



# Planning Council

## MEETING SUMMARY

**Wednesday, November 17, 2021 from 1:33PM to 2:09 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. Janice Adams-Jarrells	19. Ketlen Alsbrook (Recipient)	26. Wali Bradley
2. Dr. Ann Bagchi	20. James Carrington	27. Kendall Clark
3. Cynthia Cocagee	21. Dr. Robert Johnson (Chair)	28. Jeremiah Cohen
4. Cezar Dumago (Secretary)	22. Thomas Johnson	29. Dr. Wanda Figueroa
5. Juanita Howell	23. Elizabeth Kocot	30. Dr. Dominga Padilla
6. Gloria Jones	24. Vieshia Morales	
7. Tamerla Lawrence	25. Donald Ransom	
8. Joann McEniry (Vice-Chair)		
9. Patricia Moore (Treasurer)		
10. Debbie Morgan		
11. Natalie Muhammad		
12. Dr. Walter Okoroanyanwu		
13. Warren Poole		
14. Sharon Postel (Non-Voting)*		
15. Providencia Rodriguez		
16. Aliya Roman (Non-Voting)*		
17. Ricardo Salcido		
18. Calvin Toler		

**Guests:** Denera Pope-Ragoonanan (Central Jersey Legal Services), Deven Alvarez (TM2K), Karina Calabuig (Hope House CFCS), Monique Springer (TM2K), Velda Font-Morris, Yasmine Smith

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

- 1. Welcome & Moment of Silence**  
 McEniry welcomed all attendees and called the meeting to order at 1:33 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 October 20, 2021**  
 At the previous meeting, the September 15<sup>th</sup> meeting summary was approved as distributed and posted on the NEMA website.

The October 20<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. Poole motioned to approve. Muhammad seconded. Adams-Jerrells abstained. The vote passed, and the meeting summary was approved as distributed.

## 5. 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, an external RFP evaluation process, is scheduled for December 14<sup>th</sup> - 15<sup>th</sup>. Applicants will be notified of the awards in Mid-January.
- The EHE RFP will be released by the end of November.
- The Recipients Office announced a few new hires to the Ryan White unit, which include a Quality Management Coordinator, Administrative Assistant, and Program Monitor.
  - o They are still looking to fill the position of Quality Management Assistant.
- HRSA released a new Policy Clarification Notice (PCN) and a Policy Notice 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 may request waivers of the core medical services expenditure amount requirement. RWHAP Parts A, B, and C recipients may now 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 Policy Clarification Notice 21-02: Determining Client Eligibility & Payor of Last Resort in the Ryan White HIV/AIDS Program
    - This identified two major changes: It replaces the six-month recertification requirement and now allows RWHAP recipients and subrecipients the flexibility to conduct timely eligibility confirmation in accordance with their policies and procedures. It also states affirmatively that immigration status is irrelevant for the purposes of eligibility for RWHAP services.
  - o Both are available for further review on the NEMA Planning Council Website at: <https://www.nemaplanningcouncil.org/hiv-care-and-treatment-highlights>
- FY 2021 International HIV/AIDS Prevention and Care Plan
  - o The EIRC’s (Early Intervention and Retention Collaboratives) 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.
  - o The Ryan White unit is waiting on five ambulatory health care providers from the Essex County to submit their case studies. Once the results of the case studies are received, they will be presented to the Planning Council and its Committees in January.

## 6. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales** – Guaman provided the November 11<sup>th</sup> COC report.
  - o Denise Brown was voted on as a new member of the COC.

- The COC reviewed feedback for the Other Professional Service and Medical Nutritional Therapy Service Standards, which were sent to agencies funded for these services.
  - Other Professional Service Standard was introduced to the Planning Council to begin the 30-day public feedback period.
  - Medical Nutritional Therapy Service Standard did not receive any feedback, so the Support Team will collaborate with the Recipient to resend the request for feedback.
- There was a presentation provided by Dr. Efobi about the benefits of Rapid and Same-Day ART, as well as recommendations, methods, and considerations of initiating ART in an HIV clinic, which is available on the NEMA Planning Council website.

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

- **Comprehensive Planning Committee (CPC): Joann McEniry** – provided the November 12<sup>th</sup> CPC report.

- The committee continued reviewing the goals for the 2022-2026 Integrated HIV Prevention and Care Plan
  - The discussion began on goal development, specifically to identify goals for each of the four pillars. To do this, the committee will review the State and Federal EHE plans, the National HIV/AIDS Strategy, and the 2017-2021 Integrated Health Plan goals, which will be pulled into one draft document by the Support Team. This will be reviewed at the December committee meeting.
- Members reviewed the timeline for overall development of the Integrated Plan and created their own timeline that was specific to CPC responsibilities within the overall timeline.
  - They also provided a recommendation that each committee create their specific timeline for their respective sections to monitor achievement of deliverables.
- There was also discussion regarding the responsibilities of the Support Team, which includes the support of the Planning Council committees for their respective deliverables, the contracting with any consultants for areas of expertise that are outside of the Planning Council support capability, and the monitoring and recording of activities, and discussions for each committee meeting to aid in the Integrated Health Plan process. The Support Team would also help manage content for the production of the actual written plan, but in accordance with direction and guidance from all the subcommittees

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

- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.** – provided the November 15<sup>th</sup> report.

- The committee discussed the methodology for the Full 2022 Needs Assessment and created their timeline for the Integrated Plan.

The next REC meeting will be held on December 20, 2021, at 10am via Zoom.

- **Community Involvement Activities (CIA): Warren Poole** –provided the October 27<sup>th</sup> report.

- The *2021 Epidemiologic Profile* was announced as being available for public access on the NEMA Planning Council website: <https://www.nemaplanningcouncil.org/community-reports>
- There was a brief presentation provided by the Support Staff which discussed the role of the Planning Council in the Newark EMA and its committees.

- There was an in-depth discussion regarding groups and/or organizations that should be engaged in the development for the 2022-2026 HIV Integrated Plan. The committee reviewed Appendix 3, which outlines required and recommended groups and organizations that need to be engaged. The participants put together an extensive list to fill these needs and recommendations.
- Meeting participants provided feedback regarding what the HIV epidemic looks like in the EMA. Some offered their input on what influences peoples' ability to stay virally suppressed, such as the cost of food and dealing with health insurance, with a specific emphasis on gaps in health insurance being an issue for individuals.
- Poole led a discussion regarding underrepresented groups, particularly youth, who need to be more involved, and methods to engage them. Some of the suggestions involved posting flyers in schools and youth programs, holding school assemblies, and using social media platforms (i.e. Facebook, Instagram, etc.).

The next CIA meeting will be held on Wednesday, November 17, 2021 at 5PM via Zoom where the committee will continue to discuss the 2022 to 2026 Integrated Health Plan Guidance.

## 7. State & National Updates -

- **Report from the NJ Department of Health (NJDOH)** – No report was provided.
- **Report from the Governor's Advisory Council (GAC)** – There was no report submitted.
- **Report from the NJ HIV Planning Group (NJHPG)** – Guaman provided the following report:
  - NJHPG has not yet reviewed the Integrated Health Plan guidance. However, there was a presentation on health equity, which focused on what equity means and how it would impact the Integrated Health Plan. This led to a conversation on what the status neutral approach is, and the meaning of key terms provided in the guidance. Once the presentation is available, it will be shared with the Planning Council and its various committees.
  - Their next meeting will be held Thursday, November 18<sup>th</sup>.

## 8. Planning Council Administrative Issues

- **Report from Executive Committee** – McEniry provided the following report:
  - The reflectiveness of the Planning Council membership is being reviewed to ensure it is in line with the legislative requirements of the planning council reflectiveness.
- **Report from Treasurer** – Moore provided the following report.
  - As of the October 2021 financial report, we are within budgeted amounts, with the exceptions noted in previous months. As discussed last month, there are six other lines which potentially
  - They are awaiting the response for their request for additional funds to avoid deficits at the end of the contract.
  - Moore met with UWGUC to develop a budget for submission for the RFP due November 19<sup>th</sup>.
- **Report from Planning Council (PC) Support Staff** – Guaman and Guru reported the following:

- UWGUC is preparing to apply for the FY 2022 Ryan White RFP to continue providing Planning Council support.
- The Bylaws are available on the website. The revised Policies will be made available shortly.
  - The Bylaws and Policies were submitted to the City of Newark for their records.
- With the revision of the Policies, the Support Team will reach out to members of the Planning Council and its Committees to ensure all policies are completed by each individual as needed.
- The Support Team will begin working with Committees to establish the Calendar of Meetings for FY 2022 and confirming meeting dates.
- A World AIDS Day flyer will be created, highlighting all events being held in the Newark EMA. Agencies should email events to the Support Team as soon as possible.

## 9. Old/New Business

### - Discussion on the Ryan White Part A client referral process

- A discussion came up during the COC meeting regarding how providers share clients in reference to referrals, specifically the following three areas:
  - How to make referrals to agencies funded for Medical Nutrition Therapy
  - How to update CHAMP with specific fields, as there are notifications asking for information from agencies receiving the referrals, and these agencies are prompted and responsible for supplying this information that they do not have.
  - Patient confidentiality: one organization is often unable to have an open discussion with another organization due to how paperwork regarding patient confidentiality is completed, despite the business associate agreements.
- The COC's overall question is: are there ways to improve and/or address these issues?
  - The Recipient is having a CHAMP meeting regarding these questions, as it has been identified as an ongoing issue. Once more information is available, the Recipient will report back regarding any updates.

## 10. Announcements

- Poole announced that Peter Ho Memorial Clinic's Consumer Advisory Board will host a World AIDS Day event on Wednesday, December 8<sup>th</sup> from 11AM to 3PM. Any party interested in having a vendor table should reach out to Poole.
- Morgan announced the Housing Moratorium is still in effect since March 2019 for people at 80% EMI. Anyone living in New Jersey who owes rent for the covered period should apply and go through the certification process to avoid eviction, as a year and a half of rent can be forgiven if they qualify. Questions and inquiries for legal services can be directed to Debbie Morgan, or the Support Team to then be connected with Debbie Morgan.

## 11. Next Meeting

The Planning Council meeting will meet on Wednesday, December 15, 2021, at 1:30pm via Zoom.

## 12. Adjournment

McEniry asked for a motion to adjourn the meeting. Poole motioned to adjourn. Rodriguez seconded. The meeting was adjourned at 2:09pm.