



Planning Council

MEETING SUMMARY

Wednesday, May 17, 2023, at 1:30 PM to 2:02 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. Cezar Dumago (Secretary)	15. Warren Poole	16. Tamerla Lawrence
2. Thomas Johnson	16. Ricardo Salcido	17. James Carrington
3. Joann McEniry (Interim Chair)		18. Lynnette Abdulwaliyy
4. Patricia Moore (Treasurer)		19. Jeremiah Cohen
5. Vieshia Morales		20. Cynthia Cocagee
6. Janice Adams-Jarrells		21. Dr. Dominga Padilla
7. Dr. Ann Bagchi		22. Kourtney Puliam
8. Dr. Walter Okoroanyanwu		23. Gloria Jones
9. Aliya Roman (Recipient)*		
10. Dr. Wanda Figueroa		
11. Natalie Muhammad		
12. Sharon Postel (Non-Voting)		
13. Debbie Morgan		
14. Calvin Toler		

Guests: Ashley Bramble, Melody Kouyoblegui, Liselle Lewis, Jason Kondrk, Janessa Gray, Mike Valentin

PC Support Staff: Carla-Ann Alexander

1. Welcome & Moment of Silence

McEniry 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

The Support Staff 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 April 19, 2023

The April 19th meeting summary was distributed electronically. The meeting summary was motioned by Adams-Jarrells and Morales seconded. Support staff made requested corrections to the April 19th meeting summary. The meeting summary was approved.

5. Report from the Recipient—Aliya Roman

- The Recipient’s Office is closing out FY22.
- Monitors are working on four contract uploads for FY23.

- The EMA is working on the linkage to care needs assessment.
- The EIRC meeting for May has been rescheduled due to the Memorial Day holiday.
- Quality Management released the Needs Assessment on May 12, 2023, and its's due May 26, 2023, unless an extension was requested to Quality Management.
- Linkage to care assessments will be a remaining standing committee action for the rest of 2023. The recipient's office will assess barriers for clients that were not included in this year's Needs Assessment.
- The Recipient's Office is working with CHAMP on the MCM Care Plan to find out how it is captured. This research will be provided to sub-recipients for core and support guidance on how to do that data entry.
- CQM Specialist has completed the assessment of NEMA's testing capabilities, which includes the schedule of testing operations.
- The recipient is surveying the outpatient providers on who provides routine HIV testing, including the number of certified testers in the EMA.
- The recipient is collecting data on if programs have a status neutral framework. The recipient office will be providing a TA on setting up those types of design towards the later part of 2023.
- The next CQM Committee meeting is on June 28, 2023. The Committee did resume a bi-monthly schedule. Their first meeting was on April 26, 2023.
- The recipient's office will have a representative at the CIA meetings for feedback and support going forward.
- The Recipient office has resumed their meeting with The State Department of Health, as it relates to the EHE for Essex and Hudson County plan. Their meeting was scheduled for May 24, 2023.
- The Recipient is working on an implementation of cohort four and cohort five.
- The mayor's office will be working with the recipient's office on the PC's appointment chair and the renewal appointments that will aspire in June.

6. Standing Committee Updates

- **Continuum of Care (COC)—Vieshia Morales gave the report.**
 - The COC (Continuum of Care) last met on May 11th, 2023.
 - The committee reviewed and approved the Medical Transportation service standard. This has been presented to the Planning Council for a thirty-day review.
 - The committee is still holding off on approving the Outpatient Ambulatory service standard because support staff had some changes that had to be made.
 - The committee got a progress report from Postel on the IHAP and the changes that were made.

The next COC meeting will be held on Thursday June 8, 2023, at 10am via Zoom.

- **Comprehensive Planning Committee (CPC)—Alexander gave the report:**
 - The CPC last met on Friday May 12, 2023.
 - Support Staff presented the FY22 CIA consumer feedback presentation and the committee held discussions.
 - The committee also voted in a new member.
 - Sharon Postel gave an update on the FY23 needs assessment.

- The committee reviewed their final version of their Membership Recruitment Letter to give to providers within and non-white providers. The support staff will be developing a letter for the community members within each county.
- Postel reviewed the first Progress report that shows changes in the 2022-2026 IHAP.
- The committee discussed future PSRA presentations for the CPC and the CIA.
- The committee discussed the Core Service Waiver.

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

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

- The REC last met on Monday, May 15, 2023, at 10 am via Zoom.
- The Committee reviewed the Funding Streams Report. Alexander gave updates Benoit is working on.
- Postel gave an overview of the Prevention and Care monitoring status.
- The committee reviewed their calendar.
- The committee discussed the needs for the Epidemiological Profile on how to prepare the request from the Department of Health.
- The REC will be working on the Assessment of the Administrative Mechanism next month.

The next REC meeting will be held on Monday, June 26, 2023, at 10 am via Zoom.

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

- The CIA last met on Wednesday April 26, 2023.
- The committee discussed nominations for co-chair.
- The committee reviewed their OPP's.
- A State Farm representative joined the meeting to host a financial foundation workshop.

The next CIA meeting will be held on Wednesday May 24, 2023, at 5pm via Zoom.

- **Nominations Committee – Dr. Walter Okoroanyanwu, MD gave the updates.**

- The committee last met on May 4, 2023.
- The committee discussed the bylaws. The committee would like to develop a section that involves the management of memberships for Nominations Committee.
- The committee discussed vacancies that currently exist in the Planning Council.
- The committee discussed how many members they should constitute and if their meetings are open to the public.

The next NC meeting will be held on Wednesday June 14, 2023, at 6PM via Zoom.

7. State & National Updates –

- **Report from the NJ Department of Health (NJDOH)**

- There was report given.

- **Report from the Governor's Advisory Council (GAC)—Dr. Ann Bagchi**

- There was report given.

- **Report from the NJ HIV Planning Group (NJHPG) Support Staff gave a brief update.**

- The NJHPG's General Assembly is scheduled for July 20, 2023.
- The NJHPG is currently restructuring all their committees.

- One of their committees that they're trying to focus on is the Priority Settings and Resource Allocation Committee. The committee reached out to NEMA.
- Claudia Ortiz shared the CPC's work plan and how we do things in NEMA.
- Support Staff will continue to participate in the NJHPG future meetings.

8. Planning Council Administrative Issues

• Report from Executive Committee—Joann McEniry

- The Executive Committee met on May 17th.
- There were no major issues discussed.
- The committee discussed distributing some samples of operating policies and procedures from other jurisdictions and other EMA's that have a Nominations committee.
- The Nominations Committee is in the process of contacting the individuals they identified for the full slate, which are the secretary and the treasure positions. They are expected to be presented next month.
- Nominations Committee putting forward a slate, the committee can entertain candidates from the floor as well.

• Report from Treasurer—Patricia Moore

- As of April 30th, all lines are within the budget amounts. Currently, 28.5% of the six-month award has been spent.

• Report from Planning Council (PC) Support Staff

- Benoit couldn't be at the meeting due to traveling issues.
- As of April 27, 2023, the Ryan White Part A Manual has been updated and posted on HRSA's website.
- Support Staff has been working with Rutgers to do different cancer workshops requested by the CIA. The CIA will be having an Eating Healthy for Cancer Prevention Workshop on May 24th at 5 PM.

9. Old/New Business

- The 2022 Funding Stream Report is not complete yet. Support staff is awaiting data from the State.

Motion to table FSR: Morales made a motion and Adams-Jarrells second. All in favor, no oppositions, and no abstentions. The presentation was approved to be table for next month.

10. Announcements

- Adams-Jarrells announced that the Ryan White Conference will be held in August 2024. Adams-Jarrells said NEMA should try to get at least two representatives for next year's conference.
- Jason from Gilead announced that this year's AIDS Walk in Newark was a great turn out.

11. Next Meeting

The Planning Council meeting will meet on Wednesday, June 21, 2023, at 1:30 PM via Zoom.

12. Adjournment

The meeting was adjourned at McEniry's decree at 2:02 PM.