

# Comprehensive Planning Committee

## MEETING SUMMARY

Friday, March 12, 2021 from 9:30AM to 10:53AMA  
 Video-Conference via Zoom: <https://zoom.us/j/97674583954>  
 Teleconference: (929) 205-6099 / Meeting ID: 976 7458 3954#

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

**Guests:** Karen Ehiri, Denise Brown- NJHHC  
**Support Staff:** Tania Guaman, Vicky Saguy

**1. Welcome and Moment of Silence**

McEniry was not present, so Howell chaired the meeting. Howell called the meeting to order at 9:35 am and welcomed all in attendance. A moment of silence was observed for all those living with, those who have passed, and those affected by HIV/AIDS.

**2. Roll Call**

Howell conducted the roll call. Quorum was established during the meeting.

**3. Public Testimony**

Adams-Jarrells was nominated along with Poole, and Toler to be a part of the HRSA recruitment and retention collaborative program. The program has 12 different EMA and TGAs participating. The first call was in February and will continue every month until June. Adams-Jarrells introduced the Newark EMA team. Adams-Jarrells notes that all the other Planning Councils participating had a recruitment committee with a chair and vice-chair. One council also had a special team for incentives. The audience, components, benefits, barriers, and competition that impact recruitment was discussed at the meeting. The participants learned about having a message, how to deliver the message, and how promote that message including incentives. There were also short breakout sessions due to the emphasis on the introduction. The next meeting is on March 25 at 4pm.

Adams-Jarrells will continue sharing updates about her participation on this program. Howell suggested to present the idea of having a recruitment committee to the Planning Council. Adams-Jarrells will also

share her participation to the Planning Council under the Public Testimony section since there is no section in the agenda specifically for providing this type of updates.

Delcalzo-Berens made a motion recommending that the Planning Council create a recruitment committee instead of bringing this report under Public Testimony. Adams-Jarrells and Salcido seconded the idea. Both agreed that having a more organized and structured committee leading the recruitment efforts would work more efficiently and show better results. Delcalzo-Berens noted that some planning groups have membership and Bylaws committees combined; then the membership would review the bylaws and make suggestions that would be part of the recruitment process. Support Staff reinstated that the CPC is recommending to the Planning Council to create a membership or recruitment committee. CPC members agreed.

Howell recommended to have a discussion with McEniry to find how to move forward with this since this report could be also added to the CPC report.

#### **4. Approval of the Meeting Summary January 8, 2021**

At the last meeting, the Committee approved the December 11<sup>th</sup> meeting summary as presented.

The January 8<sup>th</sup> meeting summary was sent electronically in advance. Howell asked for a motion to approve the meeting summary as presented. Adams-Jarrells motioned to approve. Salcido seconded. Howell abstained. There were no oppositions.

#### **5. Standing Committee Updates**

- **COC**– Support Staff provided the March 11<sup>th</sup> COC report. The following occurred at the meeting:
  - The committee reviewed and approved the Medical Transportation Service Standard.
  - The committee received an Orientation/Refresher.
  - The COC OPP were reviewed, updated, and will be introduced to the Planning Council.
  - The committee decided to update service standards in the order of the Priority Setting ranking of the 2021 Priority Setting and Resource Allocation report. Support Staff is working to include the review of the service standards based on this ranking. The COC also discussed possible presentation topics which included the latest trends and news on HIV care and treatment such as the HIV long term injections.

The next COC meeting will be held on April 8, 2021 at 10AM via Zoom.

- **REC** - Support Staff provided the February 8<sup>th</sup> REC report. The following occurred at the meeting:
  - The Needs Assessment survey was released. The deadline was extended from February 26<sup>th</sup> to March 5<sup>th</sup> in consideration of community members recommendations. The data was collected and the workbook with the results is being prepared. The next steps of the Needs Assessment are on hold since the cost for the Needs Assessment is going over budget. The Executive Committee will decide how to proceed with this issue.
  - The REC Workplan was drafted and will be finalized this month.
  - There were some recommendations to have a committee training about the FY 2021-2025 National HIV Strategy, and the Unmet Needs Framework.
  - The NJDOH data request was reviewed and updated to include some data for the Newark EMA. The consultant submitted this document.

- The initial steps for Full Assessment of the Administrative Mechanism will include the review of the recipient and agency surveys.
  - The REC Operating Policies and Procedures (OPP) were reviewed and approved.
- The next REC meeting will be on March 15, 2021 at 10am via Zoom.

- **CIA/CC** - Support Staff provided the February 17<sup>th</sup> CIA report as follows:
  - There were 12 attendees, 10 from Essex County, and 2 from Union County.
  - The committee received an update about the Needs Assessment consumer and agency surveys and how these are available in electronic and paper versions. All were encouraged to participate and to help spread the word about these surveys.
  - Alison Modica, Gilead, presented on PrEP.
  - An attendee shared a brief overview of Dr. Kimberly Smith's advocacy efforts for the inclusion of African American Communities in HIV Care and Treatment Research Studies in commemoration of Black History Month.
  - Next month, the CIA will have conversations about telehealth and COVID-19.

The next CIA meeting will be held on March 24, 2021 at 5pm via Zoom.

## 6. Recipient Report

Roman provided the following report:

- The recipient thanked all agencies who submitted the **RSR report** by the internal deadline on February 22<sup>nd</sup> and informed the committee that the HRSA deadline of March 1<sup>st</sup> was met.
- **The resolution to apply and accept** the FY 2021 funds was reviewed by the Municipal Council and it will be adopted on either March 17<sup>th</sup> or March 23<sup>rd</sup>. The recipient is waiting for the date confirmation. Once adopted, the recipient will start the contracting process. The recipient is currently in the process of negotiating the contracts. Subrecipient contracts are due on March 15<sup>th</sup>. The recipient encourages all providers to work with their Program Monitors to get any revisions as soon as possible so that the recipient can target the April 7<sup>th</sup> Municipal meeting. Once the contracts go to the city's contracting system, contracts undergo an 11-point review which takes about two and a half weeks to three weeks. The recipient would like to execute the first contracts by the April 30<sup>th</sup> meeting.

## 7. New Jersey HIV Planning Group (NJHPG) Report

- The NJHPG had announcements and updates regarding the Ending the Epidemic Plan at the State level. The EHE Task Force raised a lot of questions to the state, writing OP-eds and advocating for a public release of the plan. NJDOH is planning to reconvene the task force soon. No specific date was given, but they are trying to move things along.
- Ka'leef Morse presented and encouraged everyone to discuss the HIV National Strategy and the impact of the various plans at the national and state level; and their impact in local level planning for HIV services. Morse discussed the different plans that had been created at the national level since 2010- 2021. The various strategies that have been put in place at the State level, and how things are working out at the local level.
- There were some questions about what all these plans mean for individuals, what should be changing based on these plans and what additional information the community might need from the State to support planning efforts.
- To help integrate all these planning efforts, there is going to be a presentation on March 18<sup>th</sup> from 10am to 12pm during the NJHPG meeting. Harold J Phillips, a Senior Advisor and Chief Operating

Officer for the Ending the HIV Epidemic will present about the HIV plans and the Ending the Epidemic plans, followed by a Q&A. Everyone was encouraged to attend the meeting. The information will be forwarded through the NEMA listservs.

- The Issues Committee has been working on their Needs Assessment with a focus and transgender, Latinx communities and MSM. They are in the process of developing questions for that Needs Assessment.

## **8. Old Business**

- Report from COC discussion about risk reduction and STI screenings
  - During the review of the Integrated Plan, the Risk Reduction and STI screening goals were reviewed. The Committee had a discussion on whether the Risk Reduction and STI Screening goals were needed and wanted to get more information on how this data is gathered. The committee asked for input from the COC before making a decision.
  - The COC discussed how Risk Reduction and STI screenings, felt that a broader perspective was needed and developed a survey. The survey was sent to providers in the Newark EMA listservs. Support Staff shared the results with the CPC. Ehiri asked the consultant for a FY 2020 Risk Reduction and Risk Reduction provided by a Medical Visit report by agency, population, and Integrated Health Plan data. This report found that some agencies reached 95% of risk reduction counseling while others had a lower percentage. This information can be shared with the committee if requested.
  - CHAMP can gather STI screening data, including syphilis, gonorrhea, chlamydia, etc.
- Committee Membership Update
  - After identifying available seats on the Comprehensive Planning Committee and as per McEniry's request, Support Staff sent an invitation with the number of available seats to the recipient agencies to help to increase Essex and Union Counties representation at the CPC. This invitation had the link to the CPC meetings.
  - Audria Russell, Union County provider, is interested in joining the committee. She was invited to participate in meetings and to submit a membership application.

## **9. New Business**

- Review Action Plan (IHP) add any tasks assigned to the CPC to the work calendar.
  - The CPC reviewed the Integrated Health Plan to add any assigned tasks to the CPC workplan calendar. Nothing was added. The Integrated Health Plan was introduced to the Planning Council in February and will be approved this month.
- Discuss and author draft of FY'2021 Committee Workplan/Calendar
  - The committee reviewed the workplan. Some items from March were postponed to April.
  - Postel reminded the committee that public input will be required for the FY 2022 core service waiver as it was for the FY 2021 Core Service Waiver Application. Therefore, she recommended to discuss the dates in which community input for the Core Service Waiver Discussion can be obtained. The input is required to happen through public hearings or a meeting specific for that item. This is required for the FY 2022 PSRA report.
  - Support Staff will provide a One-year presentation of CIA feedback in May.

- The committee expects to complete all reports by July 2021. The committee will finalize the Workplan at the next CPC meeting.

- PSRA feedback from other Committees

The committee wants to obtain input from other committee chairs to improve the Priority Setting and Resource Allocation Process. Support Staff was asked to send this question to all committees' chairs with the following:

- "What recommendation do you have for the improvement of the Priority Setting and Resource Allocation process?"
- A summary or chart of the Priority Setting and Resource Allocation process and the contributions from each committee as follows:
  - REC – oversees the Needs Assessment, Epidemiological Profile, and Funding Stream
  - COC – reviews Service Category Definitions
  - CIA – provides qualitative input for the Priority Setting and Resource Allocation based on their perspective which helps with the core service waiver application.
  - PC – makes funding priorities and allocations recommendations for the PC.
- Add a thank you note for the committee's contributions and input for their work in previous PSRAs and ask them to please provide feedback for next year PSRA.
- Remind committees of the changes of the FY 2021 PSRA due to COVID-19. This year's input can provide information on what happened during 2020, how to be more effective with the acquired technology, and the access to this technology for consumers.
- Support Staff will craft the message and send it to the committee for review and approval.

## 10. Announcements

- Kocot announced that the 2021 Medicaid eligibility guidelines were released recently. Support Staff will forward these guidelines to the committee. Kocot noted that the income eligibility went slightly up by 30 or 40 dollars. Applying online for Medicaid is the fastest way to apply though [www.familycare.org](http://www.familycare.org). A confirmation number is sent after applications are received. Paper applications are still available but take longer to process.
- Salcido mentioned that Zufall (all the 6 clinics in their network) held a COVID-19 vaccination clinic for People Living with HIV on March 5<sup>th</sup>. The vaccinations were offered/extended to PLWHA and PrEP clients. The second dose will be given at the beginning of April. There will be a second round until all clients are vaccinated. There were 50 Moderna vaccines that were given within 4 days to 30 people following the vaccination criteria set by the state.
- Lituma shared that Trinitas is doing the same in Elizabeth.
- On behalf of COC, the Newark EMA website has a HIV Care and Treatment news. If anyone has any news, please send them to Support Staff via email.

## 11. Next Meeting

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

## 12. Adjournment

Howell asked for a motion to adjourn the meeting. Adams-Jarrells motioned to adjourn. Kocot seconded. All members agreed. The meeting was adjourned at 10:53 AM.