



Executive Committee

MEETING SUMMARY

Wednesday, April 15, 2020, 1:00-1:30PM

Join this meeting from a computer, tablet or smartphone: <https://www.gotomeet.me/UWGUC/execmeeting>

You can also dial in using your phone: (872) 240-3212 / Access Code: 784-827-933

Present	Excused Absences	Unexcused Absences
1. Ann Bagchi, Ph.D. 2. Cezar Dumago (Secretary) 3. Robert L. Johnson, MD (Chair) 4. Joann McEniry (Co-Chair) 5. Warren Poole 6. Mario Portilla 7. Sharon Postel (Non-Voting) 8. Patricia Moore (Treasurer) 9. Ketlen Alsbrook (Recipient)	10. Aliya Onque (Non-Voting)	

Guests: N/A

PC Support Staff: Tania Guaman

1. Welcome & Moment of Silence

Dr. Johnson welcomed all in attendance and called the meeting to order at 1:00PM. A moment of silence was observed for all those living with, those affected by, and those who have passed of HIV/AIDS.

2. Roll Call

PC Support Staff conducted the roll call. Quorum was established later during the meeting.

3. Approval of Meeting Summary from February 19 and March 9, 2020

The January 15th meeting summary was approved last month as presented.

The committee reviewed the February 19th meeting summary and two edits were recommended: correct typo on the summary date from Monday 9th to March 9th; and note that McEniry abstains from the vote to approve. Dr. Johnson asked for a motion to approve the meeting summary as presented. The meeting summary was approved by members. McEniry abstains from the vote. None opposed.

4. Report from the Recipient

- Today, the Recipient's Office received the final Notice of Award for FY2020 for an award total of \$12,556,513. This figure is slightly higher from the previous year. The Formula, Supplemental, and MAI breakdown will be done at a later time.
- The Recipient also received an award notice for the Ryan White Part A COVID-19 response for \$544,685. A HRSA webinar is scheduled for today to discuss what is covered under this additional funding. According to the Award letter, the funding should be used for preparing, preventing, and

responding to COVID-19 needs of the clients of Ryan White Program recipients. With the exception of the 75% core medical service requirement, all other grant revisions governing the use of funds and funding limitations still apply. Funding may support a wide range of activities including, but not limited to client education, COVID-19 screening/testing, and lab expenses, adding providers or personnel to training, purchase of vehicles to transport patients, personnel supplies, PPE, infection control supplies, telehealth implementation, and health information technology.

- The Recipient will make an announcement to sub-recipients, then ask for a Request for Proposals. A common request seeing during this crisis has been the cost of renting hotel rooms for people who are positive and cannot safely quarantine in their homes, or for those who live in a congregate setting and need to be relocated.

5. Standing Committee Updates

- **COC: Mario Portilla** – Guaman provided the COC report. The last COC meeting was held on February 13th via GoToMeeting. The committee continues working on reformatting using online tools to review these files. Portilla added that the COC Operating Policies and Procedures were approved. Subcommittees will present the Outpatient/Ambulatory Services and Medical Case Management Service Standards to the committee for approval.
- **CPC: Joann McEniry** – McEniry reported that no meetings were held in March or April due to the COVID-19 health crisis. So the next CPC meeting will be held in May with a focus on the overview of the priority setting and resource allocation process. The committee will review the policies for the process, the service category definitions, and the core service waiver discussion. The next CPC meeting will be held on May 8th via GoToMeeting. All are encouraged to attend.
- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi provided a brief REC report. The Needs Assessment process is moving along. Updates will be obtained at the next REC meeting scheduled for Monday, April 20 via GoToMeeting.
- **CIA/CC: Warren Poole** – Poole provided the CIA report. Poole added that the CIA will hold an informal meeting on April 22, with an additional moment of silence to acknowledge consumers lost to COVID-19. The goal is to check in on how everyone is doing during this health crisis.

6. Treasurer's Report

Dr. Johnson added that the NEMA Planning Council Budget was approved in March. Due to technical difficulties, no additional report was provided.

7. State & National Updates

- Report from the NJ HIV Planning Group (Meeting canceled)
- Report from the Governor's Advisory Council (Meeting canceled)

8. Old/New Business

- The Planning Council Reflectiveness deficiencies were reviewed once again. As recommended, Support Staff sent out an email to the Recipient's Office requesting support to reach agencies that are not already be involved with the Planning Council. Support Staff also made presentations at the Morris, Warren, and Sussex EIRC meeting as well as the Union County ERIC meeting in March.

9. Administrative Issues

- The following website changes were noted: the updated page with a written description of the reformatting process of Service Standards; as well as a new EMA events page.
- The Planning Council brochure was updated, after review and feedback from the Executive Committee, the final version is ready for posting.
- Support Staff provided a report on how transportation funds used on Lyft during the February CIA meeting brought about 40 attendees.
- Planning Council attendance will be reviewed at a later time.
- Planning Council meetings may be held via videoconference until at least June 2020.

10. Announcements

There were no announcements.

11. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, May 20, 2020 at 1:00 PM via GoToMeeting.

12. Adjournment

The meeting was adjourned at 1:30PM.