

Research & Evaluation Committee

MEETING SUMMARY

Monday, February 10, 2020, 10AM-12PM
 Willing Heart Community Center
 555 Martin Luther King Blvd. Newark, NJ 07102

PRESENT	EXCUSED	UNEXCUSED
1. Ann Bagchi, Ph.D. (Chair)	10. Natalie Brown-Muhammad	
2. Summer Brown (Secretary)	11. Debbie Mohammed	
3. Kasny Damas	12. Patricia Moore	
4. Corey DeStefano (Vice-Chair)		
5. Karen Ehiri (Non-Voting)		
6. Travis Love		
7. Warren Poole		
8. Sharon Postel (Non-Voting)		
9. Providencia Rodriguez		

Guests: N/A

PC Support Staff: Vicky Saguy

1. Welcome and Moment of Silence

Dr. Bagchi called this meeting to order at 10:05AM. A moment of silence was observed for all those living with, those who are affected by, and those who have passed from HIV/AIDS.

2. Roll Call

Brown conducted the roll call. Quorum was established later during the meeting.

3. Public Testimony

There was no public testimony at this meeting.

4. Review Action Steps

<u>Action Steps</u>	<u>Responsible Party</u>
1. Policy analysis research: what policies have other states established to address housing issues?	Ann Bagchi, Ph.D.
3. Develop research questions for key informant interviews and focus groups	Sharon Postel
4. Follow up on consumers' survey recommendations and send it to REC	Support Staff

As part of the Policy Analysis Research, Dr. Bagchi sent the link to the National Academy of State Health Policy website for the committee to review. Dr. Ann Bagchi noted that not a lot of evidence-based housing interventions exist in the United States. Postel added that a conference call with Debbie Muhammad from St. Michael Medical Center and Luis Ullerio from the NJ Housing Collaborative was held to do some follow up studies on housing. Based on this call, they noted that not that many studies have focused on housing, Ryan White clients, and the impact on health

outcomes. Postel added that she analyzed Viral load suppression and housing for the EMA. Based on this data, she created the "Housing Status and RWHAP Health Outcomes" Report.

Dr. Bagchi asked if the development of research questions for key informant interviews and focus groups was completed. Postel explained that the key informant interview questions will have a different focus depending on participating agencies. Postel added that looking at how to better coordinate Ryan White services with other housing programs to get more access to housing vouchers or more subsidies could be beneficial.

Dr. Bagchi asked if the focus group will happen at the CIA meeting. Postel mentioned that in preparation for the community forums regarding the State Ending the Epidemic, she prepared questions on different topics including housing, substance abuse and opportunities for the community to fix the system. Postel suggested that there could be different focus groups. Summer Brown asked if there could be a focus group in the Morris, Sussex, and Warren counties also. Postel mentioned that this could be done.

Action Step: Follow up with Warren Poole to conduct survey at the next CIA Meeting. Dr. Bagchi requested that the Consultant ask the focus group questions at the CIA meeting. She also asked Support Staff to provide the consumer survey which will gather information on dissemination opportunities. Dr. Bagchi recommended that Poole coordinate with Postel and Support Staff to plan the agenda items for that meeting.

Travis Love suggested that focus groups findings also be shared with the CIA. Postel suggested to ask attendees how they would like to receive the information from the focus group.

5. Approval of the Meeting Summaries from January 13, 2020

The December 16th meeting summary was approved last month as presented.

The January 13th meeting summary was reviewed. Dr. Bagchi asked for a motion to approve the meeting summary as presented. Kasny Damas motioned to approve. Warren Poole seconded the motion. There were no oppositions or abstentions.

6. Updates from other Committees

- **COC** – Support Staff provided the COC report. The last Continuum of Care Committee meeting was held on Thursday, January 9, 2020. The following occurred at the meeting:
 - The COC reviewed and approved the Housing Service Standards in the new format. The Housing Standards received input from the Recipient. The COC will and then introduce the updated version to the Planning Council at the next PC meeting.
 - A new member, Warren Talley, was inducted as a voting member of the committee.
 - The committee also started the review of the COC's Operational Policies and Procedures. The review will be finalized at the February 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. New ark, NJ 07102. All are encouraged to attend.

- **CPC** – Support Staff provided the CPC report. The last Comprehensive Planning Committee meeting was held on Friday, December 13, 2019. The following occurred during the meeting:
 - Committee members continued the in-depth review and update of the Integrated HIV Prevention and Care Plan. The CPC will submit the updated Integrated HIV Prevention and Care Plan for review of the full Planning Council on January 15th.

Support Staff created a monthly view of the Integrated HIV Prevention and Care Plan's tasks and shared it with CPC Chair and Recipient. Dr. Bagchi suggested that this document be sent to all the committee chairs. There was a discussion regarding whether the REC is responsible to review and amend the tools/templates for case studies on MV gap, VLS, ARV. Sharon Postel stated that the EIRCs created those surveys a couple of years ago and are responsible to review and amend the surveys and not the REC. Support Staff stated that the information in the document reflects the same information that is in the Integrated HIV Prevention and Care Plan but in a monthly view. It was noted that Aliya Onque (Recipient) mentioned that the tools were created by the REC so there needs some clarification on this matter.

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.

- **CIA/CC** – Support Staff provided the CIA report. The last Community Involvement Activities Committee meeting was held on Friday, January 22, 2020 at the St. Medical Center. The following occurred at that meeting:
 - Support Staff informed consumers that the Housing Service Standards were updated, which ensure that all Ryan White service providers offer the same level of service or care across a service category.
 - Support Staff also mentioned that the REC is working on the 2020 Needs Assessment with an emphasis on Housing, which will use surveys and consumers focus groups. All attendees were encouraged to participate on the focus groups and surveys to provide their input on housing issues.
 - A presentation on HIV Health Care Policy Advocacy & Ending the Epidemic in New Jersey by Hyacinth AIDS Foundation was given, including the services and programs offered by Hyacinth. This included HIV Criminalization laws in the US and AIDS Watch. Support Staff provided the informational flyers given at the meeting and will send the CIA summary to the REC committee.
 - The next CIA meeting topic will be Housing. Warren Poole mentioned that there might be good attendance at this meeting based on attendance record at an event on this topic at the Peter Ho CAB. Poole stated that the major obstacles for consumer participation are transportation and food.

The next CIA will be held on February 26, 2020 at 5:00PM at the Willing Heart Community Center located at 555 MLK Jr. Blvd., Newark, NJ 07102. All are encouraged to attend.

7. Old Business

- Finalize the 2020 Needs Assessment Update tools

Sharon Postel provided an overview of the Housing Status and RWHAP Health Outcomes report for the Needs Assessment – Update 2020. This report was not previously sent to the REC, but Postel will share after the meeting. Postel mentioned that this report is a follow up on the Housing presentation provided by the AIDS Resource Foundation at the last meeting. CHAMP data as of October 31st, 2019 was used to create this report. Three categories of housing as per DHHS were used – stable permanent, temporary, and unstable. However, there are 16 categories according to the Housing Urban Development (HUD). These 16 categories were cross referenced to DHHS categories to analyze the key health outcomes – Viral Load Suppression (VLS) and retention in care (RIC). The data was analyzed by county and EMA-Wide. T. Love asked if the number of people in a waiting list for housing programs is known. Postel stated that this information is not known to the public. However, the number of people waiting in the HOPWA program can be known. Poole added that this information can also be looked up by county.

- Continue the review of the Ryan White Consumer Survey – Dr. Bagchi reviewed and updated the survey that was created by Support Staff and, she recommended to do the survey at the next CIA meeting. The committee also recommended the following edits:
 - A typo was fixed in the gray box. The word complete was changed to completed.
 - Travis Love recommended to rephrase question 8 since it suggests they are attending the meeting. Dr. Bagchi recommended to use ‘to make your participation easier or more convenient’.

Dr. Bagchi asked for a motion to approve the consumer survey with recommended edits. Poole motioned to approve the survey. Summer Brown seconded the motion. No abstentions or oppositions.

8. New Business

- Discuss the draft REC FY2020 Workplan –
Dr. Bagchi reviewed the workplan and commented that the Needs Assessment Interim Report needs to be done by May to send it to the CPC. Postel agreed to have a draft of the Needs Assessment by May. Postel noted that the calendar should say FY’ 2020 instead of FY’ 2019. All the activities for the 2020 Needs Assessment Update that were in blue were changed to Progress Report. Kasny Damas noted that the Quality Improvement Plan and benchmarks Presentation had his name and recommended to write Ehiri instead.
- Assess whether there is a need to update the REC OPPs
The Research and Evaluation Committee reviewed and updated their OPPs. The following changes were made:
 - Objective 5 was removed. A new objective was created stating: “To assist Planning Council in disseminating research findings to the community.”
 - Council Office and Council Staff was changed to Support Staff throughout the document.
 - On the first paragraph of Committee Leadership and Roles of Officers, the Council Chairperson was changed to the Planning Council Chairperson.

Dr. Ann Bagchi asked for a motion to approve the OPPs with recommended edits. Damas moved to accept. Poole seconded the motion. The OPPs were approved with edits. No abstentions or oppositions.

9. Administrative Issues

Support Staff reminded the REC to submit their meeting evaluations and stated that a copy of the FY' 2020 Meeting Calendar was available on the table.

10. Announcements

Poole announced that the Peter Ho CAB will have a Luncheon and presentation on HIV and the Heart on February 14th at 12 PM at 130 Ferry St, Newark, NJ.

Travis Love provided the following announcements.

- Tomorrow there will be an interest planning meeting to plan for HIV Testing day at 23 Branchwood Place, Newark N
- In Celebration of National Black HIV Awareness Day, The Pride Center will host a Gallery on February 12, 2020 from 6PM until 9PM.

11. Next Meeting

The next REC meeting will be held on Monday, March 16, 2020 at 10AM at Willing Heart Community Center at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

12. Adjournment

Dr. Ann Bagchi asked for a motion to adjourn the meeting. Warren Poole motioned to adjourn. Summer Brown seconded the motion. All members agreed. No oppositions or abstentions. The meeting was adjourned at 11:25PM