



Planning Council MEETING SUMMARY

Wednesday, January 15, 2020 1:30 – 3:00PM
 Willing Heart Community Center
 555 Martin Luther King Blvd. Newark, NJ 07102

Present	Excused Absences	Unexcused Absences
1. Janice Adams-Jarrells 2. Ketlen Alsbrook (Recipient) 3. Ann Bagchi, PhD 4. Natalie Brown-Muhammad 5. Kendall Clark 6. Wanda Figueroa, MD 7. Elizabeth Kocot 8. Joann McEniry (Co-Chair) 9. Patricia Moore (Treasurer) 10. Vieshia Morales 11. Aliya Onque (Non-Voting Recipient) 12. Dominga Padilla, MD 13. Warren Poole 14. Mario Portilla 15. Sharon Postel (Non-Voting Consultant) 16. Providencia Rodriguez 17. Ricardo Salcido 18. War Talley 19. Calvin Toler	20. James Carrington 21. Cezar Dumago (Secretary) 22. Juanita Howell 23. Dr. Robert L. Johnson (Chair) 24. Debbie Morgan 25. Walter Okoroanyanwu, MD 26. Rev. Don Ransom	27. Wali Bradley

Guests: Samarie Rivera, Charla Cousar, Michelle Harvey, Natasha Williams, Erica Williams
PC Support Staff: Tania Guaman, Vicky Saguy

1. Welcome & Moment of Silence

McEniry welcomed all attendees and called the meeting to order at 1:32 PM. A moment of silence was observed for those affected, for those who have passed, and for those living with HIV/AIDS.

2. Roll Call

Support Staff 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 December 18, 2019

The November 20th meeting summary was approved as presented.

The December 18th meeting summary was sent electronically, and a hard copy was distributed for review. McEniry called for a motion to accept the meeting summary as presented. Janice Adams-Jarrells motioned to approve. Kendall Clark second the motion. Ricardo Salcido abstained. None opposed.

5. Report from the Recipient

Ketlen Alsbrook (Recipient) provided the following report:

- The Recipient submitted the Unobligated Balance Annual report to HRSA on December 30th. The Unobligated Balance is the projection of funds not spent at the end of the grant year usually overestimated. There was a balance of \$250,000 Unobligated funds - \$200,000 from Outpatient Ambulatory Health Services and - \$50,000 from Mental Health services due to an increase of Medicaid coverage. Each year when the Recipient receives a letter of award, the Recipient submits legislation to the City of Newark Council requesting permission to accept the dollars and inserting into the budget. This process will undergo an approval sequence at the Municipal Council Meeting on either January 28th or February 5th which initiates the contracting process with the subrecipients. The Recipient notes that this amount is based on the projected award received from HRSA at the Recipient's request, and it does not reflect the final award.
- The recipient has started its Sweeps process. Based on the assessment of agencies spending's and level of service, there is a \$375,597 funding available for redistribution. A request for an additional \$160,371 has already been approved. Other requests are still being reviewed.
- The Ryan White Service Report -which reports on client level data and is submitted to HRSA yearly - is due on March 30th by 6PM. It includes subrecipient level data, recipient level data, client utilization data as well as health outcomes information. The Recipient's portion is due on February 1st. Subrecipients' data is due on March 2nd. The final report is due on March 30th.
- To date, 24 agencies have received their annual site visits. There are 8 site visits expected to be complete by the end of the fiscal year.
- A HRSA site visit is tentatively scheduled for the week of August 24th. The last HRSA site visit was in 2015 which lasted 4 days. HRSA usually aligns the visit with a Planning Council meeting to have the opportunity to sit at a meeting and talk with consumers and Planning Council members. The date is based on the availability of HRSA's Consultants, which is pending confirmation. The Comprehensive Site Visits brings a Quality Management Consultant, a Fiscal Consultant and an Administrative/Programmatic Consultant.
- An email from the HRSA Project Officer informed the recipient that a partial award will be provided for Ryan White Part A fund with similar timelines as in 2018. In 2018, the final award was received in May or June and the partial award was received in January.

Alsbrook added that the increase of the unobligated balance was very low. She added that part of the balance is due to the administrative component of the award and quality management. Most of the balance comes from salaries of temporary staff who do not get paid if they do not go to work. However, the 2019 course service waiver gave the opportunity to fund support service categories above the 25%. The Recipient will close out the year based on that ability.

Dr. Figueroa asked about how agencies are selected to receive extra funds during the sweeps process. The Recipient stated that the level of service and actual expenses reported determine if an agency's funds will decrease. The program monitor sends a proposed reduction letter to an agency. The agency can reallocate those funds but if the response does not make sense, the funds will be swept. Then, the program monitor will contact other agencies that demonstrate the need for extra funds. Lastly, the recipient will negotiate the funds and submit a supplemental award letter.

6. Standing Committee Updates

- **COC: Mario Portilla** - The COC Chair provided the report. The Last COC meeting was held on January 9th and the following occurred:
 - o The Housing Standards of Care were reviewed and approved with edits. After this approval, the Recipient suggested some edits. The COC will review those edits. Upon COC approval, the Housing Standards will be resubmitted to the Planning Council.
 - o Warren Talley was voted in as a new voting member of the committee.
 - o The committee began to review its Operating Policies and Procedures (OPPs). The committee will finalize the review at the next meeting.

The next COC meeting will be held on February 13, 2020 at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102. All are encouraged to attend.

McEniry stated that the Planning Council should expect an updated review of the Housing Standards and asked members to disregard the version presented at this meeting.

- **CPC: Joann McEniry** – The CPC Chair provided the report. The Last CPC meeting was held on January 10th and the following occurred:
 - o The committee conducted an intensive review of the Integrated HIV Prevention and Care Plan and it was finalized. The Integrated HIV Prevention and Care Plan was submitted to the Planning Council electronically. Planning Council members will have 30 days to review the Integrated HIV Prevention and Care Plan and will need to vote at the next Planning Council meeting.

The next CPC meeting will be held on February 14, 2020 at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102. All are encouraged to attend.

- **REC: Ann Bagchi, Ph.D.** – The REC Chair provided the report. The Last REC meeting was held on January 13th and the following occurred:
 - o The committee reviewed Dr. Bagchi's summary of best dissemination practices in Community Based Participatory Research to generate ideas on how to disseminate information to consumers.
 - o A presenter from the NJ Housing Collaborative Housing gaps provided a kick-off to the conversations for the committee for the upcoming needs assessment.
 - o The committee will use key informant interviews, focus groups for clients and a policy analysis for its 2020 Needs Assessment with a focus on Housing.

The next REC meeting will be held on February 10, 2020 at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102. All are encouraged to attend.

- **CIA/CC: Warren Poole** – The CIA Chair provided the report. The Last CIA meeting was held on December 20th at St. Michael Medical Center. The following occurred:
 - o The CIA and the Peter Ho CAB had a Holiday Celebration with about 80 attendees. There were raffles, food, music, and games. Warren Poole thanked everyone for their support.
 - o The next CIA meeting will be on HIV and decriminalization. Axel is not able to make it due to a time conflict. Poole will reach out to Dolores and Dwight to see if they are available to talk about this topic. If this is not an option, the topic will be pushed back. Warren Talley suggested to reach out to Wesley McWhite.

The next CIA meeting will be held on January 22, 2020 at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102. All are encouraged to attend.

7. State & National Updates

- **Report from the NJ HIV Planning Group** (No December meeting)
Support Staff provided a report from the NJHPG Issues Committee Meeting
 - o The Issues Committee shared their 2020 short-term and long-term Goals.
 - o Center for Medicare and Medicaid Guidelines and how these affect HIV Policy
 - o Housing – data will be requested from the Statewide Housing Collaborative on how many people have been served to date.
 - o A major legislative proposal that was included in the President’s FY 2016 budget which modernized the HOPWA formula. “This works as a push to move people off HOPWA and into mainstream housing”. This change would cut funding by \$65 million which will be an advocacy focus of AIDS Watch’s visit to D.C. in March this year. Additional information about this legislation can be found [here](#).
 - o Individuals on Social Security and Returning to the Workforce trying to figure out “how much you can earn without losing Social Security benefits”. [The Red Book](#)
 - o The Long-Term Survivor’s Awareness Day: Honoring our Experiences event will be held on June 5th, 2020 at the Rutgers Cook campus center. This event will raise awareness about the issues that long-term survivors experience. Individuals interested in getting involved with the planning of the Long-Term Awareness Day can reach out to NEMA/NJHPG Support Staff.
 - o In regards of Ending the Epidemic, Congress has not passed the budget resolution yet, as of January 13, 2020.
 - o The Transgender Day of Learning event will be held on March 31, 2020 from 9am to 3:30pm. The event will offer multiple storytelling along with a brief bio of each presenter. A presentation will be held on Cultural Competency – the Title of the presentation is pending. Gilead will present the Transgender health deck. Another presentation will be provided on Transgender Protection Laws. And the event will close with a Panel discussion. Individuals can register for the event at <https://hiv.rutgers.edu/training/>
 - o Stigma related issues were reported on the November 2019 NJHPG where the following four items were listed.
 - Lesbian health disparities,
 - Discrimination and misinformation of health providers –The committee wants to draft additional questions for conversation starters for health care providers on their Standards Operating Procedures (SOPs) on how to conduct intakes and provide services to the transgender population.

- Stigma among drug use and in STD Clinics,
 - Prevention strategies in the current environment: Traditional messaging, outreach vs. non-traditional methods.
- **Report from the Governor’s Advisory Council** (No December meeting)
 - **Report from the NJ Department of Health** – There was no report given.

8. Planning Council Administrative Issues

- **Report from Executive Committee** –McEniry provided the report. The Executive Committee met immediately before the Planning Council meeting. The following occurred during the meeting:
 - The financial needs were discussed during the meeting, which will be expanded on during the Treasurer’s report,
 - The calendar of activities for the year was reviewed and it intends to coordinate all activities in a timely manner across all committees.
- **Report from Treasurer** - Moore provided the Treasurer’s report. Ten (10) months (83%) into the fiscal year, we have spent approximately 83% of the contractual amount. Four budget lines are over expended. The Consultant line is \$8,000 over budget as reported last month. A number of other lines will be in the red is expenses are consistent with past spending. Projecting expenses for the next two months a number of the budget lines will exceed the budgeted amounts. We have funds for one (1) month only.

United Way is in the process of requesting additional funding to cover short falls and expenses that were not included in the original budget such as the annual audit, copier lease and website fees. We have a verbal commitment for additional funds. The amount is indefinite at this time. If additional funds are received a budget modification will be submitted for your approval then submitted to the Recipient’s Office for approval.

- **Report from PC Support Staff** – Support Staff informed the Council that hard copies of the 2020-2021 Planning Council and Committee Meetings Calendar is available, which will also be sent out via email.

9. Old/New Business

None.

10. Announcements

The following announcements were made during the meeting:

- Dr. Bagchi mentioned that Rutgers is starting their Telehealth Needs Assessment surveys within the next month. Telehealth or telemedicine is a mode of healthcare service provision in which clients are seen remotely by a provider, including e-prescribing and remote monitoring. The study wants to assess how technology is used in the Newark area, the results of which can help to develop better technologies to access telehealth services that will meet the needs of underserved communities. Both a provider survey and a client survey will be used. Dr. Bagchi explains that since NEMA is interested in expanding telehealth services, the recruitment focus will be on HIV prevention and service agencies. A person’s HIV status is not a requirement to participate on

surveys, but the focus is on HIV services providers since underserved communities have extensive needs. So far, 6 are agencies on board with one site in Atlantic County. If any other agency is willing to participate, please contact Dr. Ann Bagchi.

- Alsbrook added that the New Jersey Primary Care association which oversees federally qualified health centers released an RFP for telehealth services. They have a technical assistance call next week to talk about what the telehealth assistance funds will encompass.
- Dr. Figueroa mentioned that her agency sends appointments reminders to clients via text from a phone solely used to contact clients and wanted to know if the use of this phone could be reimbursed via CHAMP. The Recipient stated that this could be reimbursed. Dr. Padilla added that the agency has to fulfill certain documentations to meet the criteria of telemedicine services. Recipient mentioned that there will be added different categories in CHAMP that will allow for reimbursement of services.
- Dr. Figueroa asked if the REC could do some research on serodiscordant couples and PrEP since it can be difficult to bring HIV- partners to discuss PrEP. Postel (Consultant) stated that the Updated Integrated HIV Prevention and Care Plan has objectives that Ryan White Clients will be educated on PrEP for their serodiscordant partner and to understand more about Viral Load Suppression as well as U=U.
- Poole (CIA Chair) announced that there will be a luncheon focused on HIV 101 this Friday at 12 PM at St. Michael Medical Center.
- McEniry (Vice-Chair) announced that her agency is hiring another Social Worker Coordinator/Case Manager.

11. Next Meeting

The next Planning Council meeting will be held on February 19, 2020 at 1:30PM at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

12. Adjournment

McEniry asked for a motion to adjourn the meeting. Warren Poole motioned to adjourn. Janice Adams-Jarrells seconded the motion. All members agreed. The meeting was adjourned at 2:15 PM