



Planning Council MEETING SUMMARY

Wednesday, July 15, 2020 1:30 – 3:00PM

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

Guests: Tiffani Turlington (Angela Vivar), Claudia Ortiz, Alison Modica, Stacey Kolba, Ifeoma Echeazu, Jason Kondrk. Audria Russell, Counselors

PC Support Staff: Tania Guaman, Vicky Saguy

1. Welcome & Moment of Silence

Dr. Johnson welcomed all attendees and called the meeting to order at 1:00 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

Dumago conducted the roll call for this meeting. Quorum was not established.

3. Public Testimony

None at this time.

4. Approval of the Meeting Summary from June 17, 2020

At the previous meeting, the May meeting summary was approved as presented. The edits were made, and the final summary was posted on the NEMA website.

The June 17th meeting summary was sent in advance for review and it will be approved at the next meeting due to a lack of quorum.

5. Report from the Recipient

Alsbrook provided the following report:

- To date, 27 contracts for FY 2020 were adopted at the June municipal council meeting. There are 13 remaining contracts which will go before council at the end of this month.
- The EHE and COVID-19 funds have been allocated and this will be discussed further during today's presentation.
- The Emergency Financial Assistance and Medical Nutrition Therapy did not fall within the range set by the FY2020 Priority Setting and Resource Allocation Process. The recipient received approval from the Executive Committee to move forward with the allocation as is.

6. Standing Committee Updates

- **COC: Mario Portilla** - Portilla provided the report. The Last COC meeting was held on July 9th, 2020 and the following occurred:
 - o Quorum was established
 - o The meeting summary from June was approved
 - o The Committee reviewed and approved the Non-Medical Case Management and Emergency Financial Assistance Service Standards.
 - o These two standards and the Medical Case management Service Standard that was approved in June will be introduced to the Planning Council today.The next COC meeting will be held on August 13, 2020 via GoToMeeting.

The above-mentioned Service Standards were sent via email in advance. Dr. Johnson added that traditionally, the standards are presented in one meeting to give the Planning Council members an opportunity to review. Then voting occurs at the next meeting, therefore these 3 standards will be voted on at the August meeting.

- **CPC: Joann McEniry** – McEniry provided the report. The Comprehensive Planning Committee (CPC) met virtually on Friday, July 10th via GoToMeeting. At the meeting, the following occurred:
 - o The committee reviewed and updated the funding Allocation Guidance from the narrative portion of the Priority Setting and Resource Allocation (PSRA) report;
 - o In preparation for the PSRA process, the committee received the following presentations and identified important data considerations for planning:
 - The 2020 Needs Assessment Update by Sharon Postel, PC Consultant.
 - The Ryan White service utilization and spending data presentation by Ketlen Alsbrook, Recipient's Office;
 - A review of the 2020 Funding Stream Analysis prepared by Tania Guaman, Planning Council Support Staff.
 - o The committee is on track to submit the full Priority Setting and Resource Allocation report to the Planning Council at the August 2020 meeting. This will allow the council sufficient time for a 30-day review period prior to a Planning Council vote in September.The next CPC meeting will be held on Friday, August 7, 2020 at 9:30am via GoToMeeting. All are encouraged to attend.

Postel added that the Priority Setting and Resource Allocation report must be approved by the Planning Council in August. Dr. Johnson mentioned that the Planning Council can make an exception to the policy and approve it at the next meeting.

- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi provided the REC report. The Last REC meeting was held on June 15th, 2020 and the following occurred:
 - o Quorum was established and meeting summary was approved.
 - o Postel gave a presentation on the Needs Assessment Update, including information from CHAMP, the input from consumers and the survey responses from agencies.
 - o The Assessment of the Administrative Mechanism Tool was finalized and sent out to the Recipient for completion.
 - o The committee also reviewed the 2020 funding stream analysis.
 The next meeting will be on Monday, July 20th at 10AM via GoToMeeting.

- **CIA/CC: Warren Poole** – Poole provided the report. The Last CIA meeting was held on June 24th 2020 and the following occurred during the meeting:
 - o Committee members received updates about the REC’s progress on the needs assessment and discussed some of the key findings.
 - o Committee members received a brief overview of the priority setting and resource allocation process and its importance in planning for Part A funding for FY 20-21. Support Staff provided a worksheet and service category definitions for the priority setting ranking activity. Consumers then engaged in discussions to prioritize in ranking order the 16 Newark EMA service categories. The final recommended rankings are available on the CIA meeting summary, which will be posted on the NEMA website.
 - o Telehealth services were mentioned as useful to help clients to keep their appointments and reach viral load suppression. But, not having access to technology devices was noted as a barrier to care.
 - o During the community conversations about COVID-19, overall, most consumers were feeling optimistic about the reopening. Some were having issues with stress and sleeping habits. But the majority were doing ok.
 The next CIA meeting will be held on July 22nd, 2020 at 5:00PM via GoToMeeting. All are encouraged to attend.

7. State & National Updates - No meetings have been held due to COVID-19.

- **Report from the NJ HIV Planning Group:**
- **Report from the Governor’s Advisory Council:**
- **Report from the NJ Department of Health** – Luis Delgadillo excused himself from the meeting because he is working on contact tracing.

8. Planning Council Administrative Issues

- **Report from Executive Committee** – Dr. Johnson provided the Executive Committee Report. Dr. Johnson reported that the Executive Committee agreed for a variance from the recommended allocation for FY 2020. This variance in allocation is related to additional funds from COVID 19. There were no other issues at the executive meeting.
 - **Report from Treasurer** – Nothing outstanding to report.
 - **Report from PC Support Staff** – Nothing at this moment.
- Dr. Johnson added that one of the issues to acknowledge is the way of conducting the meetings currently creates barriers for people who do not have computers or internet access. There are not many solutions for this issue. It is still not safe to meet in person.

9. Old/New Business

Alsbrook provided a presentation to the Planning Council on the 2019 NEMA Expenditure/ Service Utilization Report & 2020 Allocation Plan. These are some of the highlights from the presentation:

- In 2019, 75.9% was spent in core services and 24.3% in Support Services. The highest core service categories expenditures were in Medical Case Management and Outpatient Ambulatory Health Services. The highest expenditure in support service categories were on Housing, Non-Medical Case Management and Other Professional Services.
- Medical Case Management accounted for almost 50% of core service expenditures. From support services, 32% of the expenditure was on Housing and 28% on Non-Medical Case Management.
- Health Insurance Premium & Cost-Sharing Assistance was underspent and it is traditionally underspent. The recommendation was 1% and only 0.3% was spent. Early Intervention Services was also underspent which is also traditionally underspent. The recommendation was 0.5% and 0.2% was spent. All Support services categories allocation were met except for Residential Substance Abuse which was overspent.
- 90% of people received Medical Case Management Services- the highest utilized funded service category- during the year.
- The total FY 2020 was \$ 12,556,513 which it was a \$52,088 increase from the previous year.
- All core service categories met the FY 2020 Priority Setting recommendation allocation. Under support services, Emergency Financial Assistance did not meet the Priority Setting recommendation, which is underspent. There was a significant increase in Emergency Financial Assistance funding from supplemental dollars from the CARES Act. If it was not for this funding, the Priority setting would have been met
- Medical Nutritional Therapy was overspent. There were 2 new providers this year. One of these agencies are receiving funding for nutritional services which contributed to going over the allocation recommendation by less than \$8,000.

An agency raised a concern about unbillable services in Champ because lab work is currently delayed, and clients have not come back to be certify or re-certify. The recipient handles this situation on a case by case basis and mentioned that they could be flexible with the testing issue of tests that expired at the beginning of the year. The agency was asked to contact their Project Monitor for guidance to request a waiver for those medical requirements so that these units are billable. The Recipient also noted that HRSA sent an email notification stating that the Certification and re-recertification do not have to be face to face encounter and can be done over the phone or virtually.

10. Announcements

There were no announcements.

11. Next Meeting

The next Planning Council meeting will be held on Wednesday, August 19, 2020 at 1:30PM via GoToMeeting.

12. Adjournment

The meeting was adjourned at 2:24 PM.