



Planning Council

MEETING SUMMARY

Wednesday, July 20, 2022, from 1:30PM to 2:05PM
 Video-Conference via Zoom: <https://zoom.us/j/83368597496>
 Teleconference: (929) 205 6099 / Meeting ID: 833 6859 7496#

Present	Excused Absences	Unexcused Absences
1. Ketlen Alsbrook (Recipient) 2. Dr. Ann Bagchi 3. Janice Adams-Jarrells 4. Cezar Dumago (Secretary) 5. Dr. Robert Johnson (Chair) 6. Joann McEniry (Vice-Chair) 7. Patricia Moore (Treasurer) 8. Natalie Muhammad 9. Aliya Roman (Non-Voting)* 10. Calvin Toler 11. Vieshia Morales 12. Sharon Postel (Non-Voting)* 13. Ka'leef Stanton-Morse 14. Derrick Wallace 15. Dr. Wanda Figueroa	16. Rev. Donald Ransom	17. James Carrington 18. Jeremiah Cohen 19. Elizabeth Kocot 20. Ricardo Salcido 21. Kendall Clark 22. Thomas Johnson 23. Dr. Dominga Padilla 24. Cynthia Cocagee 25. Gloria Jones 26. Debbie Morgan 27. Tamerla Lawrence 28. Dr. Walter Okoroanyanwu 29. Warren Poole 30. Providencia Rodriguez 31. Kourtney Puliam

Guests: None

PC Support Staff: Carla-Ann Alexander

- 1. Welcome & Moment of Silence**
 Dr. Johnson welcomed all attendees and called the meeting to order at 1:30PM. A moment of silence was observed for those affected, those who have passed, and those living with HIV/AIDS.
- 2. Roll Call**
 Dumago conducted the roll call for this meeting. Quorum was established later in the meeting.
- 3. Public Testimony**
 There were no public testimonies.

4. Approval of the Meeting Summary from June 15, 2022

The June 15th meeting summary was approved.

The June 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. The vote passed.

5. Report from the Recipient

- **Ketlen Alsbrook gave the report.**
 - Programs Submission Report was due Jul 26th includes the reflectiveness roster of the Planning Council membership and letter of concurrence for allocation planning.
 - Program Terms Report is due Aug 13th and includes final allocation plan and the list of recipients funded for FY23
 - Provider Kuro has rescinded the award for the remainder half of the year. Funds needs to be reallocated.

6. Standing Committee Updates

- **Continuum of Care (COC): Carla- Ann Alexander** – The COC met virtually on Thursday July 14, 2022, via Zoom.
 - The COC still working on Section 5 Situational Analysis.
 - The committee updated the following service standards: medical transportation, emergency financial assistance, mental health services and non-medical case management. The report was emailed for 30 days review period.

The next COC meeting will be held on August 11th, 2022, at 10am via Zoom.

- **Comprehensive Planning Committee (CPC): Joann McEniry** – The CPC met virtually on Friday July 8th, 2022.
 - The CPC is working on tasks for priority settings and resource allocation process to get the report to the Council on time. Much of this meeting focused on the Funding Stream Analysis. CPC prioritized MAI and Ryan White on the report and will work on the percentages to submit it in August.

The next CPC meeting will be held on August 12th, 2022.

- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.** – The REC met virtually on Monday July 18, 2022, via Zoom.
 - The committee has been working on the Needs Assessment and will be reviewing the Administrative Mechanism.

The next meet will be held Monday, August 15th, 2022, at 10 am via Zoom.

- **Community Involvement Activities (CIA)**– The CIA meeting scheduled for June 22, 2022, was cancelled. The next meeting was scheduled for July 27th via Zoom

Dr. Johnson called a motion to receive the reports from the four committees. The reports were approved.

7. State & National Updates –

- **Report from the NJ Department of Health (NJDOH) – Kaleef Morse**
 - Press release about monkeypox vaccination availability. Currently there is 3 sites in the state where the vaccine will be available: NJCRI in Newark, Hyacinth Foundation in Jersey City, VNA in Asbury Park.
 - Community based organization are focusing on high-risk individuals. Local health departments will serve the individuals who have direct exposure.

- **Report from the Governor’s Advisory Council (GAC)– Ann Bagchi**
 - The GAC met the week before of this meeting and discussed about monkeypox and the possibility of potentially increasing the number of vaccination sites.
 - Dr Johnson shared the good news about moving away from the need for pre-authorization for some of the HIV medications.

- **Report from the NJ HIV Planning Group (NJHPG) – Kaleef Morse**

There were no updates.

8. Planning Council Administrative Issues

- **Report from Executive Committee – Dr. Robert Johnson**
 - The committee went over recommendations for alterations to the Bylaws.
 - When the draft for Bylaws alterations is completed, it will be sent in to be approved by the mayor, then will be presented to the Planning Council for a vote.
 - It may be available for August meeting if not for September meeting. After approvals the next step will be the development and implementation.

- **Report from Treasurer – Patricia Moore**
 - Received notice of additional award in the amount \$149,227 for a total of \$279,227.
 - A meeting with United Way will be held to develop a budget for the remaining months of FY22-23
 - The Executive Committee will review and approve the budget at a special meeting as the budget is due by the end of July.
 - The budget will be presented to the Planning Council at the August meeting.

- **Report from Planning Council (PC) Support Staff – Carla-Ann Alexander**
 - There were no updates. Christine Sadler last day was July 15th. United Way is in the process of hiring a new Project Manager.

9. Old/New Business

- **Introduction of the 2022 Assessment of the Administrative Mechanism- Sharon Postel**
 - It is a Planning Council policy to have a 3-year cycle. Year 1 is a full assessment (survey to recipients and every agency who received funds), Year 2 and 3 just the recipients,

- The process is to prepare a survey tool and send it to the recipients for completion. Once complete the final report goes to Planning Council for review and recommendations. Then will be submitted to HRSA.
- Dumago informed that there's members that haven't attend meetings since March. Requested to support staff to follow up with the members who memberships are expired.

10. Announcements

- Joann McEniry shared that they submitted an abstract to HRSA for presentation at the Ryan White Conference and was accepted. The presentation will be Friday, August 26th from 12:30-1:30pm via Zoom.
- Ketlen Alsbrook mentioned that the Health Department will be hosting a monkeypox provider talk in partnership with Essex County Health Department. In addition to this provider talk, it will be a series of community talks scheduled to aware the community about the vaccination and eligibility.
- Derrick Wallace mentioned that Iris House will be having the second Annual Youth Summit August 11th at 1pm with educational workshops and testing. Wallace will forward this and other events information to Support Staff for distribution.

11. Next Meeting

The Planning Council meeting will meet on Wednesday, August 17, 2022, at 1:30 PM via Zoom.

12. Adjournment

The meeting was adjourned at Dr. Johnson's decree at 2:05PM.