



**Planning Council  
MEETING SUMMARY**

**Wednesday, October 18, 2023, from 1:30 PM to 2:18 PM**

Video-Conference via Zoom: <https://us06web.zoom.us/j/87025952739>

Teleconference: (929) 205 6099 / Meeting ID: 870 2595 2739

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

**Guests:** Jason Kondrk (Gilead), Ashley Bramble, Liselle Lewis, Chevonne Cato

**PC Support Staff:** Roberto Benoit

**1. Welcome & Moment of Silence**

McEniry welcomed all attendees and called the meeting to order at 1:30 PM. A moment of silence was observed for those affected, those who have passed, and those living with HIV/AIDS.

**2. Roll Call**

Morgan 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 September 20, 2023**

The September 20th meeting summary was sent out electronically. Lawrence made a motion to approve the meeting summary and Jones seconded. The motion was properly moved and seconded. Jarrells requested a revision to be made to Agenda Item # 8, bullet 5, to read: **“For the Community Members”** rather than “For CIA” members. All were in favor, with no opposition for the amendment. Debbie Morgan (Secretary) and Calvin Toler (Treasurer) abstained. The meeting summary from September 20th was approved as amended.

## 5. Report from the Recipient—Aliya Roman

- The recipient's office reports that the EHE RFP was released, and all recipients will receive a notification email from EHE to confirm.
- Recipient's office also confirms the receipt of the FY'24 Ryan White Part A NCC and its delivery to HRSA.
- Roman (Recipient office rep) also cited 100% of all funded programs resubmitted applications for FY 24 and that all the 32 programs and vendors will remain the same.
- The Program Monitoring Staff reports that all legal reviews of documents were completed, and award letter emails were sent to all recipients. It is advised that everyone responds to email in a timely manner to ensure that all contracts can be executed to meet requirements with 45 days of the fiscal year.
- Roman stated, that The Planning Council will notify all committee members of the new date for the Oaths ceremony. Once a date has been established, Oath certificates will be available at the recipient office for all awardees to sign.

## 6. Standing Committee Updates

- **Continuum of Care (COC)—PC Support Staff, Roberto provided the report.**
  - The COC (Continuum of Care) last met on October 12, 2023.
  - During that meeting the COC reviewed and updated the food bank and home delivered meal service standards and will be submitted to the Planning Council for 30-day review.
  - The committee approved and voted for the Health Insurance Premium and Cost-sharing Assistance (HIPCA) for low-income individuals and Oral Health service standard.
  - The service standard was motioned for approval by Lawrence and seconded by Jerrells with no abstentions or oppositions; all were in favor the service standard was approved.
  - The next COC meeting will be held on Thursday, November 9, 2023, at 10 am via Zoom.
- **Comprehensive Planning Committee (CPC)— Salcido provided the report:**
  - The CPC last met on Friday, October 13, 2023.
  - During this meeting, Postel complete her review on Progress Report #3 Performance on the goals/objectives of the 2022-2026 Integrated Prevention and Care Plan.
  - Salcido also mentioned that the Recipient's office requested that the timeline for the work plan, (task calendar) be adjusted a month earlier to ensure that the priority settings and resource allocation will be on time next year.
  - The next CPC meeting is scheduled for Friday, November 17, 2023, at 9:30 AM via Zoom.
- **Research and Evaluation Committee (REC)— Bagchi**
  - The REC last met on Monday, October 16, 2023, at 10 am via Zoom.
  - During this meeting Bagchi reports that Postel gave a few presentations including the 2023 Administrative Mechanism, 2023 Needs Assessment and the Epi profile.
  - During that meeting the REC reviewed and approved the FY 23 Administrative Mechanism and will be submitting to the Planning Council for 30-day review.
  - The committee did decide that the FY 24 Needs Assessment topic will focus on the prevention of an increase of new cases of HIV/Aids in the community.

- Cezar mentioned that the committee also considers a Needs Assessment for undocumented individuals for linkage to care and barriers.
- The next REC meeting will be held on Monday, November 20, 2023, at 10 am via Zoom.
- **Community Involvement Activities (CIA)—Support Staff provided the update:**
  - The CIA last met on Wednesday, August 23, 2023. The September meeting was cancelled.
  - The next CIA meeting will be held on Wednesday, October 25, 2023, at 5 pm via Zoom. During this meeting, Rutgers will be giving a presentation on Prostate Cancer, “the effects and signs”. Flyers for this event will be sent out for advertising.
- **Nominations Committee – Dr. Walter Okoroanyanwu provided the updates.**
  - Okoroanyanwu reports no updates from the committee currently and that the members are waiting for a finalized schedule for the Oath ceremony.
  - The next NC meeting will be held on Wednesday, November 08, 2023, at 10 am via Zoom.

## 7. State & National Updates

- **Report from the NJ Department of Health (NJDOH) – Gabrielle Ferrigno**
  - During the meeting Ferrigno stated that NJDOH are awaiting a response from federal funders to what the future of both Federal Prevention and EHE grants will look like on the CDC side. Ferrigno informed the committee that funding right now for both grants are on hold.
  - If anyone is interested in learning more about future funding opportunities, feel free to contact Ferrigno at [gabrielle.ferrigno@doh.nj.gov](mailto:gabrielle.ferrigno@doh.nj.gov).
  - Ferrigno also noted that NJDOH will be reviewing any possible training opportunities believed to be beneficial to the committee, as many of the members of NEMA are service providers. Ferrigno, states that if any the committee members hear of any opportunities for trainings, Ferrigno advises members to inform NJDOH for possible state funding.
  - Ferrigno also mentioned that the next HIV annual coordinators meeting will be held on Tuesday, December 12, 2023
- **Report from the Governor’s Advisory Council (GAC)—Dr. Ann Bagchi**
  - No new updates to report.
- **Report from the NJ HIV Planning Group (NJHPG) Support Staff**
  - No new updates to report.
  - The next NJHPG General Assembly will be on November 15, 2023.

## 8. Planning Council Administrative Issues

- **Report from Executive Committee—Joann McEniry**
  - The Executive Committee held a meeting, prior to the PC meeting at 1:00PM.
  - Roman reported that the EHE RFP roll out was completed and the proposal will be resent via email. Roman also mentioned that the request that electric signatures be used to sign Oath certificates are still awaiting approval.

- PC discussed providing Dr. Okoroanyanwu with a letter of support, highlighting his role with committee and time serviced to aide in the induction into the National leadership council training program sponsored by American Academy of Healthcare.
- **Report from Treasurer—Calvin Toler**
  - Toler reports that on September 22, the FY 23 contract budget and documents were submitted to the Ryan White Unit for review. The amount requested totals are the same as last year for RFP.
  - Toler also reports that on October 6, 2023, the FY 24 NCC documents were submitted to the Ryan White Unit for review.
  - The September expense report was review, 40 percent of the budget was spent and is on schedule for the remainder of the FY 24
- **Report from Planning Council (PC) Support Staff**
  - There were no updates reported.

## **9. Old/New Business**

### **10. Announcements**

- Kondrk, a treatment specialist at Gilead, mentioned that Gilead will support any world AIDS Day or testing events. If anyone's interested, please contact Jason at [Jason.kondrk@gilead.com](mailto:Jason.kondrk@gilead.com), 732-533-4900.

### **11. Next Meeting**

The next Planning Council meeting will be held on Wednesday, November 15, 2023, at 1:30 PM via Zoom.

### **12. Adjournment**

Adams-Jarrells made a motion to adjourn the meeting, Salcido seconded. There were no objections or oppositions. All were in favor. The meeting was adjourned at 2:18PM.