



Executive Committee MEETING SUMMARY

Wednesday, December 18, 2019, 1:00-1:30PM
Willing Heart Community Center
555 Martin Luther King Blvd. Newark, NJ 07102

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

Guests: James Horne (UWGUC)
Staff: Tania Guaman, Vicky Saguy

1. Welcome & Moment of Silence

Dr. Robert L. Johnson, Chair of the Executive Committee, welcomed all members and called the meeting to order at 12:59 PM. A moment of silence was observed for all those living with, those affected by, and for those who have passed from HIV/AIDS.

2. Roll Call

Cezar Dumago, Secretary, conducted the roll call. Quorum was established later during the meeting.

3. Approval of Meeting Summary from November 20, 2019

The Executive Committee approved the November 20 Meeting Summary.

4. Report from the Recipient

Aliya Onque (Recipient) provided the Recipient's report.

- The Peer-Review sessions were conducted on Monday and Tuesday ended yesterday. There were 25 reviewers who evaluated 41 applications. There was 1 new applicant and 2 returning applicants.
- Program Monitors from the Recipient's office have started looking at sweeps data and preparing to make a request for additional funds, if needed. Agencies interested in requesting additional funds should contact their program monitor.
- The Recipient is looking for an EHE Coordinator and an EHE Program Monitor to work in collaboration with the Essex and Hudson counties Plan and in coordination with the State. The COC, in collaboration with the Recipient is designing the new format for the Standards of Care. The new format will have two types of Standards: The Universal Standard will have all the universal components from all the service categories. Meanwhile, the Category Specific Standard will have information for each specific service category. The COC will update the Standards and

send them to the Recipient's office for review and approval. The Recipient will review to make sure all standards have all program requirements. Once approved by the Recipient's office, the Standards will be sent to the Planning Council for approval. Onque mentioned that Support Staff sent her an updated version of the Standards. Support Staff explained that the committee started with Housing Standard, so all of the information from the previous standards was copied and pasted into the new format. The COC will review the newly developed Standards and tentatively finalize at the next meeting. Onque emphasized that this was a HRSA recommendation during the 2019 site visit and the Recipient wants to work on this before the next HRSA visit.

Dr. Johnson asked if the Universal Standard applies for all population groups. Onque stated that it does. The Universal Standard contains information on Eligibility, Recertification, Cultural Competency, etc. Moore added that the Universal Standard addresses the delivery of the service and not the population.

5. Standing Committee Updates

- **COC: Mario Portilla**

The COC report will be provided at the full Planning Council Meeting.

- **CPC: Joann McEniry**

Joann McEniry provided the CPC Report. McEniry stated that the CPC is updating the Integrated HIV Prevention and Care Plan. An updated Plan will be presented at the February Planning Council Meeting for approval.

- **REC: Ann Bagchi, Ph.D.**

Ann Bagchi, Ph.D. provided the REC Report. Dr. Bagchi mentioned that Support Staff sent a survey. This survey was developed based on the Consumer Based Participatory Research presentation and discussion which included how to make sure that all clients research findings information. Other ways to disseminate information to members of the community was also discussed during that meeting. Dr. Johnson requested that all research/surveys are developed by and in collaboration with the Research and Evaluation Committee before being presented to the Executive Committee. McEniry stated a concern with a survey question where the word "allocation" is used. Dr. Bagchi stated that the REC will review the survey to collect the information needed.

The REC will focus on Housing and its effects on viral load suppression and retention in care for the 2020 Needs Assessment Update. Eviction stigma will also be discussed. The REC will use the following tools: client surveys, key informant interviews, and policy analysis of what other states are doing to address housing issues. Joann McEniry suggested that the committee also include the stigma that people face upon revealing information about their HOPWA benefits. Pat Moore stated that REC considered having a HOPWA representative to discuss the latest HOPWA regulations.

- **CIA/CC: Warren Poole**

The CIA report will be provided during the Planning Council Meeting

6. Treasurer's Report

Pat Moore (Treasurer) provided the fiscal report. The budget is nine (9) months (75%) into the fiscal year. We have spent approximately 68% of the contractual amount. All budget lines are within projected amounts except for consumer travel as has been noted previously. The only major expense

that I am aware of is a pending voucher of \$20,000 for the consultant. When paid, that line will be \$8,000 over budget. Projecting expenses for the next three months, a number of the budget lines will exceed the budgeted amounts.

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. If additional funds are received a budget modification will be submitted for your approval and then submitted to the Recipient's Office for approval.

Pat Moore asked Mr. Horne if United Way has any other outstanding bills. Mr. Horne stated that once the consultant is paid, that budget line will be over by \$8,000. Moore mentioned that there was a discussion about paying for the Needs Assessment and not starting until March because funds become available then. Horne added that, if approved, Phase 1 of the 2020 Needs Assessment Update Plan will be added into the 2019 fiscal year.

Moore suggested that Support Staff develop a timeline to set due dates that meet HRSA deadlines. Committee members supported this motion stating that this year the FY 2019 Priority Setting and Resource Allocation report was rushed to meet HRSA's submission deadline. Dr. Johnson suggested that Support Staff work with Recipient's office to create the timeline. Since Support Staff may not be aware of all the deadlines, Moore proposed that a subcommittee be established to develop the timeline. Sharon Postel (Consultant) mentioned that Priority Setting and Resource Allocation should be approved at the Planning Council in August since other reports and work depend on this report. The timeline could start in August and work backwards to set all other deadlines. McEniry added that all the required documents need to be identified before the Priority Setting and Resource Allocation Report. The Epidemiological Profile and Funding Stream Analysis are needed before the Priority Setting and Resource Allocation too. Dr. Johnson stated that people with knowledge about these reports, including Ketlen, will need to create this timeline. Bagchi, Ph.D. suggested to have the timeline color coded according to the committee that has the primary responsibility for that report or work. McEniry added that not only the committee's responsibilities needed to be identified but also the responsibility of Support Staff. Moore recommended that the due dates, the work needed to be completed and all the responsible party needs to be stated in the timeline. Postel mentioned that Committee's responsibilities, OPPs, HRSA's requirements, responsible parties, and what needs to get done needs to be identified. Mr. Horne added that this timeline is important because of the implications of some reports and the budget. For instance, phase 1 of the Needs Assessment is done during the previous fiscal year. Dr. Johnson agreed that this needs to be considered since some of the work overlap budgetary years.

The Executive Committee requested that the following individuals be involved in the development of this timeline. Sharon Postel, Joann McEniry, Pat Moore, Ketlen Alsbrook and PC Support Staff will be in contact via email to review the requirements, identify the work, and responsible parties and, ultimately, to develop the timeline. Dr. Johnson stated that the Executive Committee will review the proposed timeline at the next Executive Committee meeting. Mr. Horne suggested that the Administrative work could be in a different timeline. Tania and Mr. Horne will work on this as well. Pat Moore stated that she is looking at the timeline from a financial perspective. Moore noted that some work could be completed by a committee or PC Support Staff without the need to pay for a consultant for that work.

Mr. Horne stated that based on the conversation with Moore (Treasurer), UWGUC will make a request for additional funds from Ketlen's Office. Based on the Recipient's response, a budget modification will be presented to the Executive Committee for review. Moore stated that about \$10,000-\$15,000 are needed to meet the costs of the Needs Assessment and the additional work from the consultant this year. Therefore, what the Executive Committee budgeted for is exceeding the budget.

Moore stated that there is a list of due dates in the RFP from the Recipient's Office that could help with the timeline. Joann McEniry asked Support Staff to email that list to the subcommittee that will be working on the timeline.

7. State & National Updates

- Report from the NJ HIV Planning Group (11.21.19)
 - Report from the Governor's Advisory Council (11.28.19)
- The full reports will be shared at the Planning Council meeting.

8. Old/New Business

Sharon Postel (Consultant) shared that the House of Representatives approved \$70M for the FY'2020 Ending the Epidemic budget for 48 Jurisdictions, including Essex County. The funds will be used for Essex County residents or for agencies in other counties that serve Essex County residents. Postel explained that CDC funds, Truvada, and the cost of the medication does not come from the \$70M. The \$70M comes from HRSA for treatment and response to Ending the Epidemic, which includes Community Health Workers, autofill for data from EMRs to CHAMP, and housing assistance.

Postel explains that funds targeted programs that are already running because they are successful on increasing Viral Load Suppression. Currently, Viral Load Suppression is at 87% Nationwide and NEMA is a little bit lower. This program is focused on people to get viral load suppression. The \$70M is for year 1 and then it increases every year after that.

9. Administrative Issues

- Approval of the NEMA Website.

Support Staff mentioned that during the last Executive Committee meetings, members asked Support Staff to include PrEP information on the website, which has now been done. A list of all service providers in the Newark EMA is also included in the website. Support Staff requested feedback and approval of the website from the Executive Committee. McEniry (Vice-Chair) suggested that Support Staff email the committee with a set due date to obtain approval.

Support Staff stated that members from various committees have made recommendations of presentations for the Planning Council meeting and requested guidance on an approach to schedule those presentations. Dr. Johnson stated that Support Staff schedule presentations on an ongoing basis and that this be an item at the end of the agenda.

Support Staff added that someone also recommended to have a New Member Orientation. Support Staff requested feedback on whether the committee would like to have a New Member Orientation for the Planning Council. McEniry mentioned that the New Member Orientation usually has information on the Parliamentary Procedure, Robert's Rules of Order, and how the Council is structured. The Committee suggested that Support Staff prepare this Orientation as a refresher for members.

10. Announcements

There were no announcements.

11. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, January 15, 2019 at 1:00PM at the Willing Heart Community Center, located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

12. Adjournment

Dr. Robert L. Johnson, Chair, adjourned the meeting at 1:29PM. All members agreed.