



Planning Council MEETING SUMMARY

Wednesday, June 17, 2020 1:30 – 3:00PM

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Present	Excused Absences	Unexcused Absences
1. Janice Adams-Jarrells 2. Ketlen Alsbrook (Recipient) 3. Ann Bagchi, PhD 4. Natalie Brown 5. Cezar Dumago (Secretary) 6. Wanda Figueroa, MD 7. Juanita Howell 8. Joann McEniry (Co-Chair) 9. Patricia Moore (Treasurer) 10. Vieshia Morales 11. Debbie Morgan 12. Walter Okoroanyanwu, MD 13. Aliya Onque (Non-Voting) 14. Dominga Padilla, MD 15. Warren Poole 16. Mario Portilla 17. Sharon Postel (Non-Voting) 18. Providencia Rodriguez 19. War Talley 20. Calvin Toler	21. Dr. Robert L. Johnson (Chair)	22. Wali Bradley 23. Jeremiah Cohen 24. James Carrington 25. Kendall Clark 26. Ricardo Salcido 27. Elizabeth Kocot 28. Rev. Don Ransom

Guests: Alisson Modica, Louis Delgadillo (Department of Health), Stacey Kolba (Gilead), Audria Russell, Jason Kondrk

PC Support Staff: Tania Guaman, Vicky Saguy

1. Welcome & Moment of Silence

McEniry welcomed all attendees and called the meeting to order at 1:35 PM. A moment of silence was observed for those affected, for those who have passed, and for those living with HIV/AIDS and COVID-19.

2. Roll Call

PC Support Staff conducted the roll call for this meeting. Quorum was established.

3. Public Testimony

None at this time.

4. Approval of the Meeting Summary from May 20, 2020

At the previous meeting, the April meeting summary was approved as presented. The approved version was posted on the NEMA website.

The May 20th meeting summary was sent in advance electronically for review. McEniry asked for a motion to approve the meeting summary as presented. Adams-Jarrells motioned to approve. Poole seconded. None opposed or abstained.

5. Report from the Recipient

Onque (Recipient) provided the following report:

- All of the FY'19 contracts were closed. The current balance is under \$2,500.
- The unobligated balance of \$228,941 was awarded to four agencies. Medical Case Management received \$147,841, Outpatient/Ambulatory Health Care \$61,000 and Oral Health Care \$75,000.
- For FY'20 Part A funding, 24 contracts are slated for adoption at the City's June 24th meeting. 100% of the budget is updated in CHAMP. The providers have submitted reports which the program monitors are reviewing. Once the contract execution occurs, agencies will be approved for reimbursement.
- The FY'20 Ending the Epidemic (EHE) contract documents were due yesterday. There are still agencies that need to submit documents.
- A conference call is scheduled for tomorrow with the Department of Health and Hudson county to resume EHE planning and implementation, which was suspended as the result of the pandemic.
- Planning Council member, Warren Talley, has been hired as the EHE Coordinator. He will start on his new role on Monday, June 29.
- The initial allocation plan for the FY'20 COVID-19 Funds was:
 - o 35% for outpatient ambulatory services to ensure subrecipients are prepared to respond and prevent new cases by covering the cost of additional staffing, equipment to provide teleservices, purchase PPEs supplies and other protective equipment to resume services.
 - o 21% for Emergency Financial Assistant to support people Living with HIV who have been economically impacted by COVID-19 as a result of job loss, reduced working hours, inability to work due to infection exposure in result of having to isolate or quarantine.
 - o 21% for Medical Case Management, 13% for Non-Medical Case Managements and 9% 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 and Mental Health with 2%, Food Bank/Home-Delivered Meals with 5%, Transportation with 2%, Residential Substance Use with 4% and Other Professional Service with 2%.
 - o An additional 8% of funds will be used by the Recipient's Office to purchase PPE 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.

The subrecipients were notified of the COVID Award on June 9th. The grant acceptance and budget assertion are scheduled to be adopted at the City's June 24th meeting. As part of the COVID-19 grant, Recipients must submit a monthly COVID data report which was due 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. Subrecipients that have problems completing the report can reach out to their program monitor and Recipient – Onque for guidance.

- The FY'20-21 NOFO was released on June 12. The application is due on October 7. The maximum funding for the Newark EMA is \$13,185,356.
- The Department of Health, Division of Consumer Affairs released a new program called the COVID-19 Emergency Rental Assistance Program (CVERAP) that provides temporary rental assistance to low and moderate income households who had a substantial reduction in income or 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 Recipient will send the link to Support Staff who will then send this information via email and post on the website to the EMA.

6. Standing Committee Updates

- **COC: Mario Portilla** - Portilla provided the report. The Last COC meeting was held on June 11, 2020 and the following occurred:
 - o Quorum was established and the meeting summary was approved.
 - o The COC completed the Medical Case Management Service Standard and submitted to the recipient for review before sending it to the Planning Council.
 - o The COC started the review of the Non-Medical Case Management
 - o The Outpatient/Ambulatory Health Service Standard was introduced to the Planning Council last month and is slated for approval at today's Planning Council meeting.
 The next COC meeting will be held on July 9, 2020 at 10AM via GoToMeeting.

McEniry asked the Council for a motion to approve the Outpatient/Ambulatory Health Service Standard as presented. Morales motioned to approve. Adams-Jarrells and Poole seconded the motion. There were no opposition or abstentions.

- **CPC: Joann McEniry** – McEniry provided the report. The Comprehensive Planning Committee (CPC) met virtually on Friday, June 12th via GoToMeeting. At the meeting, the following occurred:
 - o In preparation for the priority setting and resource allocation (PSRA) process, the committee received the following presentations and identified important data considerations for planning:
 - AIDS Drug Distribution Program (ADDP) – The changes due to COVID-19 were highlighted including the leniency with applications-except for the physician certification and the 3-month worth of prescribed medication. The email for application submission and the information for the Health Insurance Premium are going to be sent to Planning Council. ADDP is accepting application in 4 to 5 days.
 - Feedback from other Planning Council Committees – Technology as a barrier for access to care was noted in the feedback.
 - Quality Management and Retention in Care.
 - o In addition, key principles, and criteria for the Priority Setting and Resource Allocation process were reviewed, including the Planning Council Primer.
 The next CPC meeting will be held on Friday, July 10th, 2020 at 9:30am via GoToMeeting. All are encouraged to attend.
- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi provided the REC report. The Last REC meeting was held on last Monday June 15, 2020 and the following occurred:

- The REC reviewed the Needs Assessment Draft. Based on CHAMP data, people who do not have stable housing have low viral load suppression. Probably, this issue will increase due to COVID-19.
- The tool for the Assessment of the Administrative Mechanism was finalized and questions for COVID-19 were added.
- Staff is working on the creating the Funding Stream Analysis Report and the REC received a preliminary report.

The next REC meeting will be held on July 20, 2020 at 10AM via GoToMeeting.

- **CIA/CC: Warren Poole** – Poole provided the report. The Last CIA meeting was held on May 27, 2020 and the following occurred:
 - The committee talked about the Priority Setting and Resource Allocation process and its purpose. This month, the CIA will be doing Priority Setting and Resource Allocation.
 - There was also a discussion on how consumers are doing with the plans of reopening.
 - Poole asked the Executive Committee if the CIA can meet in person following social distancing guidelines for the Priority Setting and Resource Allocation activities as those have usually been done in person. The Council recommended that meetings continue to be held remotely, and for Support Staff to help the CIA to prepare for priority setting virtually since the CIA is not able to meet in person.

The next CIA meeting will be held on July 24, 2020 at 5PM via GoToMeeting.

Poole added that ever since the pandemic started, Housing and Mental Health issues have been common. A specific case was acknowledged where a couple was evicted illegally during the pandemic. The discordant couple is receiving help from St Claire's to stay in a hotel for now. Morgan advised any eviction is illegal at this time and the police should be called. Poole and Morgan will follow up on this issue. In addition, Poole noted that clients have not been able to receive therapy and do not feel comfortable disclosing virtually their HIV status to a new therapist.

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

- **Report from the NJ HIV Planning Group (n/a)**
- **Report from the Governor's Advisory Council (n/a)**
- **Report from the NJ Department of Health - Division of HIV/STDs and TB services** - Delgadillo reported that one funding source was eliminated from the department. He also noted that NJ funded grantees received the letter of intent to start in July. The Department of Health is working with grantees to get funds for PPE, especially for those grants that start in July. Soon, staff from the Department of Health will be working as Contact Tracers. Delgadillo will start this week for a 4-week period and might not be able to attend the next Planning Council meeting.

8. **Planning Council Administrative Issues**

- **Report from Executive Committee** – McEniry provided the Executive Committee Report. The Executive Committee met before the full planning council meeting. There were discussions about sending electronic meeting evaluations. Planning Council and committee members will receive these evaluations to get feedback on how the electronic meeting is working. There was also a discussion about the budget which was approved by the Planning Council. The next Executive Committee will meet on July 15.

- **Report from Treasurer (Approval of FY2020 Planning Council budget)** – Moore provided the Treasurer’s report. We 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. Based on 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 to develop a budget through February 2021. The Planning Council received a copy in advance via email for review. Once approved by the Council today, the budget will be submitted to the Recipient for review and approval.

McEniry asked for a motion to approve the FY’21 full year Planning Council budget as presented. Moore motioned to approve. Portilla seconded. There were no abstentions or oppositions. The FY’ 2021 Full year Budget was approved as presented.

- **Report from PC Support Staff**
Support Staff noted that contracts for the three PC required deliverables are in place. There has been a lot of progress with the Needs Assessment and will make payments early on in accordance with the timeline. There has been communication with City of Newark and received a request for the Planning Council Activities Progress Report, which is due on June 24th. The Reflectiveness Report and the Letter of concurrence will be submitted in July.

9. Old/New Business

- None at this time.

10. Announcements

- NJCRI will host an annual HIV testing day, which will occur by appointment only. Morales will send the flyer to Support Staff for distribution.
- Adams-Jarrells asked to be included in the Consumer Feedback presentation.
- Poole received information for food drives, but these are mainly for people who have cars. Poole sked if anyone knows of food distribution information that does not require a car. Toler mentioned that East Orange has a walk-through food distribution site. Morales has the flyers that she will send to Support Staff for distribution.
- Modica has had success doing education virtually. If any agency would like to receive education virtually, reach out to Tania to get connected.

11. Next Meeting

The next Planning Council meeting will be held on July 15, 2020 at 1:30PM via GoToMeeting.

12. Adjournment

McEniry asked for a motion to adjourn the meeting. Adams-Jarrells motioned to adjourn. Morales seconded the motion. No oppositions or abstentions. The meeting was adjourned at 2:21 PM.