



**Planning Council
MEETING SUMMARY**

Wednesday, November 15, 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) Gloria Jones 5) Sharon Postel (Non-Voting) 6) Aliya Roman (Recipient)* 7) Ricardo Salcido 8) Calvin Toler (Treasurer) 9) Dr. Walter Okoroanyanwu 10) Debbie Morgan (Secretary) 11) Vieshia Morales 12) Natalie Muhammad 13) Warren Poole	14) Cezar Dumago	15) Lynnette Abdulwaliyy 16) James Carrington 17) Cynthia Cocagee 18) Patricia Moore 19) Dr. Dominga Padilla 20) Kourtney Puliam 21) Dr. Wanda Figueroa 22) Thomas Johnson

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

PC Support Staff: Roberto Benoit, Lashon Gray

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 November 15, 2023

The November 15th meeting summary was sent out electronically. Poole made a motion to approve the meeting summary and Morgan seconded. The motion was properly moved and seconded. Postel requested a revision to be made to the summary session, at the top of page 3, under research elevation. The revision should state that the committee members have not decided on a needs assessment topic for the FY24 prevention, further discussions are needed. All were in favor, with no

opposition for the amendment. Vieshia Morales abstained. The meeting summary from September 20th was approved as amended.

5. Report from the Recipient—Aliya Roman

- The recipient's office confirms the receipt of the FY'24 Ryan White Part A NCC, and reports that funding recommendations were completed and being reviewed.
- The Program Monitoring Staff reports that all legal reviews of documents were completed, and award letter emails were sent to all recipients. It was advised that everyone responds to award letter email in a timeless manner to ensure that all contracts can be executed to meet requirements within 45 days of the fiscal year.
- Roman (Recipient office rep) emphasized the importance of the completion of the required performance narrative section of the Ryan White Part A NCC, stating recipients will use this section to submit all renewal of funding documentation. This information will be used to capture the performance of the program, and the measured results will be compared to FY22 to help identify areas of improvement, and areas in which a program may need support. These results will also assist with the reshaping of FY24.
- The recipient's office also reports that the EHE RFP was released and are currently reviewing the possibility of 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 county health workers used to help support linkage to care and re-engagement issues.
- Roman (Recipient office rep) mentioned that a cluster detective response plan and team was formed and will now join the EHE collaborative. In addition, a survey was created and sent to the EMA to see how many sub recipient's programs would be interested in supporting the Newark health department, in response to any reports of new HIV/AIDS clusters.
- Roman cited that the Newark health department has a communicable disease response plan that the recipient's office will use to create an addendum to address deliverables to responses. Results will be captured using a document to track results. Also mentioned, the recipient's office has now partnered with the AATC and hopes to have an opportunity to present the finished results of the cluster detective response plan at the next AATC forum.
- Lastly, amendments to the Priority Setting and Allocation Report in the FY22 and FY23 columns of the prior year fundings were corrected, and revised copies will be emailed to all planning council committee members.

6. Standing Committee Updates

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

- The COC (Continuum of Care) last met on November 9, 2023.
- During that meeting the Planning Council approved and voted for a 30-day review and update of the Other Professional Services and Psychosocial Support Services standards.
- The committee approved the Foodbank/Home Delivered Meals Service Standards and is submitting them for a 30-day review.
- The service standard was motioned for approval by Warren and seconded by Jerrells with no abstentions or oppositions; all were in favor of the service standard were approved.

The next COC meeting will be held on Thursday, December 14, 2023, at 10AM via Zoom.

- **Comprehensive Planning Committee (CPC)— Salcido provided the report:**
 - The CPC last met on Friday, October 13, 2023.
 - During this meeting, Postel completed 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 provided the report**
 - The REC last met on Monday, October 16, 2023, at 10 am via Zoom.
 - During this meeting, Bagchi reports that the committee mentioned that the FY 24 Needs Assessment topic has not been decided on, but members, wanted to explore a possible topic that would focus on the prevention of an increase of new cases of HIV/Aids in the community.
 - The committee approved the FY 23 Assessment of Administrative Mechanism.
 - The FY 23 Assessment of Administrative Mechanism was motioned for approval by Tammy and seconded by Toler with no abstentions or oppositions; all were in favor of the Assessment of Administrative Mechanism were approved.
 - 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, October 25, 2023, at 10am via Zoom.
 - During this meeting, the committee received a presentation on Prostate Cancer, "The effects and signs", from Ryan Moulton, cancer specialist at Rutgers Cancer Institute of NJ.
 - The next CIA meeting will be held on Wednesday, November 15, 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) – Support Staff Roberto Benoit**
 - NJDOH representative, Gabrielle Ferrigno, was unable to make today's meeting but notified the NEMA Support staff of updates prior to the meeting.
 - Support staff Roberto Benoit stated that NJDOH is currently in the process of reviewing grant applications for the FY24 Opioid Expansion grant and final application scores are due on November 15, 2023, for reviews and final decisions of awards.
 - 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.
 - During this meeting, Benoit (support staff) reports that the committee revised by-laws for leave of absence and also welcomed Dr. Sejal Hathi, who is now the new deputy commissioner for Public Health Services.
 - In that meeting Dr. Hathi announced future plans for possible collaborations with NJHPG.
 - 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 is 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**
 - The October expense report was reviewed, Toler presented the treasury report, noting that their budget for the year is \$257,000, and their expenditures from January to October amount to \$156,000, leaving a balance of \$101,000 for the remainder of the fiscal year.
 - Further report details are posted.
- **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, 732-533-4900.
- Any organizations hosting World AIDS Day events should send the information to NEMA Support Staff no later than Monday, November 20, 2023, for distribution.
- Toler reported Hyacinth is giving away home test kits. Muhammad confirmed, letting the committee know that they can reach out to Dr. Joseph, Sedat, or contact her directly for home test kits.
- Talley also included a resource to find home test kits. EndhivNJ.org hosts a list of all agencies that have home test kits available.

- Talley reported that, NJ AETC ETE campaign has two campaigns for at home HIV Test Kits. Phase two recently launched. The promotional and educational Campaign has reached people in Essex, Passaic, and Union County. The advertisements can be seen on bus, rail, and light rail stations. Translations are in English, Spanish, and Haitian creole.
- Talley notified the committee that he is in the process of planning an EHE Conference. It is a collaborative venture, in partnership with DHTS, Ryan White, and Hudson TGA. More information to come in the future.
- Poole mentioned that he was approached by a pharmaceutical rep from Gilead to see if he would be interested in a dinner and presentation. Poole has been invited and is extending the invitation to the rest of the CIA committee. More information to come soon.
- NJCRI is hosting its annual Holiday Harvest on November 16. From 12PM – 3PM. Thanksgiving dinner happening at NJCRI 930 AM - 1130 PM.
- NJCRI is hosting a World AIDS Day event happening at Ruth Giddensburg center on December 1, 2023 from 11:30 to 3:00PM.

11. Next Meeting

The next Planning Council meeting will be held on Wednesday, December 20, 2023, at 1:30 PM via Zoom.

12. Adjournment

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