



# Planning Council

## MEETING SUMMARY

**Wednesday, June 15, 2022 from 1:34PM to 2:03PM**  
 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. Cynthia Cocagee 4. Cezar Dumago (Secretary) 5. Dr. Robert Johnson (Chair) 6. Gloria Jones 7. Joann McEniry (Vice-Chair) 8. Patricia Moore (Treasurer) 9. Natalie Muhammad 10. Warren Poole 11. Providencia Rodriguez 12. Aliya Roman (Non-Voting)* 13. Calvin Toler 14. Dr. Wanda Figueroa 15. Vieshia Morales 16. Debbie Morgan 17. Dr. Walter Okoroanyanwu 18. Sharon Postel (Non-Voting)* 19. Tamerla Lawrence 20. Ka'leef Stanton-Morse 21. Kourtney Puliam	22. Janice Adams-Jarrells 23. Rev. Donald Ransom	24. James Carrington 25. Jeremiah Cohen 26. Elizabeth Kocot 27. Ricardo Salcido 28. Kendall Clark 29. Thomas Johnson 30. Dr. Dominga Padilla

**Guests:** None

**PC Support Staff:** Christine Sadler and Carla-Ann Alexander

**1. Welcome & Moment of Silence**

Dr. Johnson welcomed all attendees and called the meeting to order at 1:34PM. 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.

**3. Public Testimony**

There were no public testimonies.

**4. Approval of the Meeting Summary from May 18, 2022**

The May 18<sup>th</sup> meeting summary was approved.

The May 18<sup>th</sup> 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.**

- The Annual Progress Report for fiscal year 2021 was submitted on May 29, 2022.
- The final Expenditure Report was submitted on June 1, 2022.
- The unobligated balance for fiscal year 2021 is \$130,461 in Part A and \$29,933 in MAI for giving a total of \$160,394. These funds will likely be rolled into FY 2023 funding awards.
- For fiscal year 2022, all contracts have been adopted by the Council for the city of Newark and are currently in the execution phase.
- The paperwork for the City Clerk's office to have Kourtney Puliam and Ka'leef Morse as members of the Council has been completed. They are joining to serve and cover the Part B and D legislative slots.
- For fiscal year 2022's final award, due to COVID, HRSA waived the unobligated balanced penalty in 2020 for funds that were returned from different jurisdictions. In addition, there was about a 4% increase in federal appropriations for the Ryan White Program. As a result, there was an additional \$30 million in funding available for formula awards to be distributed to the recipients for FY22. The final award for fiscal year 2022 is \$12,526,012, which is an increase of \$369,498 compared to FY21.
- In response to the increased funding, we need to submit a revised HIV Care Continuum Table and Service Plan, and a letter of concurrence from the Council supporting our final allocations to HRSA by July 26, 2022.
- The recipient office is working on final allocations and ask the support staff to work on the letter of concurrence once received.
- The NEMA Core Service Waiver for FY22 has been approved. This gives the potential of increasing the amount of dollars that are going into support services for 2022.
- The recipient office is scheduling site visits for fiscal year 2022. This will begin in August of 2022 and will conclude in February of 2023.

## 6. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales**– The COC met virtually on Thursday June 9, 2022, via Zoom.
  - The COC reviewed Section 5 Situational Analysis.
  - The committee will be submitting the Medical Case Management Standards and the Outpatient/Ambulatory Health Services Standards for review.
  - Stephanie Antoine did a presentation on Quality Management.

The next COC meeting will be held on July 14, 2022, at 10am via Zoom.

- **Comprehensive Planning Committee (CPC): Joann McEniry** – Due to scheduling conflict, the next CPC meeting will now be held on Friday, June 17, 2022, at 9:30am via Zoom.
  - There was no update.

- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.** – The REC met virtually on Monday May 16, 2022, via Zoom.
  - The committee has been working on the Needs Assessment and will be reviewing the Administrative Mechanism.
  - The committee has been focusing on the Integrated Plan.
  - Support Staff has been helping with the Funding Stream Analysis Report.

The next meet will be held Monday, June 27, 2022, at 10 am via Zoom.

- **Community Involvement Activities (CIA): Warren Poole** – The CIA met virtually on May 25, 2022, via Zoom.
  - The committee is in the process of electing a vice chair and secretary.
  - The Support staff gave a presentation on Priority Settings and Resource Allocation. There was also an overview of the 16 Service Categories.
  - The recipient's office presented on the PSRA process using an overview of the FY 2022 Service Model. Aliya Roman reviewed Priority Settings ranking, which showed the percentage of funding each category receives based on recommendations. She also explained the Core Service waiver.
  - It is Long Term Survivors Month and National HIV Testing Day is June 27<sup>th</sup>.

The next CIA meeting will be held on June 22, 2022, at 5pm 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**
  - The Grantees Meeting is on June 30, 2022. Anyone who received state money to do HIV testing and counseling must register.
  - An RFA for Ryan White Part B Services will be coming out later this year.
- **Report from the Governor's Advisory Council (GAC)– Ann Bagchi**  
The GAC didn't meet, therefore, there are no updates.
- **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 Executive Committee had an extended meeting on June 15, 2022, via zoom.
  - The committee went over recommendations for alterations to the Bylaws. They want to compare these recommendations to the ones given from HRSA and then bring them to clients. This discussion is going to be continued in a special meeting.
  - 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.

- **Report from Treasurer – Patricia Moore**
  - All lines are within the budgeted amount. The only exception are utilities, which are gas, electric, and water.
  
- **Report from Planning Council (PC) Support Staff – Christine Sadler**
  - There were no updates.
  - United Way’s CEO James Horne last day will be June 30, 2022.

## 9. Old/New Business

- **Virtual Oath Ceremony:** Kourtney Puliam and Ka’leef Morse were sworn into the Planning Council and are now members.

## 10. Announcements

- Morales stated that NJCRI is holding its National HIV Testing Day June 24, 2022, at NJCRI’S parking lot from 10am-3pm.
- Dr. Walter Okoroanyanwu invited Planning Council members and individual institutions to participate in their call for Abstracts Submission for the state of New York. The event is scheduled for November 29<sup>th</sup>. The announcement was sent out by Christine. Dr. Okoroanyanwu is a member of the Abstract Review committee, therefore, anything submitted will be reviewed. This will be an opportunity for Planning Council members and institutions to scale their organizational brand with a global community that we participate in for the event. All references and contacts to submit abstract is stated in the announcement sent out.

## 11. Next Meeting

The Planning Council meeting will meet on Wednesday, July 20, 2022, at 1:30pm via Zoom.

## 12. Adjournment

The meeting was adjourned at Dr. Johnson’s decree at 2:03PM.