



Planning Council MEETING SUMMARY

Wednesday, May 15, 2019 1:30 – 3:00PM
 Willing Heart Community Center
 555 Martin Luther King Blvd. Newark, NJ 07102

Present	Excused Absences	Unexcused Absences
1. Janice Adams-Jarrels 2. Ketlen Alsbrook (Non-Voting) 3. Ann Bagchi, PhD 4. Wali Bradley 5. Natalie Brown-Muhammad 6. Kendall Clark 7. Cezar Dumago (Secretary) 8. Juanita Howell 9. Dr. Robert Johnson (Chair) 10. Elizabeth Kocot 11. Joann McEniry (Vice-Chair) 12. Debbie Morgan 13. Aliya Onque 14. Dominga Padilla, MD 15. Warren Poole 16. Mario Portilla 17. Rev. Don Ransom 18. Ricardo Salcido 19. Calvin Toler	20. Walter Okovanyanwn, MD 21. Patricia Moore	22. Wanda Figueroa, MD 23. Vieshia Morales 24. Sharon Postel 25. Providencia Rodriguez 26. Rev. Joseph Vereen

1. Welcome & Moment of Silence

Dr. Robert Johnson, Planning Council Chair, welcomed all attendees and called for a moment of silence for those who have passed and those living with HIV/AIDS.

1. Roll Call

Cezar Dumago, Planning Council Secretary conducted the roll call for this meeting. Quorum was established for the meeting.

2. Public Testimony

There was no public testimony at this meeting.

3. Approval of the Meeting Summary from April 17, 2019

Dr. Johnson called for a motion to approve the meeting summary from April 17, 2019. Elizabeth Kocot motioned to approve. Warren Poole seconded the motion. The April meeting summary was approved.

4. Report from the Recipient

Aliya Onque, Program Coordinator, provided the report for the Recipient. Aliya Onque informed that as of April 30th, all Ryan White contracts have been fully executed. This is almost 3 months earlier than the previous fiscal year. The efficiency of this year's contract process is attributed to new RFP timeline which began in August as opposed to September. In the past, RFP started after the grant application to HRSA, to ensure any new initiatives, mandates or requirements were mirrored in the RFP guidance. For fiscal year 2020, the plan is to start the RFP process in July, one month earlier, in order to potentially meet HRSA's expectation of fully executed contracts by March 30th. Also, there are some discussions about multi-year contracts.

At the FY 2018 close out, there was approximately \$310k in unobligated funds. This includes \$193k from vacancies and salary accruals in the Quality Management and administrative budget, and 116k swept from six services provider which are as follows:

- \$27K from Medical Nutritional Therapy
- \$39K from Substance Abuse Outpatient Services
- \$26K from Primary Medical Care
- \$12K from Medical Case Management
- \$12K from Clinical Quality Management

Of the \$310k, \$260K has been reallocated to seven providers. \$200K were reallocated to core services and \$60K was reallocated to support services (Other Professional, Residential SA, Housing, Medical Case Management). Recipient's office received another request for additional funds for \$10K for Case Management, Medical Case Management, Mental Health, Substance Abuse, HIPCs and Transportation. If recipient's office grants the request, UOB would be approximately \$40K, which is \$50K less than FY 2018.

Core Service Waiver- Update – Consumer input is complete. It was verified that all core services are accessible within 30 days. Currently recipient's office is preparing the letters for NJ Medicaid, Part B Director, State HIV Director and Planning Council. The next steps are care and treatment inventory, service utilization data narrative.

5. Standing Committee Updates

- COC: Mario Portilla

The last COC meeting was held on May 9, 2019. Mario Portilla, CPC Chair, provided the report for the COC Committee. Quorum was established right after the meeting started. No public testimony. April meeting summary was approved with edits.

The COC reviewed the HRSA Health Standards Definitions posted on the HIV Policy 16-02. There was a presentation on early initiation treatment for ART on Ryan White patients by Dr. Hsu from NYU Medical Center. The Oral Health Standards was approved with edits and it will be passed on for review by the Planning Council. The Early Intervention Services was also finalized with edits and submitted to the Planning Council for review. Tania introduced her new Administrative Assistant to the committee. COC members filled out membership applications to update Support Staff records.

A discussion was held about the need for summer meetings in July or August. Mario Portilla proposed that a COC meeting not be held during one of those months. COC members were asked to think about it and prepare for a vote at the next meeting.

The COC will continue to review the remaining standards of care aiming to review and approve them by the end of the 2019 fiscal year.

Mario announced that the St. James food pantry is offering free food for eligible Ryan White clients. He informed everyone that clients can be referred for assistance via CHAMP or paper referrals.

Dr. Johnson reinstated the procedure on approving the standards of care which included having the standard of care emailed to the Planning Council a month in advance before approving them.

- **CPC: Joann McEniry**

Joann McEniry, CPC Chair, provided the following report: The Comprehensive Planning Committee (CPC) met last Friday, May 10 at the Willing Heart Community Center in Newark. The following occurred at the meeting:

- The CPC committee begun the Priority Setting and Resource Allocation (PSRA) process. As part of that, members voted and approved the service category definitions for FY'20.
- The majority of the meeting focused on discussions regarding the core service waiver. In preparation for the development of recommendations for a non 75/25 split, members reviewed and received a presentation regarding consumer feedback and information on the sweeps process, requests that could not be granted, and allocations vs. actual expenditures.
- Based upon the reviewed information, members drafted recommendations for FY 2019 allocations.

The following core service categories are recommended for a decrease:

- Primary medical care (the largest decrease at 3.0%), early intervention services, mental health services, substance use services outpatient, health insurance premium and cost sharing assistance, and medical nutrition therapy.

The following support services were recommended for an increase:

- Housing services, medical transportation services, case management, emergency financial assistance, other professional services (legal).

Due to the strict deadline for submission of the core service waiver, the CPC requests the Planning Council review and vote on the FY2019 non 75/25 recommendations at today's Planning Council meeting.

After a discussion about the changes with members in attendance, Dr. Robert L. Johnson motioned to approve the FY 2019 non-75/25 recommendations. Calvin Toler motioned to approve the recommendations. Mario Portilla seconded the motion. All members agreed to approve the CPC report and the non-75/25 recommendations.

The next CPC meeting will be held on June 14, 2019 at the Willing Heart Community Care Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102. All are encouraged to attend.

- **REC: Ann Bagchi, Ph. D**

Ann Bagchi, REC Chair, provided the report for REC committee. Ann Bagchi informed the group that she was not present at the last REC meeting. She reported that, to her knowledge, the REC committee had discussed the Needs Assessment at the last meeting. She also mentioned that Sharon Postel, NEMA Consultant, provided some CHAMP data for the Needs Assessment. Lastly, a presentation was held at the April REC meeting on the results of the 2018-19 Regional Needs Assessment of the tri-county area.

The next REC meeting will be held on Monday, May 20, 2019 at the Willing Heart Community Care Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

- **CIA/CC: Warren Poole**

Warren Poole, Chair of the CIA committee, provided a report for the CIA. The last CIA meeting was held on April 24, 2019. The April meeting introduced the Phase 3: Can We Talk? community Forum series. The Can We Talk series was an opportunity for consumers to share their experience and concerns with receiving Ryan White funded services in the Newark EMA. All Ryan White service providers in the Newark EMA were invited to attend.

There were representatives from five Ryan White funded agencies including Rutgers NJ MS, PROCEED, Newark Community Health Centers, Inc., Newark Beth Israel, and St. James Social Services. The meeting then opened up conversations about some of the challenges that arise when attempting to use services. Some conversations were held about how funding limitations exist for housing and transportation services. Consumers asked about the agencies policies in providing services to clients and how they can better access resources.

Warren Pool shared his concerns that consumers express regarding staff who provide Ryan White services. Dr. Robert L. Johnson acknowledged Warren's concerns about consumer grievances. Kendall Clark suggested that the grievance have guidelines for review by the Ryan White office. Dr. Robert Johnson and Joann McEniry mentioned that every agency is required to have a grievance policy. Staff from the City of Newark confirmed that every subrecipient is required to have a grievance procedure. Consumers who have complaints were encouraged to submit a complaint to the specific agency using their grievance procedures. If the issue continues, consumers were encouraged to file a complaint directly at the Ryan White office.

The next CIA meeting will be held on Wednesday, May 22th, 2019 from 5pm to 7pm. There will be a presentation about Mytesi, a drug used to treat chronic diarrhea in HIV patients.

Warren announced that Peter Ho Memorial is hosting a 3-day event starting on June 5th from 5 to 7 p.m. for National HIV Survivors day. The topics and event dates are as follows:

June 5th – Topic: How We made it Over

June 12th – Topic: What to expect (Aging)

June 19th – Topic: Living my Life like it's Golden.

6. State & National Updates

- **Report from NJ HIV Planning Group**

The HIV Planning Group is meeting on May 16 at 10 am in New Brunswick.

The Ryan White Planning Council will meet at the end of the month on Thursday May 23, 2019 at 1pm.

Ann Bagchi, Member of the NJ ETE Taskforce, provided an update for the NJ ETE Initiative. Ann Bagchi reported that the Taskforce is planning to conduct some outreach activities in person. Ann Bagchi stated that the Taskforce received a draft plan of the NJ ETE on May 15. After feedback was shared, the Taskforce will submit feedback to Chris by May 22, in preparation for the final report to the governor.

Ricardo Salcido, also a member of the NJ ETE Taskforce, mentioned that the Taskforce will soon have information available to the public. There will be some information sessions, some of which will be in Spanish. Ricardo Salcido informed that all this information will be available on social media.

7. Planning Council Administrative Issues

- Report from Executive Committee

Joann McEniry reported that the Executive Committee prepared a report with feedback to the NJ ETE Taskforce, more specifically recommendations that help to achieve the goal of reaching 90% viral suppression. McEniry briefly outlined the three areas of improvement suggested by the Planning Council with no additional costs.

1. To align the NJ AIDS Drug Distribution Program (ADDP) and the NJ Medicaid Program in both HIV medication formulas and its application process; as well as to remove the NJ Medicaid requirement prior authorization of HIV medication.
2. To extend the NJ Medicaid requirement from a 6-month recertification to one year.
3. To provide timely and more detailed HIV surveillance data including new diagnoses, as well as, met and unmet need by smaller geographical areas (NJ Department of Health).

These recommendations will be submitted to the NJ ETE Taskforce by Support Staff before the end of the day.

- Report from Treasurer

Dr. Johnson, Planning Council Chair, gave the Treasurer report. On FY 2019, an award of \$213,000 was given to the Planning Council.

Ketlen Alsbrook reported that she looked at the proposed budget and she requested some adjustments in the budget. More specifically, Alsbrook referred to the time and effort of the VP and the Director of Finance, both of whom had a salary increase this year in the budget. Alsbrook made a recommended to United Way of Greater Union County for a reduction of overhead costs currently allocated in the budget, freeing up dollars that would cover other needs of the Planning Council. United Way of Greater Union County agreed to make said budget changes.

Dr. Robert Johnson reported that the Executive Committee will hold a meeting to vote on the modified budget before the next Planning Council meeting. Ketlen Alsbrook confirmed that those changes are going to happen and stated that for the rest of the year, the Recipient office

would look at the budget to find out if other adjustments could be made to meet Planning Council needs.

- **Report from PC Support Staff**

Tania M. Guaman, PC Support Staff, provided the membership application update. Tania thanked all committee members for their patience during the staff transition. Guaman state that Support Staff is working to update all membership records. Guaman also requested that every existing and new members completed the new membership application which can be emailed, mailed or faxed to the Support Staff team.

Members requested that Support Staff provide an updated Reflectiveness report to assess any deficiencies. Members reported that in the last Reflectiveness report, some of the deficiencies included youth and female Hispanics. Members also requested that a new Swearing In Ceremony be held in the near future to ensure that every member moves to an active status.

8. Old/New Business

- Standards of care: The Early Intervention Services and Oral Health Standards – These Standards of Care will be voted on by the Planning Council at the next meeting on June 19th
- CPC recommendation on FY 2019 resource allocations – approved during the CPC report.
- Core service waiver – more updates to come in the near future.

9. Announcements

- Kendall Clark, Member of the Planning Council, announced that St. James is a Ryan White food pantry. Kendall Clark has found that understanding expiration dates can be confusing for clients. He suggests that more education on this topic will be offered at the Food Pantry. Kendall Clark also invited agencies to help provide share information about this program.
- Janice Jarells gave out flyers for consumer opportunities. These resources provided information on the following:
 - o Healthy living and healthy families.
 - o A list of subsidized family housing information
 - o The 4th Annual Heroin and Opioid Art Exhibition, which is on May 16.

10. Next Meeting:

The next Planning Council meeting will be held on June 19, 2019 at 1:30PM at the Willing Heart Community Care Center, 555 Martin Luther King Blvd. Newark, NJ 07102.

11. Adjournment

Dr. Robert L. Johnson motioned to end the Planning Council meeting. Joann McEniry motioned to end the meeting. Everyone agreed. The meeting was adjourned at 2:10PM.