



Comprehensive Planning Committee

MEETING SUMMARY

Friday, February 14, 2020 at 9:30AM
 Willing Heart Community Center
 555 Martin Luther King Blvd. Newark, NJ 07102

Present	Excused Absences	Unexcused Absences
1. Janice Adams-Jarrells	12. Ketlen Alsbrook	
2. Juanita Howell (Secretary)	13. Allison Delcalzo-Berens	
3. Elizabeth Kocot	14. Patricia Moore	
4. Joann McEniry (Chair)	15. Aliya Onque (Non-Voting)	
5. Jennifer McGee-Avila (Non-Voting)	16. Ricardo Salcido	
6. Debbie Morgan		
7. Sharon Postel (Non-Voting)		
8. Al-Bayyinah Sloane		
9. Calvin Toler		
10. Vieshia Morales		
11. Julissa Lituma		

Guests: Karen Eihiri

Support Staff: Tania Guaman, Vicky Saguay

1. Welcome and Moment of Silence

McEniry (CPC Chair) called the meeting to order at 9:43AM and welcomed all in attendance. McEniry called for a moment of silence for all those living with, those who have passed, and those affected by HIV/AIDS.

2. Roll Call

McEniry asked each attendee to introduce themselves and their affiliated organizations. After introductions, Howell conducted the roll call. Quorum was established later during the meeting.

3. Public Testimony

There was no public testimony at this meeting.

4. Approval of the Meeting Summary from January 10, 2020

In January, the Committee approved the December 13th meeting summary with amendments. The committee asked Support Staff to rectify the name spelling of Joann McEniry (CPC Chair) and Allison Delcalzo-Berens. These corrections are reflected in the December summary.

The committee reviewed the January 10th meeting summary. McEniry (CPC Chair) asked for a motion to approve the meeting summary as presented. Elizabeth Kocot motioned to approve. Debbie Morgan seconded the motion. No abstentions or oppositions. The January meeting summary was approved as presented.

5. Standing Committee Updates

- **COC**– Support Staff provided the COC report. The last Continuum of Care Committee meeting was held on Thursday, February 13, 2020. The following occurred at the meeting:
 - The committee reviewed and approved the Housing Service Standards with the recommendations from the Recipient's Office.
 - The committee approved the Universal Standards with edits. These two Service Standards will be presented at the Planning Council meeting next week.
 - The committee approved the definition changes of 9 service standards that were out of compliance. These definitions were changed to reflect the updated HRSA PCN 16-02 definitions. These updated service standards will be posted on the PC website.
 - Vieshia Morales was voted in as the New COC Vice-Chair.

The next COC meeting will be held on March 12, 2020 at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102. All are encouraged to attend

- **REC** - Support Staff provided the REC report. The last Research and Evaluation Committee meeting was held on Monday, February 10, 2020. The following occurred during the meeting:
 - As part of the Needs Assessment – 2020 Update, Sharon Postel, Consultant provided a Report on Housing status and RWHAP Health Outcomes. Postel added that she looked at CHAMP data for current clients based on housing status, using HRSA and HHS's definition in three categories – stable permanent housing, temporary and unstable. The housing categories were compared against viral load suppression and retention in care EMA-wide and then by county. The viral load suppression and retention in care percentage differed according to county. Other factors will be looked at such as demographics and poverty rates.

The next REC meeting will be held on March 16, 2020 at 10AM at the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102. All are encouraged to attend.

- **CIA/CC** - Support Staff provided the CIA report. The last Consumer Involvement Activities Committee (CIA) meeting was held on Wednesday January 22, 2020. The following occurred during the meeting:
 - A presentation on HIV and Decriminalization was provided by Axel Torres Marrero and Wesley McWhite from Hyacinth. This presentation was scheduled at the Consumers' request. Consumer advocacy tools and trainings that are available for consumers were mentioned at the meeting. Consumers were interested in hearing more about this topic and wanted speakers to come back.

The next CIA meeting will be held on February 26, 2020 at 5PM at the Willing Hear Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102. All are encouraged to attend.

6. Recipient Report

Karen Ehiri (Recipient) provided the following report:

- The contract budget documents are due on February 18th. If you have any questions, please reach out to your program monitor.
- CHAMP reports are due on March 15th and the final report will be submitted by the Recipient's office on March 31st.

- Many agencies have not submitted the RSR report. The RSR report submission is due on March 2nd. If assistance with the RSR report is needed, contact the RSR help desk.

Joann McEniry (CPC Chair) asked if the CHAMP Reports due on March 15th are the provider reports for the fiscal year up to the end of February. Karen Ehiri stated that this information was correct.

7. **New Jersey HIV Planning Group (NJHPG) Report (01.16.20)**

Support Staff provided a brief overview of the NJHPG Report. Support Staff stated that Chris Menschner (Assistant Commissioner) provided the following announcements:

- The NJ's Harm-reduction expansion is underway with CDC funding supporting social media awareness campaigns on harm-reduction. One of the main barriers has been that NJ requires an ordinance to be adopted before allowing harm reduction sites to open within state municipalities. New Legislation is being proposed to remove this requirement. All can support this change. McEniry asked for the bill number that overrides the requirement for municipalities having to agree to allow harm reduction activities (syringe exchange program) to occur in their municipalities. Support Staff will send the bill number via email.
- The Expedited Partner Therapy program makes the practice legal and allows protection for providers to give a patient with STDs a written antibiotics prescription for the patient's sexual partner(s). This is a way of treating a patient's sexual partner(s) without first examining them.

A Morris Sussex, and Warren County EIRC update was also provided:

- The Morris Sussex and Warren HIV Advisory Committee is working to enhance their web presence through the Union county's website. The possibility of connecting their website to the Newark EMA Planning Council website was discussed.

A Union County EIRC update was also provided:

- For the NJBHIP & Trauma Informed Care Initiatives – a BHIP Day of Learning which will provide staff with training on trauma-informed care is scheduled for February.
- HIV Testing & PrEP Discussion
 - Descovvy has FDA approval for PrEP. Horizon Managed Care does not require prior approval for this medication.
 - Truvada will go generic by the end of this year.
- There was an announcement that the Department of Health recommended the use of Biktarvy for early initiation treatment.

8. **Old Business**

- Discuss and draft the FY 2020 committee calendar
To start the review and update of the CPC workplan, McEniry explained that the CPC fiscal year follows the grant cycle from March to February. She added that all agenda items are taken from the workplan and support staff keeps track of when these items are completed. McEniry explained that the items under implementation should correlate to the tasks that are on the CPC OPPs. She requested that committee members review all items in the workplan to figure out when and how to implement these. McEniry mentioned that the committee reviews membership, has an orientation and reviews the documentation during the first months. During summertime, the committee focuses on the Priority Setting and Resource Allocation and the Integrated HIV Prevention and Care Plan.

During the review, the committee removed items that are no longer applicable for this upcoming fiscal year, changed some items to a different date and added items including an extra meeting on July 24th. McEniry recommended to add an extra meeting in July to the CPC Calendar of Meetings moving forward. The August 14th meeting date was changed to Aug. 7 due to the Ryan White Conference between Aug. 11 - 14. Also, it was mentioned that the CPC is likely to not have a meeting in August because of the extra meeting in July. Sharon Postel (Consultant) recommended to add the year in the date column. The CPC committee updated the committee Workplan. Support staff will make the edits and send it to the committee for review. The committee will review these edits and will make recommendations making sure everything is up to date.

9. New Business

- Member Election/Nomination

McEniry explained that Vieshia Morales was an alternate for R.W. Part A Providers in Essex County. Vieshia Morales was not able to be a voting member because NJCRI had a voting member, Brian McGovern, who resigned leaving a vacancy for NJCRI to have a new representative. McEniry asked for a motion to accept Vieshia Morales as a Ryan White Part A Provider for Essex County. Debbie Morgan motion to accept. Joann McEniry seconded the motion. All members from Union, Morris, Warren, and Sussex agreed. There were no oppositions. All Essex county representatives abstained.

McEniry stated that Julissa Lituma from Trinitas Regional Medical Center (Union County) has attended CPC meetings regularly. McEniry asked for a motion to accept Julissa Lituma as a voting Union County representative. Morales motioned to accept. Toler seconded the motion. All members from Essex, Morris, Warren, and Sussex agreed. There were no oppositions. Debbie Morgan, Union County representative, abstained.

- Committee Member Orientation with Parliamentary Procedures

- Support Staff provided the CPC committee with an overview on the following:

- The Newark EMA Planning Council
- The Planning Council Structure and the Comprehensive Planning Committee
- The Robert's Rules of Order and how to conduct a meeting. – McEniry explained that if an item on the agenda is not discussed, the item must be tabled, and the committee must approve to table that item. That item will be discussed at a later meeting. She added that a discussion must happen after a motion is moved and properly seconded before voting.
- The Priority Setting Process and the Resource Allocation Process

- Review:

- Operating Policies and Procedures (OPPs)

McEniry provided an overview of the CPC Operating Policies and Procedures.

- CPC Representation: McEniry noted that the minimum numbers of community representation have not been met. The location and transportation is a barrier for community representation for Morris, Sussex, and Warren. McEniry requested that all CPC invite community members to attend PC meetings.
- Membership: McEniry explained that there are two ways of becoming a member of the committee. One is that every Planning Council member must be member of at least one committee while the other one is that an interested party of a provider agency applies to

the committee. Howell suggested that the Recipient reach out to funded agencies encouraging them to become part of the committee. McEniry requested that Support Staff work with the Recipient to identify agencies that do not have representation at the CPC to become part of the committee, especially Essex county which needs 3 Ryan White Part A Providers. To better capture Planning Council representation and participation at the committees, McEniry also asked Support Staff to prepare a report of Planning Council members attendance and committee participation for the Executive Committee to review at the next Executive Committee meeting.

- Alternates: According to CPC OPPs, alternates are allowed and are active participants at the meetings. The alternates are voted on and can vote in absence of a voting member from the same region. Alternates' attendance must be tracked and can be removed from the committee if three consecutive meetings are missed. Support Staff must track alternates attendance too.
 - McEniry announced that the Vice-Chair position is open and that members interested in that position can reach out to her to discuss the role.
- Conflict of Interest Policy and Disclosure Statement
McEniry asked Support Staff to cross out FY'2016 and write FY' 2020. Members present signed the Conflict of Interest Policy and Disclosure Statement.
 - Discuss expectations, roles, and responsibilities as members – This item was discussed during the presentation and OPPs.

10. Announcements

Debbie Morgan announced that the Public Charge Rule will go into effect on February 24th, 2020. She added that two paths exist to approve a rule, one is procedural and the other one is in substance. The procedural refers to whether the government can implement the rule while substance refers to whether the rule is a good rule and supported by the law. The Public Charge Rule was deemed good on both. This rule applies to illegal immigrants or people who are about to enter the country. Some benefits that count towards the charge rule are food stamps, cash assistance, section 8 housing, public housing in a federal, state and tribal program, among others. There are exceptions to this rule such as school lunch benefits, emergency treatments, domestic violence victim, HOPWA, among others. McEniry added that service providers must inform their clients that this rule is in effect since decisions must be made by well informed consumers. McEniry recommended that agencies be aware of legal advocacy orgs near their area to inform clients where to get more information about the exemptions.

Elizabeth Kocot announced that the State has put on hold any application for United HMO until further notice due to internal disorganization. New members are not accepted until further notice.

11. Next Meeting

The next CPC meeting will be held on Friday, March 13, 2020 at 9:30am the Willing Heart Community Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

12. Adjournment

McEniry asked for a motion to adjourn the meeting. Vieshia Morales motioned to adjourn. Elizabeth Kocot seconded the motion. All members agreed. No oppositions or abstentions. The meeting was adjourned at 11:38AM.