



Comprehensive Planning Committee

MEETING SUMMARY

Friday, January 8, 2021 9:30AM

Video-Conference via Zoom: <https://zoom.us/j/94494819642>

Teleconference: (929) 205-6099 / Meeting ID: 944 9481 9642#

Present	Excused Absences	Unexcused Absences
1. Janice Adams-Jarrells 2. Allison Delcalzo-Berens 3. Elizabeth Kocot 4. Julissa Lituma 5. Joann McEniry (Chair) 6. Jennifer McGee-Avila (Non-Voting) 7. Vieshia Morales 8. Sharon Postel (Non-Voting) 9. Aliya Roman (Non-Voting) 10. Ricardo Salcido 11. Al-Bayyinah Sloane 12. Calvin Toler	13. Juanita Howell (Secretary) 14. Patricia Moore 15. Debbie Morgan 16. Ketlen Alsbrook (Non-Voting)	17.

Guests:

Support Staff: Tania Guaman, Vicky Saguy

1. Welcome and Moment of Silence

McEniry called the meeting to order at 9:31 am 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

Support Staff conducted the roll call. Quorum was established.

3. Public Testimony

There was no public testimony at this meeting.

4. Approval of the Meeting Summary from December 11, 2020

The December 11th meeting summary was sent in advance electronically for review. McEniry asked for a motion to approve the meeting summary as amended. Toler motioned to accept. Morales seconded. Support Staff mentioned that there were some corrections made including a correction of the name of an organization, AAOGC, and a correction requested by Postel which was sent on the revised version of the summary. Sloane and Morales abstained. There were no oppositions.

5. Standing Committee Updates

- **COC** – Morales stated the COC did not meet in December due to the Chair’s medical leave. The next COC meeting will be on January 14, 2021 via Zoom.

- **REC** – Support Staff provided the December REC report.
 - The consumer survey for the Needs Assessment was reviewed. A conversation on initiating the agency survey was held. There was an email sent by Postel asking for input from the committee Chair and the Recipient. Once input is received, the agency survey will be sent to the committee for approval at the next meeting.
 - The 2021 Needs Assessment will be focused on telehealth and it was deescalated to a Needs Assessment Update since the last Full Needs Assessment was done in 2018.
 The next REC meeting will be held on January 11, 2021 at 10AM via zoom.

- **CIA** – Support Staff provided the December CIA report. McEniry restated to remove the “CC” (Community Conversations) after CIA from all committees’ agendas.
 - The committee had a presentation on “Building a Plan to Manage HIV as a Chronic Disease”.
 - The recipient attended the last CIA committee meeting to discuss the community support for the core service waiver. There was a unanimous decision to support the core service waiver.
 - There were 49 attendees at the meeting including 2 support staff and at least 2 Planning Council members.
 The next CIA meeting will be held on Friday January 13th, 2020 at 5PM via Zoom and will be focused on the core service waiver.

McEniry mentioned that the core service waiver requires to have community input as part of the submission. Guaman commended the recipient for sending the meeting information to agencies and stated that a couple of agencies reached out the support staff office advising that consumers will attend the meeting. This brought the attendance numbers up.

6. Recipient Report

Roman provided the provided.

- **RFP update** – 39 Applications were received but one was disqualified because it was submitted after the deadline. The peer review panel is scheduled for January 12 and 13. There are 25 reviewers who will review the 38 provider applications. Once this process is complete, the award letter will be sent to providers early-to-mid February.
- **RSR Report** – The RSR is the Ryan White Services Report which uploads all the client level data to HRSA. HRSA monitors the EMA progress through this CHAMP data, which is inputted by each NEMA agency. The RSR Report is due on February 28th; however, there will be an internal submission deadline for all subrecipients on February 22nd. This will allow the recipient to provide technical assistance to all subrecipients who need additional guidance.
- **Core Service Waiver** – The recipient attended the CIA meeting. The core service questionnaire was sent to all subrecipients. There will be follow ups with service providers because 20 out of 39 questionnaires were received. The recipient had into consideration that working from home is making the ability to get back the easiest of deliverables very difficult; therefore, last year’s questionnaire was attached and was only an update was required. Roman asked agencies that had not submitted their core service waiver questionnaire to submit it.

7. New Jersey HIV Planning Group (NJHPG) Report

Guaman provided the NJHPG committee, Issues Committee and the Morris Sussex, and Warren Advisory Committee Meeting reports:

Issues Committee Meeting

- This committee is working on the Needs Assessment. At the December 14th meeting, there was a presentation with epidemiological data from NJDOH. The report found that Hispanic/Latinos are more affected with HIV. The presenter recommended to focus on transgender and non-binary, long term survivors 50+ and young gay minority men.
- The committee will receive updated NJ epi profiles every three months in 2021. The committee requested additional data from the various HIV/AIDS data sources (i.e., CAREWARE, Continuum of Care VLS, CHAMP, and EIHA data) on an ongoing basis. Time-sensitive Epi Data request should be made by January 2021 and a data request template was shared.
- HOPWA will no longer require criminal background checks as of December 9.
- New HIV trainings are now offered at <https://hiv.rutgers.edu/training/>. Rutgers training is now available on the website and will continue in 2021.
- AETC will provide support for NJHPG beginning January 1, 2021.

The Next Meeting Date: January 11, 2021.

NJHPG Meeting - The NJHPG did not meet in December and will meet on January 21, 2021.

Morris Sussex, and Warren Advisory Committee Meeting

- This committee held conversations about the Needs Assessment, which it is also going to be on telehealth.

McEniry asked if Support Staff will submit the Data Request for the Epidemiological Profile. Support Staff stated that the data specifications will need to be identified to submit the data request. Therefore, the CPC, REC and consultant can discuss what this data may be. Postel stated that the data request is done as part of the Ryan White Part A Grant Application, including the Epidemiological data. This request contains data on People Living With HIV/AIDS for 3 years, new diagnosis (which was received last year and will continue to ask for this data), unmet need data, met need data, counseling, testing data will be asked this year, and data by county and 5 largest cities. The recipient and consultant discussed the data to ask for based on what was asked last year. Postel mentioned that the REC can provide input into what other data can be asked for.

8. Old Business

- Report from COC discussion about risk reduction and STI screenings – Morales stated that the COC did not have a meeting last month and will discuss this at the January meeting. McEniry mentioned that the CPC has the final version of the Integrated Health Plan. Giving the timeline and other goals and objectives with other priorities and timelines, McEniry recommended to remove risk reduction and STI screenings from the Integrated Health Plan. These items will be revisited when developing the next Integrated Health Plan. McEniry stated that the COC can have the discussion and the information obtained can be used in future planning.
- Approve the Final version of the Integrated Health Plan – McEniry asked to review the changes of the Integrated health plan. The changes included:
 - Goal 1B – STI screening will be deleted.
 - Goal 2 – Linkage 90% of Newly Diagnosed to Care was put on hold because the client and system data was impacted by COVID-19.
 - Goal 3 – Decrease Gap in Medical Visits was also put on hold.

- Populations were updated from quality management data report. McEniry asked for a motion for submission to the Planning Council. The Integrated Health Plan will be introduced to the Planning Council at the next Planning Council meeting and will vote for adoption. Adams-Jarrells motioned for submission. Kocot seconded. There were no oppositions or abstentions.

Postel mentioned that there was an Integrated Planning Process Webinar from Planning CHATT or JSI in which it was stated that there would not be any guidance from HRSA this year. The new guidance may come by the end of the year. HRSA and the CDC will give the EMAs and TGAs one year to complete the plan; therefore, the new plan will not be effective until 2023. The goals that are on hold will be revised while waiting on additional guidance.

9. New Business

- Review Membership Roster - determine areas of need for FY'21-22
 - Support Staff gave an overview of the CPC membership profile using the membership profile table at the CPC OPP.
 - McEniry gave an overview of the CPC members and the spots they fill.
 - Roman is the Alsbrook's alternate.
 - Community Representation is needed specially for the counties of Union, Morris, Sussex, and Warren since there is currently none.
- Discuss Membership Recruitment
 - McEniry asked all members to identified and engage consumers now that meetings are held virtually.
 - Trinitas got new computers on site for client's use. Assistance is provided for clients using zoom and telehealth calls with other providers. Once this initiative is running, Lituma will bring the opportunity to join the CPC meetings to interested clients.
 - Delcalzo-Berens, Tri-County Advisory Board Chair, mentioned that there are 2 regular consumers attending the Tri-County Advisory Board. This year, the Board is trying to focus on consumer engagement to create a consumer driven CAB by educating small cohorts while implementing social distancing and mask measures. Once the CAB has some people attending regularly, CAB members can be recruited to participate on other committees. Delcalzo-Berens will ask the 2 consumers who attend the Board meetings regularly to attend the CPC meeting.
 - Even though, the CIA committee provides input to the CPC, consumers on the table bring a different perspective to the discussion and their experiences based on the county they live contribute to those perspectives.
 - Jennifer McGee-Avila noted that Hudson TGA consumers join the meeting in pairs with someone who has internet access and mentioned that this strategy can be used.
 - United Way of Greater Union County can provide Wi-Fi access but there are not extra computers available.
 - McEniry asked to add Membership Update as a standing agenda item moving forward.
 - Support Staff will announce to Ryan White Part A providers that there are 3 spots available for Essex County Providers and 1 spot for Union County Provider in the Comprehensive Planning Committee. If any provider agency is interested, the meeting link will be sent.

- Committee Member Orientation with Parliamentary Procedures – Guaman provided the CPC Member Orientation:
 - The Newark EMA Planning Council, its structure was mentioned.
 - The role of the CPC, the committee objectives and its 2 major deliverables, Comprehensive Plan and Priority Setting, and Resource Allocation report were discussed.
 - The CPC Membership Profile was reviewed.
 - The responsible parties for member recruitment, membership guidelines including absence and the membership leadership team were shared.
 - The Vice-Chair position is available.
 - A CPC membership application is submitted to Support Staff which makes a recommendation to the committee with consideration on opening spots on the membership profile.
 - Members who have missed 3 or more consecutive regularly scheduled meetings, or fifty percent (50%) of the regularly schedule meetings in any six (6) month period are not in good standing. The CPC Chair, Secretary and Support Staff monitor the CPC attendance monthly as part of the attendance requirement.
 - Quorum needs to be established at each meeting, which means that half of the members plus one must attend the meeting to move things forward in the agenda.
 - The CPC uses the Robert’s Rules of Order when conducting its meetings and has a standard order of business in their agendas.

Support Staff will send the presentation to committee members.

- Review
 - Operating Policies and Procedures (OPPs)

McEniry mentioned that the OPP has not been changed since 2017 and this year will update and send it to the Planning Council for approval.

 - McEniry recommended to combine Objectives 3 and 7. The following objective was agreed: “To interface and collaborate with all council committees to collect and review data, make recommendations, and to share information.”
 - McEniry recommended to replace he/she for they/them throughout the document.
 - **Other Regional Affiliated and Non-Regional Affiliated** – The word “recipients” was changed by “subrecipients”. The language from the Other Regional Affiliated members section was added to the Non-Regional Affiliated members’ section. The Other Regional Affiliated section was deleted.
 - **Alternates** - The maximum numbers of alternates for Essex was changed from 3 to 4. The Morris, Sussex and Warren sections were combined and the maximum number of alternates for this region was changed from 2 for each county to 3 for the region.
 - Based on the NEMA Bylaws that was recently reviewed, People Infected was changed to People Living With HIV/AIDS throughout the document.
 - The header was changed, and the footer with tracking of the review and approved by committee and PC and the page number was added.
 - Public testimony time for groups and individuals was changed to reflect the time on the NEMA Bylaw.
 - Grievance and complaints – The date was changed to reflect the latest date of February 19, 2020.

Motion: McEniry asked for a motion to submit the CPC OPPs to the Planning Council with the recommended edits. Toler motioned to submit. Adams-Jarrells seconded. There were no abstentions or oppositions.

- Conflict of Interest Policy and Disclosure Statement
 - McEniry stated that the Conflict of Interest Form is submitted annually to disclose working, volunteering, board member assignment, professional relationship with any Part A agency and the priority setting and allocation process including council staff, employees (per-diem, part-time, full-time), consultants, recipient, clients, and volunteers.
 - If somebody is a member of the Planning Council and a member of the CPC, they only need to complete the Conflict of Interest Form once.
 - Support Staff prepared the Conflict-of-Interest Policy and Disclosure Statement fillable document. Support Staff will send an email with the link to the document. There is also a downloadable version on the website. If anyone has any issues filling out the form, support staff can mail out the form with a paid stamp to return the signed document.

10. Announcements

- McGee-Avila announced that AETC is having a virtual triple threat conference on January 29 to discuss the triple infection with HIV, Hep C, and substance use disorders. The registration link will be sent to Tania to send it to the Planning Council and other committees. Social Workers can receive two or three Social Work credits.
- Adams-Jarrell announced that there is a COVID-19 study for HIV patients. Participants will receive \$40 visa after they do the phone interview. The flyer will be sent to Tania for distribution on the NEMA list servs. This study is being hosted by Rutgers.
- The Conflict of Interest form was uploaded to the NEMA website.

11. Next Meeting

The next CPC meeting will be held on Friday, February 12, 2021 at 9:30AM via Zoom.

12. Adjournment

McEniry asked for a motion to adjourn the meeting. Adams-Jarrells motioned to adjourn. Toler seconded. There were no oppositions or abstentions. The meeting was adjourned at 11:20AM.