

**Comprehensive Planning Committee  
MEETING SUMMARY**

**Friday, October 13, 2023, from 9:30 AM to 9:53 AM**  
 Videoconference via Zoom: <https://us06web.zoom.us/j/85035019580>  
 Teleconference: (929) 205-6099 / Meeting ID: 850 3501 9580

Present	Excused Absences	Unexcused Absences
1. Ricardo Salcido (Chair) 2. Viesha Morales (Secretary) 3. Janice Adams-Jarrells 4. Calvin Toler  5. Delia King 6. Heather Harris 7. Claudia Ortiz 8. Sharon Postel (Non-Voting) 9. Aliya Roman (Non-Voting)  10. Michelle Thompson (Non-Voting) 11. Joann McEniry (Non-Voting)		12. Denise Brown  13. Allison Delcalzo-Berens 14. Al-Bayyinah Sloane

**Guests:** Wayne Smith, Chevonne Cato, Liselle Lewis, Ashley Bramble  
**Support Staff:** Roberto Benoit

- 1. Welcome and Moment of Silence**  
 Salcido called the meeting to order at 9:30 AM 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 September 8th, 2023.**  
 The meeting summary from September 8<sup>th</sup> was sent out electronically and was motioned to be approved by the committee. Morales made a motion to accept the September 8<sup>th</sup> meeting summary as is, King seconded the motion. The motion was advanced. All were in favor, no objections, Adams-Jarrells and Ortiz abstained. The September 8<sup>th</sup> meeting summary was successfully passed.
- 5. Standing Committee Updates**

- **Continuum of Care Committee (COC) – Viesha Morales provided the report.**
  - The committee continued monitoring the 2022-20226 Integrated HIV Prevention and Care Plan
  - Reviewed and approved the Foodbank/ Home Delivered Meals Service Standard
  - The committee tabled the Other Professional Service Standard until the following meeting to allow for professional insight from Community Health Law Project and Legal Services of New Jersey.
  - The next COC meeting will be held on Friday, November 9, 2023, at 10AM via Zoom.
- **Research and Evaluation Committee (REC) – Support Staff provided the update.**
  - The committee last met on Monday, September 18, 2023, at 10 AM via Zoom.
  - During this meeting the committee was slated to review the FY 23 Administrative Mechanism, FY 23 Needs Assessment, and were supposed to review their calendar and workplan. But due to an emergency the presentations were tabled until the following month.
  - The next REC meeting will be held on Monday, October 16, 2023, at 10AM via Zoom.
- **Consumer Involvement Activities Committee (CIA) – Support Staff provided the update.**
  - The committee last met on August 23, 2023.
  - The September meeting cancelled.
  - The next CIA meeting will be held on Wednesday, October 25, 2023, at 5 PM via Zoom.
- **Nominations committee (NC) – Support Staff provided the update.**
  - The committee last met on August 9
  - During the meeting the committee gave updates on two new executive members of the PC; Calvin Toler (Treasurer) and Debbie Morgan (Secretary)
  - The September and October meetings were canceled due to the completion of all urgent tasks.
  - The next NC meeting will be held on Wednesday, November 8, 2023, at 6PM via Zoom.

## 6. Recipient Report – Aliya Roman

- The recipient's office recently announced the request for FY 24 RFP's for NEMA's EHE. The notice will go out on Tuesday, Wednesday, and Thursday of next week. All programs will receive an email of the RFP and associated zip files.
- The recipient's office has received FY 24 NCC applications from all the current service providers. Therefore, the RWU will continue to have 32 service providers for FY24.  
The recipient's office also updated the committee on membership renewals and the oath ceremony. The City of Newark requested that some applications slated for renewal be reassessed to see if they are going to have interest in attending committee meetings. Support Staff will be updating the list and contacting candidates to confirm their interest in being on the council. The Council will be updated once a future date has been established.

## 7. Old Business

There was no old business to discuss.

## 8. New Business

- Review of Progress Report Performance on the goals/objectives of the 2022-2026 Integrated Prevention and Care Plan.

- Postel gave a few updates regarding the 22-26 Integrated Plan:
  - Postel let the committee know that the most recent update, Progress Report #3, was reviewed at the last meeting. The next in-depth update will be conducted at the next meeting.
  - Postel briefly updated the committee on her attendance of the HRSA & CDC meeting regarding the evaluation of the 2022-2026 Integrated Plan, held on October 3.
  - Postel mentioned that during this meeting the PC received very good marks regarding the plan. Postel presented results and updates on the progress reports. HRSA and CDC officials were very pleased with results but still mentioned that there were a couple of things that have to be done.
  - Firstly, the committee must do an annual update of the Integrated Plan. This will be taking place next year, 2024. Postel is currently unsure of what the scope will be; further discussions within the CPC will determine what the scope will be.
  - Secondly, CDC & HRSA requested that the committee receives more input from consumers, specifically to priority populations. This will also be a focus in 2024.
  - Postel also mentioned the need for the committee to change the timeframe of reports and their deliverables. Specifically, the Epi Profile and the Needs Assessment. At least, the interim report must be completed by May for input into the June Priority Setting and Resource Allocation report.
  - In the past the report has been extended until July/August and latest September, but moving forward, the committee will be preparing an Epi Profile with whatever data is available from the state as of March 2024. It may not be the most comprehensive update, but that is the way the committee must operate moving forward.
  - According to the Ryan White statute for Planning Councils, Step One is doing an Epidemiological Profile; Identifying the demographics of the Epidemic and understanding the needs of the PLWHA is step two; and then step three is priority setting and resource allocation. Postel suggests that the committee go back to this format. Therefore, that will be the aim of the committee moving forward into the new year.
  - McEniry reinforced the need for the committee to have a tighter deadline for reports in the upcoming fiscal year and requested expected deadlines from Postel.
  - Postel mentioned that the PSRA report should be reviewed by the planning council in July because this year we have a full grant application in FY 2025.
  - Roman from the Recipient's office reinforced this point by stating that the Ryan White Unit will be moving up their timelines as well. Though HRSA is also requesting a swifter timeline, the Recipient's office needs a quicker turnaround to account for RFP applications to sub-recipients and quicker contract disbursement.
  - McEniry began reviewing the updated timeline:
    - The June CPC meeting is scheduled for June 9. Therefore, if the CPC planned on finishing the PSRA report on June 9, it can go to Planning Council for 30 days submission on June 21 and still be voted on by

the July meeting, which would be July 19. McEniry recommended that PC Support Staff work with the committee chair to look at the committee calendar and finalize the dates for FY24.

- The recipient's office agreed with this plan, letting the committee know this is perfect for their timeline. Being that after the PSRA process, the committee and recipient's office must then identify if we need a core service waiver or not, and then those requests go to the State. This time frame will aid in submitting the documents in a timely fashion.
- Postel additionally mentioned that in the past, the Epi Profile data would require the committee to wait for data to be submitted after June, July, or August. Now, being that the committee has a shorter timeline, they must go with what's available in March so the Epi Profile can be completed by April, May the latest.
- Postel also mentioned the needs assessment would require some results to input into the PSRA report, therefore that timeline must be pushed up. An Interim report should be completed by May.
- The scope of the FY 24 Needs Assessment would have to be reduced to account for the committee's updated timeline.
  - PC Support Staff will be working with the committee chair to further discuss this and develop a draft calendar for FY 24 to be presented to the committee.
- reviewed Progress Report #3 of the 2022-2026 Integrated Prevention and Care Plan with the committee.

## **9. Announcements**

- McEniry informed the committee that EDGE NJ has relocated from their Denville location. They have also dissolved partnerships with CAN Community Health. If information is needed about the change of location, please reach out to McEniry.

## **10. Next Meeting**

The next CPC meeting will be held on Friday, November 17, 2023, at 9:30 AM via Zoom.

## **11. Adjournment**

Morales made a motion to adjourn the meeting, Ortiz seconded the motion. All were in favor, no objections, no abstention, The meeting was adjourned at 9:53 AM.