



Executive Committee MEETING SUMMARY

Wednesday, March 17, 2021 from 1PM to 1:31PM

Video-Conference via Zoom: <https://zoom.us/j/97734641473>

Teleconference: (929) 205 6099 / Meeting ID: 977 3464 1473#

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

Guests: James Horne (UWGUC)

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 1:00 PM. A moment of silence was observed for all those who have passed, those affected by, and those living with HIV/AIDS.

2. Roll Call

Dumago conducted the roll call. Quorum was established.

3. Approval of Meeting Summary from February 17, 2021

The January meeting summary was approved last month as presented.

The February 17th meeting summary was sent electronically in advance for committee review. Dr. Johnson asked for a motion to approve the meeting summary as presented. Poole motioned to approve. Dumago seconded. There were no oppositions or abstentions.

4. Report from the Recipient

Roman provided the following report:

- The request to *Apply and Accept* the FY 2021 Part A grant was scheduled for the Municipal Council meeting today. If approved, the Recipient can start with the contract documents, which were due on March 15th. The recipient sent a notice to subrecipients to comply with all requests for modifications and revisions because the contracts undergo an 11-point review in registrar. If contracts are returned due to errors that the recipient missed, then subrecipients must resolve that. The special meeting target date is in April 13. The Recipient expects to execute contracts by April 30th after the contract adoption on the 13th.

- The initial EHE award was \$1M. Last week, the recipient received the notice of the balance of award of \$667,000. The total EHE award for this year: \$1,667,000. EHE Award letters went out and some of the subrecipients' awards will be modified. The recipient will keep a portion of these funds in house targeting a revision of funds for EFA, housing and other service categories.
- The Ryan White Services Report is on target to meet the HRSA deadline of March 29. All but five agencies are in review status and the others have been submitted. The recipient does not anticipate any problems with meeting the deadline.
- The ERICs will begin to work on the IHAP case studies upon approval of the IHAP target population changes that will be approved at today's meeting.
- The recipient is preparing for the HRSA site visit scheduled for the week of July 12 to July 16.

5. Standing Committee Updates

- **COC: Vieshia Morales** – On behalf of Morales, Guaman provided the March 11th COC report.
 - o The full report will be given at the Planning Council meeting.
- **CPC: Joann McEniry** – McEniry provided the March 12th CPC report.
 - o The updated Integrated Health and Prevention HIV Plan was introduced at the last Planning Council meeting for a 30-day review period and will be approved at this meeting. The CPC Operating Policies and Procedures (OPPs) will be introduced for a 30-day review period at the Planning Council meeting today. Some of the CPC OPP changes included language changes that were made to the NEMA Bylaws.
- **REC: Ann Bagchi, Ph.D.** – Dr. Bagchi provided the March 15th REC report.
 - o The REC Operating Policies and Procedures (OPPs) will be introduced today to the Planning Council for a 30-day review period.
 - o Dr. Bagchi reported that there are not enough funds in the PC budget to cover the Needs Assessment work as previously proposed by the committee with CHAMP data and agency & consumer surveys. She added that all components are necessary because CHAMP data alone does not capture the consumer experience on telehealth services. The Treasurer reported that the budget for the deliverables is \$25,000 for FY 2021, with a shortfall of \$6,500 which is not included on the Planning Council budget. Due to the shortfall, UWGUC reduced the scope of services to CHAMP data only.
 - o Dr. Johnson reminded the committee that Chairs oversee the content of the work needed to produce the deliverables. He added that if there is a component that can be done without additional cost to the Planning Council, and if it is suitable to the committee then it can be done, otherwise it cannot. Therefore, he recommends that the REC decide how to proceed with the additional work that needs to be done without any additional costs.
 - o Postel stated that Support Staff can do the agency and consumer surveys tabulations. Dr. Johnson noted that the decision on how to complete the Need Assessment is up to the REC. The REC Chair stated that the committee discussed this possibility at the last meeting and agreed to proceed with it. Mr. Horne suggested to describe the activities that are being budgeted for \$25,000 and If they complete the full scope of service. If not, then we will have a conversation about how do to accomplish or not accomplish that scope of service.
 - o Dr. Johnson advised that when a committee needs funding outside of budget, the Executive Committee gets involved to see if funds can be stretched. In this case, the Executive

Committee came up with the conclusion that it cannot. Therefore, this discussion is going back to the committee to decide if there is another way to do it. In this case, the committee has decided that there is another way to do it and therefore they can move ahead. As far as budgeting for next year, we may have another issue.

- Postel stated that her proposal was for \$25,000 which included the consumer and agency tabulation and all 3 deliverables. However, the contract she received was for \$18,500 which does not include the survey tabulations. Moore stated that this needs to be straighten out with United Way, the budget, and the consultant. Mr. Horne recommended to have a follow up conversation to move this forward. Any additional concerns will be documented and brought to the Executive Committee.

- **CIA: Warren Poole** – Poole will provide the CIA report at the full Planning Council meeting.

However, Poole brought up a concern to the Executive Committee's attention:

- Since March 2020, the number of people that participate on virtual CIA meetings has dropped. To address this deficiency, Poole has put together raffles to increase attendance. Therefore, attendees must register with Poole in advance to participate in the raffle. Poole reports that attendance has increased since October because of the raffles. The raffles included store gift cards of various amounts with cards donated by local organizations and pharmaceutical companies. However, donations have decreased.
- Poole notes that there is \$180 in the PC budget for food expenses and asked if some funds can be used to buy gift cards for meeting raffles. Poole has two \$25 Applebee's gift cards for this month and next month's raffle. He requested \$60 to cover incentives for May, June, and July. Two gift cards of \$10 for each month. Dr. Johnson said that was ok. United Way of Greater Union County (UWGUC) donated 3 ShopRite gift cards of \$25 each to meet this request instead.
- Poole also asked Planning Council members, Support Staff and other NEMA agencies to donate gift cards. Donations can be sent to Support Staff or to the CIA Chair.
- The recipient reminded the committee that gift cards that provide a cash balance are not allowed as incentives but gift cards that are store specific can be used.

6. Treasurer's Report

Moore provided the Treasurer's report. The Executive Committee received copies of the final spending and the proposed budget. The FY 2021 final spending report was \$233,331.02. We had an excess of \$2,668.98. We received a partial award of \$118,000. This is the same amount that we received last fiscal year. We have submitted a six-month budget for approval. It was difficult to cover expenses, as all costs have been increased. The only way we were able to stay within budget for last year was because of virtual meetings. This budget assumes that we will continue meeting via Zoom for at least six months. Moore moved to approve the partial award budget. Poole seconded. There were no abstentions or oppositions.

7. State & National Updates

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

8. Old/New Business

- Introduce a Committee Chair Report template for the Executive Committee.
This item was not discussed at this meeting.
- Agree on the Needs Assessment scope of work and additional costs.
This item was discussed during the REC report.

9. Administrative Issues

Dr. Bagchi asked if the Oath Ceremony must be in person. The recipient stated that the City Clerk Office requested an in-person ceremony, since virtual Oath Ceremonies are not allowed. The recipient expects cancellations. Dr. Johnson recommended that the Oath Ceremony be delayed until in-person meetings are allowed.

10. Announcements

There were no announcements.

11. Next Meeting

The next Executive Committee Meeting will be held on Wednesday, April 21, 2021 at 1:00PM via Zoom.

12. Adjournment

The meeting was adjourned at 1:31PM.