

Research & Evaluation Committee

MEETING SUMMARY

Monday, August 17, 2020, 10AM-12PM
<https://www.gotomeet.me/UWGUC/recmeeting>
 (872) 240-3311 / Access Code: 734-124-149

PRESENT	EXCUSED	UNEXCUSED
1. Ann Bagchi, Ph.D. (Chair)	10. Natalie Brown	12. Karen Ehiri (Non-Voting)
2. Summer Brown (Secretary)	11. Patricia Moore	
3. Kasny Damas		
4. Corey DeStefano (Vice-Chair)		
5. Travis Love		
6. Debbie Mohammed		
7. Warren Poole		
8. Sharon Postel (Consultant Non-Voting)		
9. Providencia Rodriguez		

Guests: N/A

PC Support Staff: Vicky Saguay, Tania Guaman

1. Welcome and Moment of Silence

Dr. Bagchi called this meeting to order at 10:05 AM. A moment of silence was observed for all those living with, those who are affected, by and those who have passed from HIV/AIDS, as well as for those affected by Covid-19.

2. Roll Call

Brown conducted the roll call. Quorum was established during the meeting.

3. Public Testimony

There was no public testimony at this meeting.

Action Steps	Responsible Party
1. Prepare final NA 2020 report	Postel
2. Add other funding resources to the 2020 Funding Stream Analysis	Support Staff
3. Review of the 2020 Ryan White of the Administrative Mechanism Survey	Postel

Dr. Bagchi went over the action steps and reported that all were completed.

4. Approval of the Meeting Summaries from June 15 and July 20. , 2020

The June and July meeting summaries were sent electronically in advance for committee review. Dr. Bagchi asked for a motion to approve either or both meeting summaries with one vote. Mohammed motioned to approve both meeting summaries. Summer Brown seconded the motion.

There were no oppositions or abstentions. The June and July meeting summaries were approved as presented.

5. Updates from other Committees

- **COC** – Support Staff provided the COC report. The last Continuum of Care Committee meeting was held on Thursday, July 9th, 2020.
 - The committee did not have a meeting in August due to a time conflict with the Ryan White Care and Treatment Conference.
 - Three standards (Case Management, Non-Medical Case Management, and Emergency Financial Assistance) were introduced to the last Planning Council meeting in July and are on the agenda for a vote at the Planning Council meeting on Wednesday. Support Staff has not received any feedback

The next COC meeting will be held on September 10, 2020 at 9AM via Zoom.

- **CPC** – Support Staff provided the CPC report. The last Comprehensive Planning Committee meeting was held on Friday, August 7th, 2020. The following occurred at the meeting:
 - The committee reviewed the key consideration and justification worksheets that were newly created. These worksheets outlined the considerations from the various presentations for the Priority Setting and Resource Allocation Process.
 - The committee also reviewed the FY'2020 Minority AIDS Initiative (MAI) priorities and agreed that they should stay the same for FY'2021.
 - The committee also reviewed and finalized the FY'2021 NEMA-wide Ranking and Percentages of all service categories. Some of the key considerations were to increase the percentages for Outpatient/Ambulatory Health Services from 13% to 13.5% and Food Bank/Home-Delivered Meals from 1.00% to 1.25%, and to decrease Housing from 8.60% to 8.50%, and Emergency Financial Assistance from 3.00% to 2.70%
 - The committee reviewed and approved the final draft of the Priority Setting and Resource Allocation report. This report will be introduced to the Planning Council on Wednesday for a 30-day review period.

The next CPC meeting will be held on September 11, 2020 at 9:30AM via Zoom.

- **CIA/CC** – Support Staff provided the CIA report. The last Community Involvement Activities Committee meeting was held on Wednesday, July 22, 2020. The following occurred at the meeting:
 - The meeting was scheduled for July 22nd and only 3 participants were in attendance. After some conversations with the participants, Warren Poole decided that it would be better if the meeting was rescheduled for Friday, July 24th. There were 4 participants at this meeting.
 - Support Staff still tried to do the allocation activities. However, it was challenging since several members did not have technology to see the screen. Support Staff sent pictures of what was on the screen to some attendees, but they had issues seeing the pictures. Support Staff had a conversation with Poole and agreed that summer is not a good time to host this allocation activity. For next year, this activity will be done earlier to ensure a higher participation. Technology was a big issue at this meeting.

The next CIA meeting will be held on September 23, 2020 at 5:00PM via Zoom.

Dr. Bagchi asked if CIA attendees have incentives to attend the meetings, such as food and whether that it is a factor for participation. Support Staff mentioned that the CIA receives food donations from pharmaceutical companies during in-person meetings. The CIA attendees receive food and bus tickets. There was feedback that in-person meetings were preferred but due to the health crisis this is not feasible.

Love asked to clarify the reason attendees were not able to see the picture shared by Support Staff. Dr. Bagchi mentioned that while you are using the meeting app on the phone, people are not able to access other apps. Support Staff added that some attendees, including the CIA chair use their cellphones to attend the meeting, and the issue is also due to the size of the screen. Therefore, it was hard to see the numbers on the documents shared.

Postel added that she sent an email from Planning CHATT with 3 attachments to Support Staff, the recipient, and other parties. The issue being addressed was consumer access to information using technology. There were a lot of recommendations about how to address this issue. However, there was an acknowledgement that this is an issue across the board. The lack of consumer participation due to the access to technology issue was also acknowledge at the Ryan White conference as an ongoing challenge.

6. Old Business

- 2020 Needs Assessment Update – Postel reported that the Needs Assessment report is complete. A draft of the Needs Assessment conclusions and recommendation was sent to the REC before the meeting. This 3-page narrative will be inserted in the final Needs Assessment document and a brief overview of this document was provided during the meeting.
- The 2020 Needs Assessment update found that people living in temporary or stable housing have lower viral load suppression rates, which highlights the ongoing need for stable affordable housing. Other barriers mentioned in the report included behavioral issues, stigma, and other comorbid health problems.
- The committee held additional discussions about the conclusion. The AIDS Resource Foundation has been working on housing issues. The team created a virtual center using Base Camp to ensure that all the housing programs provide the latest information on their bed availability. The Foundation's initiative also wants to establish a Statewide Housing Strategy through partnerships with developers and other types of housing collaborations. The Ryan White Conference also provided sessions on innovative housing initiatives. The recorded sessions can be found at: www.targethiv.org.

After the discussion, Dr. Bagchi asked for a motion to approve the final version of the Needs Assessment with edits. Damas motioned to approve. Brown seconded. The final version of the Needs Assessment Update and the presentation from this meeting will be made available in the Planning Council website in the next few weeks.

- 2020 Assessment of Administrative Mechanism Update - Support staff has not received an update of the 2020 Assessment of the Administrative Mechanism. The deadline was July 31st, but there was a delay caused by new funding streams (EHE and Covid-19 relief funds) along with the adjustments for the sub-recipient contracting process. Postel added that this delay will impact Planning Council work since the Council is required to review the Assessment of the

Administrative Mechanism and to provide recommendations if deficiencies are found. Postel recommended that Support Staff remind the recipient to submit the report and to bring this to the Planning Council's attention.

- 2020 Funding Stream Analysis Update - Support Staff mentioned that the recommended sections with other housing funds was added to the Funding Stream Analysis. Therefore, the report has been completed unless the committee has some suggestions or corrections. Mohammed added that Nahid Suleiman's email is not correct. Support Staff was asked to make the correction. No additional recommendations were made by the REC, so the report will be final with the one edit. A new Director of Care and Treatment at the State level was hired. The official notice will be made soon.

7. New Business

- Dr. Bagchi asked the consultant whether there are any preliminary estimates for the Epidemiological Profile. Postel stated that the data has been requested but have no response has been received yet.
- In preparation for the next meeting, Support Staff should update the REC's workplan with all completed items and pending deadlines for committee review.

8. Administrative Issues

Support staff reported that there was a mistake on the attendance report from last month. On that report, Love had 3 absences, but he really only had two. Love was noted as absent in May on the attendance spreadsheet by mistake since he was present on the phone. Since capturing attendees on the phone is somewhat difficult, Dr. Bagchi asked all REC members to make sure they are counted towards attendance especially when using the phone.

9. Announcements

- Love shared that Rutgers will host a "Come Together" event on Friday, August 21 via Zoom. Those interested can visit the Research with a Heart Facebook page for more information.
- The NJHPG will be hosting a Gay's Man conference every Wednesday in September. The flyer is posted in the NEMA social media page.

10. Next Meeting

The next REC meeting will be held virtually on Monday, September 21, 2020 at 10AM via Zoom.

11. Adjournment

Dr. Bagchi asked for a motion to adjourn the meeting. Brown motioned to adjourn. Corey DeStefano seconded. All members agreed. No oppositions or abstentions. The meeting was adjourned at 10:51 AM.