

**Research & Evaluation Committee  
MEETING SUMMARY**

**Monday, January 22, 2024, from 10:00 AM to 10:33 AM.**

Videoconference via Zoom: <https://us06web.zoom.us/j/89756434893>

Teleconference: (929) 205 6099 / Meeting ID: 897 5643 4893

PRESENT	EXCUSED	UNEXCUSED
1. Ann Bagchi, PhD/DNP (Chair) 2. Sharon Postel (Non-Voting) *  3. Debbie Mohammed	4. Corey Destefano (Vice-Chair)	5. Kasny Damas (Secretary) 6. Natalie Muhammad  7. Warren Poole

**Guests:** C Rosmarin, Lynette Abdulwaliyy

**PC Support Staff:** Roberto Benoit, Lashon Gray

**1. Welcome and Moment of Silence**

- Bagchi called this meeting to order at 10:00 AM. A moment of silence was observed for all those living with, those who have passed, and those affected by HIV/AIDS.

**2. Roll Call**

- Support Staff conducted roll call. Quorum was not established.

**3. Public Testimony**

**4. Approval of the Meeting Summaries from December 18<sup>th</sup>, 2023**

- The December meeting summary was sent out electronically ahead of the meeting. The approval of the meeting summary was tabled to next month's meeting, due to lack of quorum.

**5. Standing Committee Updates**

**Continuum of Care (COC) – Support Staff provided the update.**

- The COC committee last met on January 11, 2024.
- The committee discussed the 2022-2026 Integrated HIV Prevention and Care Monitoring.
- The committee Reviewed / Updated the Early Intervention Service Standards.
- The committee discussed membership recruitment.
- The committee reviewed the Operating Policies and Procedures.
- The committee discussed expectations, roles, and responsibilities as members.
- The next COC meeting will be held on Friday, February 08, 2024, at 10AM via Zoom.

**Comprehensive Planning Committee (CPC) – Support Staff provided the update.**

- The CPC last met on January 12, 2024.
- The committee continued discussion on The Cluster Detection Response Team

- The committee finalized and approved the FY' 2024 Committee Work Plan
- The committee voted for Ann Rose Jacquet as a new committee member.
- The next CPC meeting will be held on Friday February 09, 2024, at 9:30am via Zoom.

**Community Involvement Activities Committee (CIA) – Support Staff provided the update.**

- The CIA last met on December 20, 2023.
- The next CIA meeting will be held on Wednesday, January 24, 2024, at 5PM via Zoom.

**Nominations Committee (NC) – Support Staff provided the update.**

- The NC last met on Wednesday, August 9, 2023, at 6 PM via Zoom.
- The September, October, and November NC meetings were canceled due to the completion of all urgent tasks and awaiting Oath Ceremony from City of Newark.
- The next NC meeting will be held on Wednesday, February 14, 2024, at 6 PM via Zoom.

**6. Old Business**

- Refine topic and discuss methodology for the FY'24 Needs Assessment Update.
  - The committee decided on 2 topics that would focus on the newly diagnosed and undocumented individual during the December meeting.
  - With respect to undocumented Ryan White individuals, Postel noted, the need assessment survey should be a simple check list given to the providers, listing services provided or unmet needs for RW client.
  - Postel stated there were concerns raised in the December CIA meeting about the linkage to care for the mental health of the newly diagnosed. The consumers suggested that there should be a focus on an increase in mental health support as soon as the client is given the news of their newly diagnoses.
  - Postel also mentioned the next steps would include creating a brief qualitative needs assessment survey to evaluate the needs of the newly diagnosed, listing questions geared to address possible mental health concerns.
  - Postel also mentioned the creation of the Needs Assessment survey should be completed and finalized during the February meeting. Committee members agreed the launch date of the Needs Assessment survey would be available to Ryan White clients by July 31<sup>st</sup>.
  - Postel mentioned both demographic profile for the undocumented and newly diagnosed as of December 31<sup>st</sup>, 2022, and Oct 31<sup>st</sup>, 2023, shows an increase of the total number of undocumented individuals by 27% and an increase of the newly diagnosed from 11% to 14%.
  - Bagchi suggested that the committee refer to prior surveys created to act as a guide in creating the Needs Assessment survey and then converted to survey monkey.
  - Lastly, Postel mentioned demographic reports will be emailed to all the committee members for review.

**7. New Business**

- Finalize FY'2024 Committee Workplan.
  - The committee decided to continue the review of the FY'24 workplan calendar for further discussion when the committee has quorum.
- Annual Committee Orientation.

- Quorum was not met so the committee members decided to table the discussion of the annual committee Orientation discussion until February meeting.
- Discuss Membership Recruitment.
  - Quorum was not met so the committee members decided to table the discussion of annual committee Orientation discussion until February meeting.

#### **8. Administrative Issues**

- No Administrative issues to report.

#### **9. Announcements**

- HRSA is inviting all subrecipients to a stakeholder meeting that will be held on January 24<sup>th</sup>, from 3- 4pm at AIDS Resource Foundation for Children at 77 Academy St., Newark, NJ 07102.
- Abduwaliyy announced that Essex County Community College will be hosting all day job fair event for the homeless on January 24<sup>th</sup>, 2024.

#### **10. Next Meeting**

- The next REC meeting will be held on February 26, 2024, at 10AM via Zoom.

#### **11. Adjournment**

Damas made a motion to adjourn the meeting, Mohammed seconded. All were in favor; the meeting was successfully adjourned at 10:33 AM.