



Comprehensive Planning Committee

MEETING SUMMARY

Friday, March 10, 2023, from 9:34 AM to 11:17 AM
 Videoconference via Zoom: <https://zoom.us/j/83743175727>
 Teleconference: (929) 205-6099 / Meeting ID: 837 4317 5727

Present	Excused Absences	Unexcused Absences
1. Ricardo Salcido (Chair) 2. Joann McEniry (Non-Voting) 3. Janice Adams-Jarrells 4. Denise Brown 5. Aliya Roman (Non-Voting) 6. Vieshia Morales (Secretary) 7. Calvin Toler 8. Heidi Haiken (Standing in For Michelle Thompson) 9. Delia King 10. Claudia Ortiz 11. Allison Delcalzo-Berens	12. Al-Bayyinah Sloane	13. Sharon Postel (Non-Voting)

Guests: Liselle Lewis, Ashley Bramble, Anne-Rose Jacquet, Alexia Young
Support Staff: Carla-Ann Alexander and Roberto Benoit

- 1. Welcome and Moment of Silence**
 Salcido called the meeting to order at 9:34AM and welcomed all in attendance. A moment of silence was observed for all those living with, those who have passed from, and those affected by HIV/AIDS.
- 2. Roll Call**
 Morales conducted the roll call. Quorum was established.
- 3. Public Testimony**
 There were no public testimonies.
- 4. Approval of the Meeting Summary from January 13, 2023.**
 The meeting summary from January 13th was sent out electronically and was motioned to be approved by Morales and Toler seconded. There were no objections, one abstention from Ortiz, the motion was moved forward.
- 5. Standing Committee Updates**
 - Continuum of Care Committee (COC) – Viesha Morales provided the March 9th COC report:

- The committee reviewed and updated their FY23 work plan and discussed future committee presentations. The calendar was motioned and approved.
- The committee reviewed/approved service standards Medical Case Management and Housing.
- The committee reviewed NEMA's FY23 Priority Setting and Resource Allocation Report to identify which priority populations NEMA will focus on.
- The next COC meeting will be held on Thursday, April 13, 2023, at 10AM via Zoom.
- **Research and Evaluation Committee (REC) – No Updates**
 - The next REC meeting is Monday, March 20, 2023, at 10AM via Zoom.
- **Consumer Involvement Activities Committee (CIA) – No Updates**
 - The next CIA meeting will be held on Wednesday, March 22, 2023, at 5PM via Zoom.

6. Recipient Report – Aliya Roman

- Roman introduced Liselle Lewis, the Recipient Office's new EHE Coordinator and Ashley Bramble the new Quality Management Coordinator. They will be joining in during the full planning council meetings and will be attending committee meetings (REC, CPC, COC, and CIA (as requested)).
- Contract documents are in review for Ryan White Part A and EHE.
 - EHE's budget insertion and apply and accept process is still undergoing review with the city council and legislature.
- The Recipient's office is currently working on the RSR recipients report, the recipient's office has a due date of the 20th to return documents to Set recipients for changes. Many of the programs have met the March 6 deadline for status of review. Darnell Henry has been working with the set recipients to navigate through the RSR report.
- The recipients' office received the full EHE full award yesterday, 3/9/2023. Breakdowns of the award totals will be reported at the next CPC meeting.
- Releasing EHE vendor awards today and working on EHE bi-annual report and possibly looking at the APR early.
- Recipients' office gave an update on Linkage to Care and VLS data:
 - The EMA ended in FY 22 with 76% linkage to care (L2C) w/in 30 days, 84% in retention to care (REC), and 99% in ARV, and 88% in VLS. The IHAP goals are 95% for L2C, 95% for REC, 99% for ARV, and 95% for VLS. The IHAP will be a living document and clinical outcomes will be measured through performance monitoring, activities, and progress reports.
 - Towards the end of C81 (FY'21), ARV declined by 5.8% , landing at 92.7%. After further investigation, the recipients' office realized that this was a data-entry error due to expired data because of staff turnover and burnout. All sub-recipients took a dive and corrected their data resulting in an improved ARV at 99.05%
 - Linkage to Care (L2C) was assessed in early November for C87 (March 1st, 2022 – November 5th, 2022). Of the 122 clients Newly diagnosed, only 91 were linked to care within 30 days (74.6%) and 31 were not linked to care within 30 days (25.4%). A discussion was had with all subrecipients during the December EIRC meeting, where subrecipients received looked over data and provided updates on what happened, or what the barriers are with the clients.

- Many of those who were not linked to care were a result of clients that were previously diagnosed and new to care. Therefore, the L2C percentage rose from 75.6% to 75.9%. The '22-'26 IHAP goal remains at 95%

7. Old Business

There was no old business to discuss.

8. New Business

- Review Membership Roster – determine areas of need for FY' 23-24.
 - There have been a few changes to the membership roster.
 - Joann is no longer chair and will be participating as an alternate for Ryan White Part A Providers in Morris/Warren/and Sussex. This will adjust the quorum from 6 to 5 voting members. Currently the roster contains 9 voting members and 4 non-voting members, totaling 13 active members.
 - Committee Voted for a change of position, moving Joann from a voting member to an alternate position. Jarrells made a motion, Ortiz seconded the motion. No calls for discussion or abstentions. All were in favor.
- Discuss Membership Recruitment
 - Committee Discussed areas of concentration for recruiting potential members.
 - Essex County contains 3 community members, 3 Ryan White Providers, and 0 non-Ryan White providers.
 - There is 0 consumer representation in Union County, 3 consumer slots are available. 1 Ryan White Part A Providers, 3 extra slots remain. The 1 seat available for Non-Ryan White Providers needs to be filled as well.
 - Within Morris/Sussex/Warren 2 Consumer slots remain and 1 Ryan White Part A Providers
 - The committee went on to define current roster and affiliations (e.g., which Ryan White providers work for CBO's, FQHC's, Hospitals, etc.)
 - The committee then began drafting up Organizations within each County (FQHC, Hospitals, CBO's, etc.) to reach out to join the CPC. Letters will be sent out to these organizations to request their participation.
 - Jacquet expressed interest in joining CPC Membership to fulfill another slot within Union County.
- Committee Member Orientation with Parliamentary Procedures:
 - Operating Policies and Procedures (OPPs)
 - Conflict of Interest Policy and Disclosure Statement
 - Discuss expectations, roles, and responsibilities as members.
 - Provide an overview of the Priority Setting and Resource Allocation Process.
 - Review the Ryan White Part A Core Service Model and discuss needs for EMA.
 - Support Staff conducted the Comprehensive Planning Committee Member Orientation with Parliamentary Procedures– providing an overview of the Priority Setting and Resource Allocation Process (PSRA) and outlining roles, responsibilities, and expectations of committee members.
 - The committee reviewed the Conflict-of-Interest Policy and Disclosure Statement form. Support Staff will be sending forms to be signed by all members.

- - The committee reviewed the Ryan White Part A Core Service Model and discussed needs for EMA.

9. Announcements

- Ortiz mentioned that PROCEED will be celebrating Women's and Girl's HIV Awareness Day on March 23, 2023.
- Salcido mentioned that EDGE will be hosting several events in the month of March:
 - Trans Day of Visibility on March 20, at 5PM.
 - Cafe EDGE, an open Mic Night for the community, happening on March 26, 2023 at 1PM.
 - EDGE is also hosting a matinee on March 12 at 1PM.
- Salcido announced that He, a few committee members, and the recipient's office, were invited to go to Atlanta to aide in the Cluster Detection Unit. Currently the team is creating a group within new Jersey to serve as the response unit to locate and detect any hotspots that are festering in our neighboring areas. As a part of the program, 3 coaches have gotten involved to assist the team coordinate a network of care greater than what is currently at play in New Jersey!
 - Roman, the recipient office, mentioned that she would be coordinating with the state to receive the State's cluster detection response plan. Once received, she will notify the committee on findings of the plan and how the EMA can get involved.

10. Next Meeting

The next CPC meeting will be held on Friday April 14, 2023, at 9:30 AM via Zoom.

11. Adjournment

Morales made a motion to adjourn the meeting and Ortiz seconded. All were in favor of adjourning the meeting and there were no objections or abstentions. The meeting ended by Salcido's decree at 11:17 AM.