



Executive Committee MEETING SUMMARY

Wednesday, November 18, 2020, 1:00-1:30PM

Video-Conference via Zoom: <https://zoom.us/j/97522419962>

Teleconference: (929) 205 6099 / Meeting ID: 975 2241 9962

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

Guests:

PC Support Staff: Tania Guaman, Vicky Saguy

1. Welcome & Moment of Silence

Dr. Johnson welcomed all in attendance and called the meeting to order at 1:01PM. A moment of silence was observed for those living with, those who have passed, and those affected by HIV/AIDS.

2. Roll Call

PC Support Staff conducted the roll call. Quorum was established.

3. Approval of Meeting Summary from October 21, 2020

The September meeting summary was approved last month as presented.

The October meeting summary was sent electronically in advance for review. Dr. Johnson asked for a motion to approve the meeting summary as presented. Morales motioned to accept. McEniry seconded. No oppositions or abstentions.

4. Report from the Recipient

Alsbrook provided the following report:

- The FY 2021 RFP was released on Tuesday, November 10. There was a technical assistance meeting yesterday afternoon via Zoom. The letters of intent are due by December 2nd and the proposals are due on Friday, December 11th by 4pm. There were no major changes in content for this year's application, except for minor tweaks in the EHE section for clarification that applicants can apply for all or some of the funding available through Part A, MAI and EHE funding.
- The recipient received HRSA's estimated award letter, which usually comes in September/October every year. This letter allows the recipient to start the contracting process sooner instead of waiting

until February or March for the Actual Notice of Award. The estimated award letter includes a projected formula award of \$7,098,949 and a projected MAI Award of \$1,226,366. This calculation is based on last year's budget and this year's Centers for Disease Control and Prevention surveillance data for the Newark EMA. The formula component is about 1.8% less than the previous year estimate, but the actual formal award for FY 20 was 3.7% higher than the estimate. The estimated MAI award is projecting a decrease of 0.8% compared to last years, but the actual award was 17% less than the estimate. This will allow to have contracts fully executed by mid-April, but it is all contingent upon successful completion of contract negotiations.

- The recipient received a nomination for a consumer representative to join the Planning Council. This is a nonaligned consumer. As mentioned at the CPC meeting las week, the recipient is hesitant to move forward with this application because to address the planning council deficiency, two consumer members are needed. The recipient's preference is to submit both at the same time to address that deficiency resolved before the end of the calendar year and the February 2021 HRSA site visit. It is beneficial to expedite identifying another consumer.
- All Part A applications are always reviewed externally through a peer review panel of individuals with experience and expertise in public health and social services. The recipient is in the process of putting together the peer review panel for this year. Anyone interested should be referred to the Recipient to participate.

The recipient asked those who would like to nominate a consumer to contact PC Support Staff and complete the membership application. After the paperwork is completed, the recipient will schedule an interview and move forward with the next steps.

Alsbrook stated that Jennifer McGee McGee-Avila mentioned that the AETC received a received a grant application with funding available for a particular project. Jennifer would like to work with the Planning Council to make a series of videos available on the Planning Council website. These videos would cover the new member orientation, the roles and responsibilities of the committees and Planning Council. The preference for the video content is something that would help engage consumers to the planning council if someone is interested in getting more information. The content and how many videos have not been decided yet. McEniry added that they would like input from committee chairs to identify other short informational topics for the videos. McEniry suggested to have a consumer video to inspire other consumer to be involved and can make a difference in the planning process by being part of the EMA. This will be a strategy for consumer recruitment. The videos must be done by June 15th. Dr. Johnson recommended to send a memo to all committee chairs about this matter.

5. Standing Committee Updates

- **COC: Vieshia Morales** – Morales provided the November COC report.
 - o The committee reviewed the Health Insurance Premium and Cost Sharing Assistance Service Standard. The committee asked the recipient for more information regarding premium payments because some committee members were unsure if this is covered by this service category.
 - o The committee reviewed and approved the Other Professional Services Standard.
 - o The Psychosocial Services, Medical Nutrition Therapy, Psychosocial Services, Medical Nutrition Therapy Service Standards are in line for approval at this Planning Council meeting.

The next COC meeting will be held on December 10th at 10am via Zoom.

- **CPC: Joann McEniry** – McEniry provided the November CPC report.
 - o The committee continues the review of the Integrated Health Plan. The plan guides activities through 2021 and the committee is trying to make realistic goals. The focus has been risk reduction and figuring out if there are other categories that can engage in risk reduction.
- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi will provide the November REC report at the full Planning Council meeting.

However, Dr. Bagchi wanted to bring up the issue that hackers came on the last COC and REC virtual meetings to cause disruption. At the COC meeting, the hacker wrote “you have been hacked”. At the REC meeting, three people joined and when asked to introduce themselves, one of them belched loudly. Dr. Johnson mentioned that putting a passcode to the meetings can help to prevent this from happening, but there are concerns with adding barriers that might limit the public from accessing these public meetings. Several options to address this issue were discussed. Dr. Johnson recommended to leave the meetings open to the public and for Support Staff to explore options.

- **CIA/CC: Warren Poole** – Poole will provide the full CIA/CC report at the full Planning Council meeting. Poole mentioned that on Friday 4th, the Peter Ho Clinic will honor Deloris Dockrey and asked Dr. Johnson to be a speaker and his email address.

6. Treasurer’s Report

Moore provided the Treasurer’s report. Expenses through October, which is 66% of the fiscal year, are \$152,791.08 which is approximately 65% of the budget. We are within the budget for this fiscal year, pretty much right on target as anticipated. The only lines that were over budget were the project managers phone and the purchase of the laptop supplies. We have a meeting scheduled for November 30th to develop an RFP budget. Other than that, no letter of intent has been sent.

7. State & National Updates

- Report from the NJ HIV Planning Group –
 - Report from the Governor’s Advisory Council –
- These two reports will be given at the full Planning Council meeting.

8. Old/New Business

Community Engagement Strategy – Support Staff followed up on the community engagement strategy since there are a couple of things left to do before the end of the year. The flyers for recruitment are ready for approval from the Executive Committee. One of the strategies in the plan for consumer recruitment also called for Committee Chairs to attend CIA meetings to talk about their committees.

Postel added that the Planning Council should consider applying for the consumer engagement application from Planning CHATT, which would provide technical assistance on consumer engagement strategies to bring best practices and learn from all participating planning bodies. The participants will build a strategy and will bring it back to the community to implemented. 10 EMAs would be selected to participate. At least 3 members are required per EMA, including at least 1 Support Staff, 1 unaligned consumer and 1 Executive Committee Member. The meetings are once a month per 6 months for 90 minutes. Support Staff asked the committee if they would be interested in applying for this opportunity.

Postel mentioned that the application is called the Learning collaborative and suggested that Jennifer from AETC can help structure the application. The application is due on December 2nd.

Poole added that he has 2 complete membership applications to be submitted to Support Staff by the end of the week.

Dr. Johnson mentioned that the committee approved the consumer engagement plan. However, this application is new and should be send to the Planning Council and Executive Committee via email to find members interested in participating. Poole can participate in the sessions if it starts in January.

9. Administrative Issues

- Support Staff drafted a new timeline with the required deliverables to be submitted on time, in preparation for the multi-year Ryan White Part A application submission. The Needs Assessment must be completed by May, the Assessment of Administrative Mechanism by June.
- Support Staff is waiting for confirmation from recipient about whether an RFP process is required for PC deliverables. The recipient will check with the City's law department to find out if there are any requirements for a bidding process.

10. Announcements

Support Staff stated that all EMA events are being posted in the Newark EMA PC website and social media pages. All are welcome to share their flyers for upcoming events or activities.

11. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, December 16, 2020 at 1:00PM via Zoom.

12. Adjournment

Dr. Johnson asked for a motion to adjourn the meeting. Poole motioned to accept. Morales seconded. The meeting was adjourned at 1:31 PM.