**Wednesday, November 17, 2021 from 1:01 PM to 1:32 PM**

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

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

Present	Excused Absences	Unexcused Absences
1. Dr. Ann Bagchi 2. Cezar Dumago (Secretary) 3. Joann McEniry (Co-Chair) 4. Patricia Moore (Treasurer) 5. Warren Poole 6. Sharon Postel 7. Aliya Roman (Non-Voting)	8. Ketlen Alsbrook (Recipient) 9. Dr. Robert L. Johnson (Chair) 10. Vieshia Morales	11.

**Guests:** Juanita Vargas (UWGUC), James Horne (UWGUC)

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

### 1. Welcome & Moment of Silence

McEniry welcomed all in attendance and called the meeting to order at 1:01 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 October 20, 2021

The September 15<sup>th</sup> meeting summary was approved as distributed and was uploaded to the website for public access.

The October 20<sup>th</sup> meeting summary was sent electronically in advance for review.

**Motion:** McEniry asked for a motion to approve. Poole motioned. Dumago seconded. The vote passed unanimously.

### 4. Report from the Recipient

Roman provided the following report:

- The Fiscal Year 2022 grant proposal deadline is Friday, November 19<sup>th</sup>.
  - o The Peer Review session, which is an external RFP evaluation process, is scheduled for December 14<sup>th</sup> and 15<sup>th</sup>. Applicants will be notified of the awards in Mid-January.
- The Ending the HIV Epidemic (EHE) RFP will be released by the end of November.

- The Recipients Office announced new hires to their unit, which include a Quality Management Coordinator, Administrative Assistant, and Program Monitor.
  - o The unit is still looking to fill the position of Quality Management Assistant.
  - o This change in staffing may change assignments for the Recipient's office slightly, and there will be a notification of monitor changes soon.
- HRSA released a new Policy Notice and a Policy Clarification Notice (PCN) in October:
  - o Policy Notice 21-01: Waiver of the Ryan White HIV/AIDS Program Core Medical Services Expenditure Requirement
    - This policy simplified the process by which RWHAP recipients request waivers of the core medical services expenditure amount requirement. RWHAP Parts A, B, and C recipients now only need to submit a one-page *HRSA RWHAP Core Medical Services Waiver Request Attestation Form* to HRSA/HAB, attesting that the underlying statutory and policy requirements for requesting a core medical services waiver have been met.
  - o PCN 21-02: Determining Client Eligibility & Payor of Last Resort in the Ryan White HIV/AIDS Program
    - There are two major changes: In place of the six-month recertification requirement, RWHAP recipients and subrecipients are allowed the flexibility to conduct timely eligibility confirmation in accordance with their policies and procedures and it also states affirmatively that immigration status is irrelevant for the purposes of eligibility for RWHAP services.
  - o Both policies are available for further review on the NEMA Planning Council Website at: <https://www.nemaplanningcouncil.org/hiv-care-and-treatment-highlights>
- 2017 - 2021 Integrated HIV/AIDS Prevention and Care Plan
  - o The Early Intervention and Retention Collaborative's (EIRC) are working on the Fiscal Year 2021 Care Plan Case Studies. The Outpatient Ambulatory health care providers of Union County and Tri-County have completed their case studies and have had an open discussion on the results. The Ryan White unit is waiting on five ambulatory health care providers from Essex County. Once the results of the case studies are received, they will be presented to the Planning Council and its Committees in January.

## 5. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales** – Guaman provided the following report:
  - o The Other Professional Service Standards will be introduced to the Planning Council today for the 30-day public review period.
- **Comprehensive Planning Committee (CPC): Joann McEniry** – provided the following report.
  - o The CPC is continuing the overview of the integrated plan. At the last meeting, they established a timeline for the committees' responsibilities for the integrated plan. CPC advises other committees to also develop a committee-specific timeline for the integrated plan, in order to create an overall timeline that shows where each committee is in the process of completing the integrated plan.

- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.** – reported no update for this meeting.
- **Consumer Involvement Activities (CIA): Warren Poole** – reported no update for this meeting. Poole asked if he would be eligible to attend to the National Conference on Social Work and HIV (NCSWH) scheduled on May 25 - 28, 2022 in New Orleans, Louisiana. He was advised that HOPWA- agencies have traditionally funded this type of events. The Executive Team can further discuss this possibility at a future meeting.

**6. Treasurer’s Report:** Moore provided the Treasurer’s report.

- As of the October 2021 financial report, we are within budgeted amounts with the exceptions noted in previous months.
- We are waiting on a response for our request for additional funds to avoid deficits at the end of the contract.
- Moore met with UWGUC to develop a budget for submission with the RFP due on November 19<sup>th</sup>.

**7. State & National Updates**

- Report from the Governor’s Advisory Council –There are no updates at this time.
- Report from the NJ HIV Planning Group – The report will be shared during the Planning Council meeting.

**8. Old/New Business**

- **Evaluate and select bids for Consulting Support to develop the 2022 Needs Assessment Pt. 1**

The Executive Committee reviewed bid proposals to ensure they fit the needs of the Needs Assessment Pt. 1 objectives and goals.

**Motion:** McEniry requested a motion to approve the winning bid as presented. Moore motioned to approve. Poole seconded. The Public Strategies bid proposal was accepted for the 2022 Needs Assessment Pt. 1.

- **Examine feedback from HRSA Project Officer regarding Planning Council Reflectiveness**  
Based on the feedback received, the Support Team adjusted the Reflectiveness report where possible as follows:
  - Only one person must fill each of the Mental health provider, substance abuse provider, and mental health and substance abuse provider seats respectively.
    - This was corrected by adjusting the membership category for a few members.
  - State Part B Agency, State Medicaid Agency, and State Part B Agency and State Medicaid Agency seats individually
    - Currently, there are no members in the Planning Council that fill the requirements for these legislatively required seats.
  - Representative of/or formerly incarcerated PLWH
    - This was met by readjusting membership categories for a member.

- The Project Officer noted that the NJ Department of Health is a Part D recipient and a member associated with the DOH can fill this requirement
  - The only members noted as working for the Department of Health work for the Newark Department of Health, which is not a part D recipient. This was addressed by adjusting the membership category of a member to fit this requirement.
- There was a discrepancy regarding the number of reported vacancies in regard to the legislatively required seats on the Planning Council. This was corrected.
- The Local Public Health Agencies seat was filled by Alsbrook (Part A Program Director). Because of her role as Recipient, she cannot occupy this seat.
  - Another member's category was modified to fill this seat.
- A member listed as CBOs serving affected populations/AIDS Service Organizations (ASOs) also was unaligned. One person must fill only one seat.
  - This was adjusted to have the member fill the required seat and removed from the unaligned status.
  - There was an over representation of Rutgers University affiliated members holding five of the required seats.
    - Rearrangements were done to reduce the number of Rutgers affiliated members who fill the seat requirement down to three.
- Based on the reflectiveness report, the Planning Council is out of compliance with reflectiveness due to the under representation of the following groups:
  - Hispanic individuals
  - White/Non-Hispanic, unaligned individuals
  - Male members
  - Transgender individuals
  - Those under the age of 55
- For the recruitment plan, the Support Team was advised to note that the Planning Council will take steps to fill and/or address the reflectiveness and vacant legislatively required membership categories.

**Action Steps:** The Support Team will reach out to Kocot, who previously met the Medicaid Agency requirement and is now retired, to inquire about the new representative for Medicaid that now works in her place.

- **Review the preliminary timeline for the 2022-2026 Integrated Health Plan**  
The preliminary timeline was reviewed, which currently shows the plans for the CPC and CIA committees. The COC and REC committees will be added at their next meetings.
- **Discuss the Ryan White Part A client referral process**  
This item was tabled for discussion at the next meeting.

## 9. Administrative Issues

No administrative issues were reported.

**10. Announcements**

There were no announcements.

**11. Next Meeting**

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

**12. Adjournment**

**Motion:** McEniry asked for a motion to adjourn the meeting. Poole motioned to adjourn. Dr. Bagchi seconded. The vote passed unanimously. The meeting was adjourned 1:32PM.