



Planning Council

MEETING AGENDA

Wednesday, March 15, 2023, at 1:31 PM to 2:41 PM

Video-Conference via Zoom: <https://us06web.zoom.us/j/83368597496>

Teleconference: (929) 205 6099 / Meeting ID: 833 6859 7496

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

Guests: Chevonne Cato, Ashley Bramble, Kelly Martins, Gemina

PC Support Staff: Carla-Ann Alexander and Roberto Benoit

1. Welcome & Moment of Silence

Dr. Johnson welcomed all attendees and called the meeting to order at 1:31PM. 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 January 18, 2023

The January 18th meeting summary was distributed electronically. The December 21st meeting summary was motioned and approved.

5. Report from the Recipient—Aliya Roman

- The Recipient’s Office is in the process of closing out FY22. Final expenditures are due today March 15th unless an extension was requested.

- Sub-recipient contract documents for FY23 Part A Program are being reviewed and uploaded to legislator.
- The recipient's office onboarded Quality Management Specialist Ashley Bramble and EHE Coordinator Liselle Lewis.
- The EHE Full Award was received. There was a 27.76% increase over FY22. The award for FY23 is \$2,555,761 compared to \$2,400,000 for FY22.
- The Recipient's office presented the linkage to care and ARV assessments to the CPC on March 10th. In both assessments, data entry and change of staff were reoccurring barriers. Interventions for ARV are now 99.06%. Linkage to care increased 2.58% from the 73.68% reported at the end of December 31, 2022. Therefore, we are ending FY22 with 76.26% linkage to care.
- The Recipient's office is working on the Ryan White Service Report (RSR). Darnel Henry has been providing technical assistance to sub-recipients via zoom.
- NEMA Planning Council's Oath Ceremony will take place on March 31, 2023, at 11AM. Original signatures are required for certificates. Support Staff will be sending emails to follow up with those who must be renewed.
- Fiscal is in the process of closing out FY22 contracts. At present, the EMA exhausted this award, 70% of MAI reward, 25% of the supplemental award.
- The Recipient's Office is registered for the NJ AIDS Walk this year.

6. Standing Committee Updates

- **Continuum of Care (COC)—Vieshia Morales gave the report.**
 - The COC last met on March 9, 2023.
 - The committee submitted the following service standards for approval:
 1. Health Insurance Premium and Cost-Sharing Assistance (HIPCA)
 2. Oral Health
 3. Foodbank/Home Delivered Meals
 4. Other Professional Services
 - The committee reviewed and submitted the following service standards:
 1. Medical Case Management
 2. Housing Services
 - The committee reviewed the 2022-2026 HIV Prevention and Care Plan along with the FY23 Priority Setting and Resource Allocation Report.

The next COC meeting will be held on Thursday April 13, 2023, at 10am via Zoom.
- **Comprehensive Planning Committee (CPC)—Ricardo Salcido gave the report:**
 - The CPC met virtually on Friday March 10, 2023.
 - The committee reviewed their membership roster and verified if all members were in good standing. They also reviewed the CPC's membership profile representation log to determine areas of need for FY23. Based upon the open spots under community representation and Part A representation, the committee discussed recruitment strategies and identified potential providers who represent Ryan White Service Providers and are not active members of the CPC.
 - Support Staff presented the CPC's Member Orientation with Parliamentary Procedures. The presentation addressed the Operating Policies and Procedures, Conflict of Interest Policy, expectations, roles, and responsibilities as members. The presentation also provided an overview of the PSRA process and the Ryan White Core Service model.

- The Conflict-of-Interest Policy and Disclosure Statement for FY23 and been updated and distributed.

The next CPC meeting is scheduled for Friday April 14, 2023, at 9:30AM via Zoom.

- **Research and Evaluation Committee (REC)—Dr. Ann Bagchi gave the report:**

- The REC last met on Monday, January 23, 2023, at 10 am via Zoom.
 - The committee discussed the 2023 Needs Assessment and are working on the methodology.
 - The committee conducted their annual orientation and discussed any needs for committee training.
- The next REC meeting will be held on Monday, March 20, 2023, at 10 am via Zoom.

- **Community Involvement Activities (CIA)—Support Staff gave an update:**

- The CIA met virtually on Wednesday February 22, 2022.
- The committee discussed nominations for co-chair.
- The committee finalized and approved their FY23 Workplan.
- Support Staff presented the CIA's Member Orientation with Parliamentary Procedures. Expectations, roles, and responsibilities as members were reviewed.
- The committee discussed recruitment strategies.
- An OPP was drafted for the CIA since they do not have one. Members reviewed the document and motioned/approved to be submitted to the Planning Council for review.

The next CIA meeting will be held on Wednesday March 22, 2023, at 5pm via Zoom.

Motion: Morales made a motion to approve the standing committee reports. Dumago seconded. There were no discussions or abstentions. All were in favor and the reports were approved.

7. State & National Updates –

- **Report from the NJ Department of Health (NJDOH)**
 - There were no updates given.
- **Report from the Governor's Advisory Council (GAC)—Dr. Ann Bagchi**
 - The GAC hasn't met since January 12, 2023.
- **Report from the NJ HIV Planning Group (NJHPG)**
 - The NJHPG's General Assembly is scheduled for April 20, 2023, from 1-4 PM in person.

8. Planning Council Administrative Issues

- **Report from Executive Committee—Joann McEniry**
 - The Executive Committee met on March 2nd and March 15th.
 - The committee reviewed the partial award at their March 2nd meeting.
- **Report from Treasurer—Patricia Moore**
 - The 22-23 budget was modified and approved to cover final expenses. All dollars were expended, so nothing will be returned to the recipient.
 - The 23-24 partial award was received in the amount of \$128,602 for a six-month period. This amount is a decrease from last year.
 - The Executive Committee reviewed and approved the 23-24 budget on March 2, 2023.

Motion: Moore made a motion to approve the FY23-24 partial budget. Morales seconded. There were no discussions or abstentions. All were in favor and the budget was approved.

- **Report from Planning Council (PC) Support Staff**

- NEMA Planning Council's Oath Ceremony will take place on March 31, 2023, at 11AM. Original signatures are required for certificates. Support Staff will be sending emails to follow up with those who must be renewed.

9. Old/New Business

- Updates on Bylaws
 - McEniry stated that the Planning Council voted on bylaw changes that included how Council positions are filled. Therefore, a Nomination Committee must be formed. Primary responsibilities include reviewing membership applications and presenting a slate of candidates to the Planning Council for a vote. This committee meets a few times a year, not monthly. McEniry is looking for volunteers to be a part of the Nomination Committee. This is a big initiative for NEMA, for this council never had a Nomination Committee. Individuals interested can contact McEniry or Support Staff for more information.
- Annual Planning Council Orientation
 - To start the new fiscal year off, Support Staff conducted the Planning Council's Orientation. This is an overview to ensure individuals have the information about the different roles and responsibilities of the NEMA Planning Council. The orientation included information about Ryan White, how the legislation began, what NEMA is along with its operations, the annual planning cycle, Robert's Rule of Order, and many more valuable information.
 - If anyone has any questions about the Planning Council, they can contact Support Staff.

10. Announcements

- McEniry announced that the AIDS Walk will be on Sunday May 7, 2023. We have two locations within NEMA that will be hosting a walk: Essex County and Morris County. Individuals can register at <https://www.njaidswalk.org/>
- Benoit reminded everyone that the NEMA Oath Ceremony will take place on Friday March 31, 2023, at 11AM via zoom. Support Staff will be sending an email reminder to new members and those renewing their membership.

11. Next Meeting

The Planning Council meeting will meet on Wednesday, April 19, 2023, at 1:30 PM via Zoom.

12. Adjournment

The meeting was adjourned at McEniry's decree at 2:41 PM.