

Executive Committee MEETING SUMMARY

Wednesday, May 15, 2019 AT 1PM
 Willing Heart Community Center
 555 Martin Luther King Blvd. Newark, NJ 07102

| Present | Excused Absences | Unexcused Absences |
|---|------------------|--|
| 1. Ketlen Alsbrook (Non-Voting) 2. Ann Bagchi, PhD. 3. Cezar Dumago 4. Robert L. Johnson, MD (Chair) 5. Joann McEniry (Vice- Chair) 6. Patricia Moore 7. Aliya Onque (Non-Voting) 8. Warren Poole 9. Mario Portilla | | 10. Karen Dismore (Non-Voting) 11. Sharon Postel (Non-Voting) |

1. Welcome & Moment of Silence

Robert L. Johnson, M.D., Chair of the Executive Committee welcomed the members of the Executive Committee. Dr. Johnson called for a moment of silence for all those past and present, affected with HIV/AIDS.

2. Roll Call

Cezar Dumago, Secretary, conducted the roll call and quorum was established.

3. Approval of Meeting Summary from April 17, 2019 and May 1, 2019

Dr. Robert Johnson called for the approval of the meeting summary from April 17, 2019. Mario Portilla motioned to approve the summary. Pat Moore seconded the motion. The April 17 meeting summary was approved. There was also a meeting summary for a conference call on May 1, 2019. Dr. Robert Johnson called for the approval of the meeting summary regarding the ETE initiative. Joann McEniry motioned to approve the meeting summary. Mario Portilla seconded the motion. There were no oppositions or abstentions.

4. Report from the Recipient

- Aliya Onque, Program Coordinator, provided the report for the Recipient. Aliya Onque reported that as of April 30th, all Ryan White contracts would have been fully executed. This is almost three months earlier than the previous fiscal year. The efficiency of this year's contract process is attributed to new RFP timeline which began in August as opposed to September. In the past, RFP started after the grant application to HRSA, to ensure any new initiatives, mandates, or requirements were mirrored in the RFP guidance. For fiscal year 2020, the plan is to start the RFP process in July, one month earlier than last year, in order to potentially meet HRSA's expectation of fully executed contracts by March 30th. There are also some discussions going on about multi-year contracts.

At the 2018 close out, there was approximately \$310k left in unobligated funds. This includes \$193k from vacancies and salary accruals in the Quality Management and administrative budget, and \$116k swept from six services provider which are as follows:

- \$27K from Medical Nutritional Therapy
- \$39K from Substance Abuse
- \$26K from Primary Medical Care
- \$12K from Medical Case Management
- \$12K from Clinical Quality Management

Of the \$310k, \$260K was reallocated to seven providers. \$200K were reallocated to core services and \$60K was reallocated to support services including other professional services, Residential Substance Abuse, Housing, and Case Management services. The Recipient's office also received an additional request of funds for \$10K for Case Management, Medical Case Management, Mental Health, Substance Abuse, HPCs and Transportation. If the recipient's office grants these requests, the UOB would be approximately \$40K, which is \$50K less than last year.

- Core Service Waiver- Update – Consumer input is complete. It was verified that all core services are accessible within 30 days. Currently the Recipient's office is preparing the letters for NJ Medicaid, Part B Director, State HIV Director and Planning Council. The next steps are to develop the care and treatment inventory and the service utilization data narrative.

5. Standing Committee Updates

- **Continuum of Care:** Mario Portilla, COC Chair, provided an update for the COC committee. The COC reviewed the current health standards for HIV Services Policy 16-02. The meeting summary was approved. There was a presentation on early initiation treatment on Ryan White Services. Quorum was established. No public testimony. The Oral Health Standards were approved by the Committee and will be passed on for review by the Planning Council. The Early Intervention Services Standards will also be passed on for approval by the Planning Council.
- **Comprehensive Planning Committee:** Joann McEniry, CPC Chair, provided a report for the CPC committee. The Comprehensive Planning Committee (CPC) last met on Friday, May 10. The full CPC report was postponed for the full Planning Council meeting. However, a discussion was held on the non 75/25 allocations developed by the CPC committee.
- Based upon the reviewed information, members drafted recommendations for FY 2019 non 75/25 allocations. The following core service categories were decreased:
 - Primary medical care, early intervention services, mental health services, substance use services outpatient, health insurance premium and cost sharing assistance, and medical nutrition therapy.

The following support services were increased:

- Housing services, medical transportation services, case management, emergency financial assistance, other professional services.

Due to the upcoming deadline for submission of the core service waiver application, the CPC requests the Planning Council review and vote on the FY2019 non 75/25 recommendations from the CPC at today's Planning Council meeting.

During the CPC report, a recommendation was made by Ketlen Alsbrook to reduce medical case management services by 1% making it a 2% allocation and to increase that 1% to EFA, making it a 1.55% allocation. The rationale for this change was that EFA covers emergency housing, first month security and back rent, which is a commonly requested category. The change was approved by all members of the Executive Committee.

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

The REC report was postponed for the full Planning Council meeting.

- **CIA:** Warren Poole, CIA Chair

Warren Poole, CIA Chair, provided a report for the CIA committee. The Community Involvement Activities Committee (CIA) last met on Wednesday, April 24. During the April meeting, the CIA committee held its *Can We Talk: Phase Three* community forum series. Representatives from Ryan White provider agencies and a representative from the Recipient's office participated in the forum. Each agency had the opportunity to speak about the services provided for clients. The meeting then opened conversations about some of the challenges that arise when attempting to use services. A testimony was shared that a case manager from Beth Israel gives an attitude to clients. Consumers claimed that the case manager has an inappropriate attitude while offering services to Ryan White Clients. Following this testimony, a discussion was held about the process for reporting complaints. Joan McEniry mentioned that there is a grievance process. Ketlen Alsbrook also confirmed that subrecipients are required to have grievance procedures. If complaints are submitted through the Recipient's office, the office tries to mediate the dispute. Ultimately, Planning Council members referred consumers to file complaints directly with the provider agency, and if there is no response from them, to file a complaint with the Recipient's Office. The next CIA meeting will be held on May 22, 2019

6. Treasurer Report

Dr. Robert L. Johnson, Planning Council Chair, provided the report on behalf of Ms. Pat Moore, Planning Council Treasurer, who had to leave the meeting early. It was reported that United Way of Greater Union County requested a budget modification due to a deficit in the award of 2019. Ketlen Alsbrook stated the rationale for the budget reduction. Changes were proposed to maintain the current budget such as reducing the number of meetings held per year. Ketlen Alsbrook stated that other changes can be considered instead of the cutting down on number of meetings. She proposed that additional funds, if available, could be granted to UWGUC if the need arises towards the end of the year.

Upon agreement of the Council of the suggested decrease, the PC Treasurer and UWGUC will develop a new budget report. The proposed budget will be discussed and approved during a phone conference with the Executive Committee within the next week.

7. State & National Updates

- Report from the NJ HIV Planning Group – No report at this time.
- Report from the Governor's Advisory Council – No report at this time.

8. Old/New Business

ETE Recommendations – Joann McEniry asked members to review and approve the proposed ETE recommendations since the submission deadline is today. Joann McEniry provided an overview of the three areas of improvement recommended by the Executive Committee. The first one was the alignment between the NJ AIDS Drug Distribution Program (ADDPP) and the NJ Medicaid Program in both HIV medication formularies and application process and to remove the NJ Medicaid requirement prior authorization of HIV medication. The second point was to extend the NJ Medicaid requirement for a 6-month recertification to one year. The last improvement was to provide timely and more detailed HIV surveillance data including new diagnoses and met and unmet need by smaller geographical areas (NJ Department of Health). The recommendations document was approved by the Planning Council. Support Staff was asked to finalize and submit the document to the NJ ETE committee for consideration.

9. Administrative Issues

None at this time.

10. Announcements

11. Next Meeting

The next Executive Committee meeting will take place on June 19th, 2019 at 1:00 pm at the Willing Heart Community Center, located at 555 Martin Luther King Blvd. Newark, NJ 07102

12. Adjournment

Dr. Robert L. Johnson, Planning Council Chair, called for a motion to adjourn the meeting. Members supported the motion and the meeting was adjourned at 1:26pm.