



# Executive Committee MEETING SUMMARY

Wednesday, June 17, 2020, 1:00-1:30PM

<https://www.gotomeet.me/UWGUC/execmeeting>

(872) 240-3212 / Access Code: 784-827-933

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

**Guests:** James Horne (UWGUC)

**PC Support Staff:** Tania Guaman, Vicky Saguy

### 1. Welcome & Moment of Silence

McEniry welcomed all in attendance and called the meeting to order at 1:02 PM. A moment of silence was observed for all those living with, those affected by, and those who have passed from 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 May 20, 2020

The April meeting summary was approved last month as presented.

The May 20<sup>th</sup> meeting summary was reviewed and no amendments were recommended. McEniry asked for a motion to approve the meeting summary as presented. Poole motioned to approve. Dumago seconded the motion. No oppositions or abstentions.

### 4. Report from the Recipient

Alsbrook (Recipient) provided the following report:

- All FY'19 contracts are closed out. The Projected carryover balance is \$2,500.
- The unobligated balance of approximately \$229,000 was awarded to 4 agencies in the categories of Medical Case Management, Outpatient/Ambulatory Health Care and Oral Health Care.
- For the FY'20 Part A grant cycle, 24 contracts will be adopted by the City of Newark on June 24 and 100% of the budget is updated in CHAMP.

- The FY'20 Ending the Epidemic (EHE) contract documents were due yesterday with a low response rate from providers. A call has been scheduled with NJDOH and Hudson county to resume EHE planning, which was suspended as the result of the pandemic.
- The Recipient's Office identified an EHE Coordinator, Warren Talley a current Planning Council member. He will soon resign from his position as a Planning Council member to serve in his new role with the Recipient's Office.
- The initial allocation plan for COVID-19 Funds was set as:
  - o 35% for outpatient ambulatory services to ensure subrecipients are prepared to respond and prevent new cases. This covers the cost of additional staffing where needed, funds to purchase equipment to provide teleservices, purchase of PPE supplies and other protective equipment to resume services.
  - o 21% for Emergency Financial Assistance to support people Living with HIV who have been economically impacted by COVID-19 because of job loss, reduced working hours, inability to work due to infection or required isolation or quarantine.
  - o 21% for Medical Case Management and Non-Medical Case Managements to increase personnel based on the growing demand for services in risk reduction, education and counseling and access for PPEs.
  - o The remaining funds will be allocated to Outpatient Substance Abuse, Mental Health, Food Bank/Home-Delivered Meals, Transportation with 5%
  - o An additional 8% of funds will be used to purchase PPEs and other respiratory etiquette supplies, masks, sanitizers, gloves, disinfectant, which will be available at the Recipient's Office and to have these items on reserve for providers who may run into emergency and might not have these items available.

As part of the COVID-19 grant, the Recipient must submit a monthly COVID data report. The first COVID report was on June 15. The Recipient was encouraged by their Project Officer to request an extension on the report. The new deadline is on July 15.

The report covers 3 priority areas: Services being provided via telehealth, number of PLWHA who have tested positive for COVID-19 positive, and information on the services provided using CARES Act Funding, including household members.

- The FY'20-21 NOFO was released on June 12. The application is due on October 7, 2020. The maximum funding for the Newark EMA is \$13,185,356. No major changes were noted.
- The Recipient Office thanked Dumago for pointing out a change in the treatment guidelines around PCP. The PCP Prophylaxis is discontinued in patients who are receiving treatment, have an undetectable viral load, and those who have seen a rise in their CD4 count of 200 or more and in cases where someone has a CD4 count between 100 and 200 and have been virally suppressed for 6 months or longer. These changes need to be reflected in the way CHAMP capture the data. The Quality Management Team need to have a mechanism to continuously update these changes in treatment guidelines.
- The Department of Health, Division of Consumer Affairs released a new program called the COVID-19 Emergency Rental Assistance Program that provides temporary rental assistance to low and moderate income households who had a substantial reduction on income or those who become unemployed due to COVID-19. The applicants might be eligible for up to 6 months of Emergency Rental Assistance and will be reviewed in 3-month intervals to assess the need for the assistance. The maximum income limits for the Newark EMA is \$54,950 for a single individual and \$103,650 for a family of 8. The applicant must be a New Jersey resident renting a unit in New Jersey and the rent must be current as of March 2020. The applicant will also be required to demonstrate that payments were behind due to the pandemic and that there was a substantial

reduction of income. This program does not subsidize the whole amount of the rent and applicants must pay 30% of their rent. This program will be open from July 6<sup>th</sup> until July 19<sup>th</sup>. The Recipient will send the link to PC Support Staff who will then share this information with the EMA.

## 5. Standing Committee Updates

McEniry asked Committee Chairs to provide the full Committee report at the Planning Council and only state any outstanding item that needs to be discussed during this meeting in the essence of time.

- **COC: Mario Portilla** –Portilla provided the COC report. The last COC meeting was held on June 12. The following occurred at the meeting:
  - o The COC completed the review of Medical Case Management Service Standard and submitted it to the Recipient for review before introducing it to the Planning Council.
  - o The COC started the review of the Non-Medical Case Management Service Standard.

McEniry added that the Outpatient/ Ambulatory Health Services Standard was introduced at the last Planning Council meeting and will need to be voted on at this meeting.

- **CPC: Joann McEniry** – McEniry will provide the CPC report at the Planning Council meeting.
- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi will provide the report at the Planning Council meeting.
- **CIA/CC: Warren Poole** –Poole will provide the full CIA/CC report at the full Planning Council meeting. However, Poole mentioned the following:
  - o The CIA/CC will be working on Priority Setting and Resource Allocation which usually starts in June. Poole asked if the tables are set up following social distancing guidelines, can CIA meet next Wednesday in person for priority setting activities? Poole also mentioned that Support Staff is currently working on finding a way to do the priority setting remotely. McEniry reinstated Dr. Johnson's decision of not holding any meetings in person and asked for the committee's input. After some discussion, noted McEniry noted that the safety and well-being of attendees needs to be a priority, so the CIA will need to innovate to conduct the priority setting remotely. Poole added that consumers noted an increased need for housing and mental health services.

## 6. Treasurer's Report

Moore provided the Treasurer's report. UWGUC received an additional award for fiscal year 2021 in the amount of \$118,000 for a total award of \$236,000. Due to the virtual meetings, reduced travel expenses, etc., we were able to reduce expenditures. Expenses through May, which is three (3) months (25%) of the fiscal year, we are at \$48,500 which is only 20% of the budget. We are in good standing at the moment.

Moore met with United Way Staff to develop a budget through February 2021. The Executive Committee and Planning Council received a copy via email to review. This budget will need Planning Council approval. The approved budget will be sent to the Recipient for review and approval..

## 7. State & National Updates

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

There are no reports for the NJ HIV Planning Group and Governor's Advisory Council since the meetings have been cancelled.

#### **8. Old/New Business**

- COVID-19 impact on future meetings – The Planning Council and its Committees will continue to meet virtually until further guidance shows that is safe to meet in person.
- Approval of PC FY 2020 full year budget – This item was discussed during the Treasurer's report and will be approved during the Planning Council Meeting.

#### **9. Administrative Issues**

Support Staff mentioned that the HRSA Technical Assistance team provided guidance on best practices for virtual Planning Council meetings during the COVID-19 crisis. Support Staff developed a summary about two recommendations and would like input from the Executive Committee.

- To have electronic meeting evaluation to gather input on how electronic meetings are doing. – McEniry noted that there are not issues with having electronic meeting evaluation since Support Staff already had paper meeting evaluations. However, evaluations could be done less frequently. All agreed. Support Staff will send the meeting evaluation for suggestions.
- To add an additional piece on the bylaws to guide the Planning Council during health emergencies. Moore mentioned that the changes in the Bylaws must go to the Bylaws committee and then be presented for approval. Support Staff should send suggestions for revision or amendments to the by-laws bylaws to the by-laws committee who will then present recommendations to the Executive Committee. Moore will evaluate the suggestions for review at the next meeting.

#### **10. Announcements**

There were no announcements.

#### **11. Next Meeting**

The next Executive Committee Meeting will be held on Wednesday, July 15, 2020 at 1:00PM via GoToMeeting.

#### **12. Adjournment**

McEniry asked for a motion to adjourn the meeting. Moore motioned to adjourn. Poole seconded the motion. All members agreed. No oppositions or abstentions. The meeting was adjourned at 1:33PM.