



**Planning Council
MEETING SUMMARY**

Wednesday, December 20, 2023, from 1:31 PM to 2:00 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) Dr. Ann Bagchi 3) Sharon Postel (Non-Voting) 4) Aliya Roman (Recipient)* 5) Ricardo Salcido 6) Calvin Toler (Treasurer) 7) Dr. Walter Okoroanyanwu 8) Debbie Morgan (Secretary) 9) Vieshia Morales 10) Cezar Dumago 11) Warren Poole	12) Cezar Dumago 13) Janice Adams-Jarrells 14) Dr. Wanda Figueroa 15) Thomas Johnson	16) Lynnette Abdulwaliyy 17) James Carrington 18) Cynthia Cocagee 19) Patricia Moore 20) Dr. Dominga Padilla 21) Kourtney Puliam 22) Gloria Jones 23) Natalie Muhammad

Guests: Jason Kondrk (Gilead)

PC Support Staff: Roberto Benoit, Lashon Gray

1. Welcome & Moment of Silence

McEniry welcomed all attendees and called the meeting to order at 1:31 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 November 15, 2023

The November 15th meeting summary was sent out electronically. Morales made a motion to approve the meeting summary and Poole seconded. The motion was properly moved and seconded. Okoronyanwu abstained. All were in favor, with no opposition for the amendment. The meeting summary from November 15th was approved as amended.

5. Report from the Recipient—Aliya Roman provided the report

- The recipient's office confirms that award letters for Part A program FY 24 will be released by December 31, 2023, and are in fiscal review.
- The recipient's office also reports that the budget insertion for FY 24 is complete and is currently uploading the Apply and Accept into the city's contracting system to make way for FY 24.
- Roman (Recipient office rep) confirmed that 17 programmatic site visits along with two fiscal compliance audits were completed. Any remaining fiscal and programmatic site visits for Part A and EHE are scheduled through February 2024.
- During the EIRC's meeting on December 18, 2023, the committee discussed the linkage to care barriers for 14 clients that were not linked to care September through November. Roman explained that there was a significant decrease in the number of clients not linked to care when compared to 48 clients reported in FY 22 and 78 clients not linked to the needs assessment in FY 21.
- Roman also added that FY 23 data collected on the barriers to linkage to care will be collected and comprised into a document to compare prior data collected.
- Roman mentioned that the program monitoring staff will support the programs by identifying the barriers for viral suppression and barriers for retention.
- EIRC's received the guidance to look at Newark as the epicenter. The sub recipient's programs will have to submit the data summary sheets which will then be used by program monitors during the QM meeting. The results of the data will be shared with the planning council once it's been compiled.
- The recipient's office also reports that the EHE RFP was released, and the proposals are due to the Ryan White unit by January 11, 2024.
- The amendment includes supporting EMA with EHE funding to help non VLS Essex county families with temporary housing, bed nights for shelters and transitional housing for women, children, and families.
- The recipient's office also reports the expansion of the number of community health workers used to help support linkage to care and re-engagement issues.
- Roman reports that IHAP's performance data and deliverables were completed and assessed at the CPC meeting on November 17, 2023, and the CQ meeting on November 29, 2023. The next IHAP CPC assessment completion is scheduled for January 12, 2024, and the IHAP CQ assessment completion is scheduled for is January 24, 2024.
- The recipient's office, EHE specialist, Liselle Lewis, will continue to attend the Consumer Involvement Activities meetings though FY25. Lewis will assist consumers with any possible questions about the system of care.
- The CPC committee voted to collaborate with a consultant and the Cluster Detection Response team to design template for the CDR workplan.
- Lastly, the PCN 2102 "HAB You Heard" informative sub recipient meeting, emphasized the need to follow the program's design for the certification and recertifications of clients.

6. Standing Committee Updates

• Continuum of Care (COC)—Vieshia Morales provided the report

- The COC (Continuum of Care) last met on December 14, 2023, at 9:30am.
- COC members reviewed the latest HRSA Policy Clarification Notices 21-02.
- Morales reported that committee members discussed and authored the draft for the FY' 2024 Workplan calendar.

- The committee reviewed the Universal Service Standards during their December meeting and will be submitting those service standards for 30-day review.
 - Postel mentioned that two COC Service standards are up for vote in today's Planning Council meeting: the Other Professional Services and Psychosocial Support Services standards.
 - McEniry called for a motion to accept the Other Professional Service Standard and Psychosocial Service Standards.
 - The motion was moved for approval by Poole and seconded by Adams-Jerrells with no abstentions or oppositions; all were in favor! The service standards were successfully approved.
 - The next COC meeting will be held on Thursday, January 11, 2024, at 10AM via Zoom.
- **Comprehensive Planning Committee (CPC)— Salcido provided the report:**
 - The CPC last met on Friday, December 17, 2023.
 - During this meeting, committee members discussed the Cluster Detection Response Team
 - Discussed and authored the draft of FY' 2024 Workplan calendar and will finalize draft the next meeting January 12, 2024.
 - The next CPC meeting will be held on Friday January 12, 2023, at 9:30am via Zoom.
 - **Research and Evaluation Committee (REC)— Bagchi provided the report**
 - The REC last met on Monday, December 18, 2023, at 10 am via Zoom.
 - During this meeting, Bagchi reports that the committee discussed the FY 24 Needs Assessment topic which focuses on newly diagnosed with HIV and focusing on the needs of undocumented individuals in the community.
 - The committee also updated the FY 24 calendar and reviewed the integrated plan.
 - The next REC meeting will be held on Monday, January 15, 2024, at 10 am via Zoom.
 - **Community Involvement Activities (CIA)—Support Staff provided the update:**
 - The CIA last met on Wednesday, November 15, 2023, at 10am via Zoom.
 - During this meeting, Postel gave a presentation on FY 23 needs assessment.
 - The next CIA meeting will be held on Wednesday, December 20, 2023, at 5 pm via Zoom.
 - **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, December 13, 2023, at 10 am via Zoom.

7. State & National Updates

- **Report from the NJ Department of Health (NJDOH) – Gabrielle Ferrigno**
 - During this meeting, NJDOH representative, Gabrielle Ferrigno, reports a gap in CDC funding. Ferrigno explained that the federal prevention grant, along with the EHE grant will be combined in the summer of 2024.
 - Ferrigno mentioned that the CDC grant will end this year and is currently reviewing grant applications for the FY24.
 - Ferrigno mentioned, The Federal Prevention Grant received from the CDC will end in December 2023, so extensions and additional funding for agencies will be provided from January to the end of May of FY24.

- The Department of Health has been collecting information on World AIDS day from other agencies and highly encourages all agencies funded by DHSTS to share event information with their PMO and invite them to attend events held by their agencies.
 - CDC announced that there will be an early grant application opening for FY24. DHSTS will be applying for this grant. The grant will be replacing both federal prevention and EHE grants. Once DHSTS has applied and received the award the funds will be RFA to agencies in that year in the spring.
 - Committee members can reach out to Gabrielle Ferrigno (gabrielle.ferrigno@doh.nj.gov) if they have any additional questions or concerns.
- **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 Roberto Benoit**
 - The NJHIV Planning Group last met on Wednesday, October 19, 2023, at 10am via Zoom.
 - Benoit (support staff) reports that the committee has not met since and there were no updates to report.
 - The next NJHPG General Assembly will be on January 18, 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.
 - During that meeting McEniry reported the robust discussion on policies verification of HIV status and what that looks like for EMA patients.
 - The next Planning Council meeting will be held on January 17, 2024, at 1:30 pm via zoom.
- **Report from Treasurer—Calvin Toler**
 - Toler presented the treasury report, noting that expenditures for the month of November shows a total of \$37,331.86. and a remaining balance available of \$63,703.19.
- **Report from Planning Council (PC) Support Staff**
 - There were no updates reported.

9. Old/New Business

10. Announcements

- Salcido mentioned, Edge will be hosting a Holiday dinner and toy give away for all edge members on December 20, 2023.
- Vieshia Morales announced that NJCRI will be hosting a holiday gathering at 1pm on December 24, 2023, at 45 Commerce Street, Newark NJ.

Next Meeting

The next Planning Council meeting will be held on Wednesday, January 17, 2023, at 1:30 PM via Zoom.

11. Adjournment

Morales made a motion to adjourn the meeting, Poole seconded. There were no objections or oppositions. All were in favor. The meeting was adjourned at 2:00PM.