

Planning Council

MEETING SUMMARY

Wednesday, January 19, 2022 from 1:31PM to 1:58 PM
 Video-Conference via Zoom: <https://zoom.us/j/94744802916>
 Teleconference: (929) 205 6099 / Meeting ID: 947 4480 2916#

Present	Excused Absences	Unexcused Absences
1. Janice Adams-Jarrells 2. Ketlen Alsbrook (Recipient) 3. Kendall Clark 4. Cynthia Cocagee 5. Cezar Dumago (Secretary) 6. Dr. Wanda Figueroa 7. Dr. Robert Johnson (Chair) 8. Thomas Johnson 9. Gloria Jones 10. Tamerla Lawrence 11. Joann McEniry (Vice-Chair) 12. Patricia Moore (Treasurer) 13. Dr. Walter Okoroanyanwu 14. Dr. Dominga Padilla 15. Warren Poole 16. Sharon Postel (Non-Voting)* 17. Providencia Rodriguez 18. Aliya Roman (Non-Voting)* 19. Calvin Toler	20. Dr. Ann Bagchi 21. James Carrington 22. Vieshia Morales 23. Rev. Donald Ransom 24. Ricardo Salcido	25. Jeremiah Cohen 26. Juanita Howell 27. Elizabeth Kocot 28. Debbie Morgan 29. Natalie Muhammad

Guests: Kelly Martins (EDGE NJ), Jackie Crespo (Team Management), Melody Kouyoblegui, Jason Kondrk (Gilead), Deven Alvarez (Team Management), Michelle Harvey (Team Management), Monique Springer (Team Management), Kaelin Conover, Stephanie Antoine (Newark DOH), Sarah Walker (Zufall), Delia King, Wayne Smith, Kathleen O'Brien (Merck), Janice Adams-Jarrells, Dr. Lucy Efobi

PC Support Staff: Tania Guaman; Unnati Guru

1. Welcome & Moment of Silence

Dr. Johnson welcomed all attendees and called the meeting to order at 1:32 PM. A moment of silence was observed for those affected, those who have passed, and those living with HIV/AIDS.

2. Roll Call

The Support Team conducted the roll call for this meeting. Quorum was established.

3. Public Testimony

There was no public testimony.

4. Approval of the Meeting Summary from November 17, 2021

At the previous meeting, the November 17th meeting summary was approved as distributed and posted on the NEMA website.

The December 15th meeting summary was sent electronically in advance for Planning Council review.

Motion: Dr. Johnson asked for a motion to approve the meeting summary as distributed. Poole motioned to approve. McEniry seconded. The vote passed unanimously.

5. Report from the Recipient

- The Recipient's Office is working to finalize the notices of award for the subrecipients that have been selected for FY 2022 funding. Letters are anticipated to be out before the end of the week.
- Allocations for the Ending the Epidemic grant are being finalized, with the hope to have award notices out by the end of next week.
- Based on the estimated award letter received by HRSA, in the amount of \$8,138,173 (6,986,329 in Formula funding and \$1,151,844 in MAI funding), the Recipient will be moving forward with the resolution letters to obtain approval in accepting the funds and inserting it into the budget. This will allow the negotiation and contracting process with subrecipients to begin, allowing full execution of contracts within 45 days of the start of the grant period.
- The Recipient will have the Ending the Epidemic site visit on February 9th. For this visit, the Recipient asked for support from the Planning Council to purchase \$50 gift cards to either Target, Walmart, or Family Dollar as incentive for consumer participation. The EHE Coordinator, War Talley will work with Warren Poole to identify approximately 15-30 consumers to participate.
 - o The purchase of gift cards would not impact the PC financially and will be covered by the Ending the Epidemic grant. This request is due to the arduous and complex procurement process which will not allow the Recipient's Office to obtain the gift cards in time for the site visit.

6. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales** – Guaman provided the December 9th COC report:
 - o The Medical Nutrition Therapy Service Standards was finalized by the committee and introduced to the Planning Council to begin the 30-day public review period.The next COC meeting will be held on February 10, 2022, at 10am via Zoom.
- **Comprehensive Planning Committee (CPC): Joann McEniry** – provided the December 10th CPC report.
 - o Planning for the 2022-2026 Integrated Prevention and Care Plan continued; Members reviewed preliminary goals for the 2022-2026 plan under each EHE pillar. Additional goals may be developed once clarification on the guidance is received regarding the required number of goals per pillar.
 - o The committee reviewed objectives from Essex County EHE and the 2017-2021 Integrated Health Plan for consideration and engaged in a lengthy discussion about objectives for the 2022-2026 plan. Preliminary objectives were identified for the Diagnose and Treat pillars.

The next CPC meeting will be held on Friday, February 11, 2022, at 9:30am via Zoom. The committee will continue work on goal and objective development for the Integrated Prevention and Care Plan and begin development of objectives. All are encouraged to attend.

- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.** – Guaman provided the December 20th report.
 - o The January REC meeting was rescheduled from January 10 to January 24 due to no member being available to run the meeting.

The next REC meeting will be held on Monday, January 24, 2022, at 10am via Zoom.

- **Community Involvement Activities (CIA): Warren Poole** – provided the December 15th report.
 - o The December meeting was celebrated as a Holiday Social, where consumers participated in a talent show. Participants received certificates, which were mailed out by the Support Team.
 - o Using the list of key stakeholders put together by the CIA members in the previous meetings, the agencies will be invited to the February and March CIA meetings, which will be hosted as community forums for consumers and providers to share their experiences in providing and/or receiving Ryan White Part A services to encourage community involvement
 - The Support Team drafted a letter addressed by Warren Poole to serve as an invite.

The next CIA meeting will be held on Wednesday, January 26, 2022, at 5PM via Zoom where the focus will be community involvement in the planning process of the Integrated Plan by reviewing documents drafted by the other committees, such as the goals and objectives from the CPC and the situational analysis by the COC.

Motion: Dr. Johnson asked for a motion to accept the Standing Committee Updates. Johnson motioned. McEniry seconded. The vote passed unanimously.

7. State & National Updates -

- **Report from the NJ Department of Health (NJDOH)** – Melody Kouyoblegui provided the following report:
 - o The Division of HIV, STD, and TB Services (DHSTS) opened Request for Application submission for the Notice of Availability of Funds for DHSTS Covid-19 Vaccination Supplement on Sage on January 7, 2022. More information can be found at the following links:
 - NOFA - <https://healthapps.state.nj.us/noticeofgrant/documents/DHST22COV.pdf>
 - RFA - https://healthapps.state.nj.us/noticeofgrant/documents/DHST22COV_rfa.pdf
 - NJDOH Grant Directory - <https://healthapps.state.nj.us/noticeofgrant/noticegrants.aspx#>

- **Report from the Governor’s Advisory Council (GAC)** – Dr. Johnson provided the following report:
 - o There are no updates at this time.

- **Report from the NJ HIV Planning Group (NJHPG)** – Guaman provided the following report:
 - o There have been continued conversations about the Ending the Epidemic Implementation Work Group. Interested parties should reach out to their Department of HIV, STD, and TB Services (DHSTS) contact.
 - o The DHSTS State Comprehensive HIV Services Grant, also known as ELIXIR, starts in July 2022, and award letters should be released soon.
 - o Ryan White Part B funding was announced to be released in the summer of 2022.
 - o NJHPG is hosting a Leadership Retreat, from Thursday, January 27, to Friday, January 28, to discuss the next phase of the New Jersey HIV Planning Group and how it will function going forward, as well as to discuss the Integrated Plan that is due for submission in December 2022.

The next NJ HIV Planning Group meeting will be held on Thursday, January 17th.

8. Planning Council Administrative Issues

- **Report from Executive Committee** – Dr. Johnson provided the following report:
 - The committee discussed the response to the HRSA site visit recommendations. Changes will be made to ensure the Planning Council reflects the population in the EMA.
 - Efforts are needed to decrease the average age for the members of the PC by recruiting young adults and adolescents.
 - Discussions will continue regarding the structure of the Planning Council and the way it functions as further consideration is needed.

- **Report from Treasurer** – Moore provided the following report.
 - Due to the addition to the original award, in the amount of \$8,729, for a total of \$254,492, the PC is within budgeted amounts.
 - Dr. Johnson posed a question regarding the impact that virtual Zoom meetings has on the budget, as opposed to in-person visits.
 - Moore advised, due to the expectation of continuing virtual meetings for FY 2021, no amount was allocated towards renting space for in-person meetings. Instead, the funds were used to cover overhead expenses that were deficient for this fiscal year.
 - If the meetings were to go back to in-person, there would be a major impact on the budget as it stands now, and possibly into the next year, due to the need for staff transportation and rental fees for a meeting space.

- **Report from Planning Council (PC) Support Staff** – Guaman and Guru reported the following:
 - The FY 2022 Calendar of Meetings has been finalized and will be sent out with new Zoom links by the end of the month.
 - At this time, meetings will continue to be held virtually via Zoom, and any changes will be communicated.
 - The Support Team has reached out and are waiting to hear back from Ryan White Part B, Ryan White Part D, and HOPWA regarding representatives to become a member of the Planning Council, as these are legislatively required seats.
 - The Support Team continues working on social media outreach to engage new members to meet the recruitment plan of at least six new members between the ages of 18-34, including some who identify as transgender. These groups are the priority populations that need to be represented on the Planning Council. Any potential candidates should be referred to the Support Team for more information.
 - Planning Council policy forms are still outstanding. A reminder email to those who have not yet completed the required forms will be sent out by the end of the month.
 - These policies can be filled out on the Planning Council website:
<https://www.nemaplanningcouncil.org/pc-forms-and-documents-1>

9. Old/New Business

- There is no old or new business to discuss currently.

10. Announcements

- The CIA Committee is hosting its next meeting on Wednesday, January 26 at 5PM via Zoom. Consumers and Agency staff are encouraged to join.

11. Next Meeting

The Planning Council meeting will meet on Wednesday, February 16, 2022, at 1:30pm via Zoom.

12. Adjournment

The meeting was adjourned at Dr. Johnson's decree at 1:58PM.