

**PLANNING COUNCIL
MEETING SUMMARY**

Wednesday, June 19, 2019 1:30 – 3:00PM
 Willing Heart Community Center
 555 Martin Luther King Blvd. Newark, NJ 07103

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

Guests: War Talley (NCHC)

1. Welcome & Moment of Silence

Dr. Robert Johnson, Planning Council Chair, welcomed all attendees and called for a moment of silence for those who have passed and those living with HIV/AIDS including the passing of Rev. Vereen. Planning Council Committee meeting was call to order at 1:30pm.

1. Roll Call

Cezar Dumago, Planning Council Secretary, conducted the roll call for this meeting. Quorum was established.

2. Public Testimony

There was no public testimony at this meeting.

3. Approval of the Meeting Summary from May 15, 2019

Dr. Robert Johnson, PC Chair, called for a motion to approve the meeting summary from May 15, 2019. Elizabeth Kocot motioned to approve. Mario Portilla, COC Chair, second the motion. The May meeting summary was approved by the Planning Council Committee.

4. Report from the Recipient

Ketlen Alsbrook, Recipient provided the report which includes the following:

- FY2019, all contracts are fully executed
- Everyone who submitted an invoice in April has received payment. 2 vendors have not sent invoice and have not received payments. 2 Agencies received additional funds and 1 staff submitted travel reimbursement. All payments will be processed by the end of the month.
- HRSA is scheduled for a Fiscal site visit with the recipient office on the second week of July 9-12. Agenda was received today and will be reviewed to find out if providers and planning council will be able to meet with HRSA. This is a follow up on last visit recommendations on 2017. Recommendations were the following:
 1. Timely execution of contracts – This year execution of contracts was done by April in comparison from previous years which were done by June and July
 2. Having a CHAMP Super User – Someone within the Ryan White or recipient office having more credentials/administrative rights to customize reports on CHAMP.
 3. Timely Closeouts – Making sure every payment is made by June 30th. No funds in the account by June 30th.
 4. Multiyear contracts – Talking to contractors to submit resolution to municipal council to request permission to work on contracts for 2020. Having 3-year contracts are being evaluated since Needs Assessment, Priority Setting Resource Allocation done annually determine where funds are allocated.
- For Course Service Waiver, recipient office is finalizing the letters of support that needs to go to the State Ryan White Part B Project Director as part of the application. Letter of Support from ADAP, Medicaid, Director of HIV Division are also needed. Planning Council Support letter was received today.
- Starting the RP process in July instead of September or October from previous years.
- A deficiency on Planning Council Reflectiveness was found. The membership of the Council only has a 29% of non-aligned consumers (Non-aligned – consumers who are not employed or have any financial benefits by Ryan White) involvement instead of 33%. Ketlen Alsbrook, Recipient, mentioned that recruitment efforts need to be demonstrated and new members need to be added by August.

5. Standing Committee Updates

- **COC: Mario Portilla**

The last COC meeting was held on June 13, 2019. Mario Portilla, CPC Chair, provided the report for the COC Committee.

- Quorum was established right after the meeting started.
- There was no public testimony at this meeting.
- May meeting summary was approved with edits.
- The COC reviewed and approved the Housing Standards.
- The COC introduced 2 Standards of Care to the Planning Council: Early Intervention and Oral Health. Dr. Robert L. Johnson motioned to approve both standards. Mario

second the motion. The Early Intervention and Oral Health Standards of Care were approved.

- COC will review the Emergency Assistance Standards on next meeting.
- The COC will continue to review the remaining standards of care aiming to review and approve them by the end of the 2019 fiscal year.

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The next COC meeting will be on July 11, 2019 at the Willing Heart Community Care Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

Dr. Robert Johnson, PC Chair, called for a motion to approve the COC report. The COC report was approved by Planning Council Committee.

- **CPC: Joann McEniry**

Joann McEniry, CPC Chair, provided the following report: The Comprehensive Planning Committee (CPC) met last Friday, May 10 at the Willing Heart Community Center in Newark. The following occurred at the meeting:

- Quorum was not established.
- As part of the priority setting and resource allocation (PSRA) process, the committee received a presentation on Quality Management and a H4C update from the recipient. The committee members held a discussion regarding the findings.
- Support staff reported that the team is in the process of completing the Funding Stream Analysis. Therefore, the analysis and consideration regarding the impact of changes in funding streams on priority setting and resource allocations will be conducted at the July meeting
- Additional meetings were scheduled for July 26th and August 23rd, 2019 to allow sufficient time for PSRA.

The next CPC meeting will be held on July 12, 2019 at the Willing Heart Community Care Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102. All are encouraged to attend.

Dr. Robert Johnson, PC Chair, called for a motion to approve the CPC report Joan McEniry, CPC Chair, motioned to approve the report. The motion was second and the CPC report was approved by Planning Council Committee.

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

Ann Bagchi, REC Chair, provided the report for REC committee. The Research and Evaluation Committee met on Monday, June 17, 2019 at the Willing Heart Community Center in Newark. The following occurred at the meeting:

- Quorum was not established. The meeting summary was not approved
- Ann Bagchi reported that an update on the End the Epidemic report draft was sent to the NJ ETE Taskforce. The Taskforce made recommendations to be inserted before the final version can submitted to Governor. Edits are being made and the process is taking longer than expected.

- A full Needs Assessment is done every 3 years. The last Full Needs Assessment was done in 2016. The Needs Assessment is then updated every year. Contractual fees depend on which Full Assessment must be done in that year.
- A meeting was held with Mr. James Horne, CEO of United Way of Greater Union County, Ann Bagchi, REC Chair, and Tania Guaman, Support Staff about the current budget for the deliverables. Ann Bagchi, REC Chair, shared that there is budget set aside for deliverable but not enough funds. UWGUC and City of Newark will work on budget for deliverables. In the meantime, the Needs Assessment is currently on hold.
- Ann Bagchi, REC Chair and member of taskforce reported that NJ End the Epidemic developed a report expected to be published on the National HIV Testing Day, June 27 This gives the NJ ETE Taskforce a tight timeframe to finalize the report. Ann Bagchi, REC Chair and member of taskforce, mentioned that the report needed to define the audience and it was hard to read. More updates will be shared as they become available.

The next REC meeting will be held on Monday, July 20, 2019 at the Willing Heart Community Care Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102 .

Dr. Robert Johnson, PC Chair, called for a motion to approve the REC report. REC report was approved by the Planning Council Committee.

- **CIA/CC: Warren Poole**

Tania Guaman, Support Staff, provided the CIA report.

- On May 22nd, 2019, Warren Poole, CIA Chair conducted the meeting. An educational presentation was held on Mytesi, a medicine that can be prescribed to treat chronic diarrhea on HIV patients. Several attendees acknowledged that chronic diarrhea can be disruptive in their daily living and very difficult to manage. Participants asked questions about the benefits, side effects, and potential interactions with other medicines.
- Three candidates applied for membership of the CIA. All three new members were voted in by the committee. At this time, the CIA Chair encouraged all attendees, especially, new CIA members to attend all committee meetings as well as the Planning Council meeting to voice their concerns during the time for public testimony.
- CIA members reviewed the non-75/25 resource allocations that the CPC had developed. A discussion followed about the participation of consumers in decisions regarding the allocation of Ryan White Part A funds in the Newark EMA.
- An announcement was made about the NMAC BLOC training for consumers interested in furthering their leadership skills to advocate on behalf of Ryan White consumers. Support Staff assisted four consumers to apply for a scholarship to attend the 3-day training in Maryland. One did not get accepted. Support Staff is waiting to hear from other applicants.
- Support Staff announced that a collaboration with the Union and Tri-County EIRC was built to have at least two representatives from each county apply.

There will be a CIA meeting in July. The CIA will host a Summer Cookout in August

Dr. Robert Johnson, PC Chair, called for a motion to approve the CIA report. Kendall motioned to approve the CIA report. The motion was second and the report was approved by the Planning Council Committee.

6. State & National Updates

- Report from NJ HIV Planning Group

- Training for motivational interviewing and escalation.
- Community health – training in bullying also offered to supervisors
- They have a list of agencies with focus on transgender individuals.
- Prevention, Care and Treatment Summit held tomorrow from 9am to 3pm at New Brunswick.
- Ann Bagchi, REC Chair, commented that the end the epidemic taskforce has different tools for stigmas. Standardized questionnaires- tested validated tools. Anyone who would like to use those tools to address stigma are welcomed to.

- Report from the Governor's Advisory Council

- None at this time.

7. Planning Council Administrative Issues

- Report from Executive Committee

Dr. Johnson reported the following occurrences at the Executive Committee:

- A discussion about the deliverables budget was held. The Needs Assessment, Integrated Prevention and Care Plan and the Assessment of the Administrative Mechanism are currently on hold due to budget issues
- Membership Applications: Two new questions and the request for a resume were added to the application to gather the information needed for the reflectiveness report. Consumers do not need to submit a resume.
- As required for membership appointments, only the first page of membership application will be sent to the City of Newark for candidates to participate in the Oath Ceremony.
- Support Staff requests that all PC members complete an updated membership application.
- Terms differ according to the number of years serving as member of the PC.
- Facebook Update: the NEMA FACEBOOK Page is active. Members are invited to send event flyers to Support Staff to help spread the word. Members are asked to Like and Share the page.

- Report from Treasurer

Pat Moore, Treasurer, was excused. No report was given.

- Report from PC Support Staff

Tania M. Guaman, PC Support Staff, provided the membership application update. Applications were reviewed and updated. 2 questions were added to the application and a resume section was added. This new application will be used to send the required information (1st page of the application) to the city of Newark for PC members appointments and for the reflectiveness report.

8. Old/New Business

None at this time.

9. Announcements

Ann Bagchi, REC Chair, reported that Adam Thompson and Kasny Damas and herself are working on hosting workshops for PLWHA.

Tania Guaman reported the following:

- June 25th, 2019 - HRSA is hosting the 2nd End the Epidemic webinar. Webinar link was sent.
- June 20th - End the Epidemic. Prevention, Care and Treatment Summit

Kendall Clark reported the following:

- He is hosting a support group – clients will benefit from trauma care.
- There is a webinar on prep and home clinic- Kendall will send the link to Tania to pass it on.

Warren Talley, NCHC, advertised the NCHC National Testing Day Event on June 27th.

10. Next Meeting:

The next Planning Council meeting will be held on July 17th, 2019 at 1:30PM at the Willing Heart Community Care Center, 555 Martin Luther King Blvd. Newark, NJ 07102.

11. Adjournment

Dr. Robert L. Johnson motioned to end the Planning Council meeting. Joann McEniry motioned to end the meeting. Everyone agreed. The meeting was adjourned at 2:20PM.