



**Planning Council
MEETING SUMMARY**

Wednesday, March 20, 2023, from 1:32 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) Sharon Postel (Non-Voting) 5) Aliya Roman (Recipient)* 6) Ricardo Salcido 7) Calvin Toler (Treasurer) 8) Dr. Walter Okoroanyanwu 9) Vieshia Morales 10) Natalie Muhammad 11) Warren Poole 12) Cezar Dumago 13) Thomas Johnson	14) Dr. Wanda Figueroa 15) Debbie Morgan (Secretary)	16) Lynnette Abdulwaliyy 17) James Carrington 18) Cynthia Cocagee 19) Dr. Dominga Padilla 20) Kourtney Puliam 21) Gloria Jones 22) Tamerla Lawrence

Guests: Ashanti Simpson Little, Dr. Gina Miranda-Diaz, Garbriel Ferrigno, L Reyes, Ashley Bramble.

PC Support Staff: Roberto Benoit, Richell Garcia

1. Welcome & Moment of Silence

McEniry welcomed all attendees and called the meeting to order at 1:32 PM. A moment of silence was observed for those affected, those who have passed, and those living with HIV/AIDS.

2. Roll Call

Benoit 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 February 21, 2024

The February 21st meeting summary was sent out electronically. Roman made a motion to approve the meeting summary and Toler seconded. The motion was properly moved and seconded. Salcido and Adams-Jarrells abstained. There were no objections.

5. Report from the Recipient—Aliya Roman

- The recipient's office mentioned that the Ryan White Servicing report closing date is on March 25th. The recipient's office is working on closing and approving the remaining reports that are in status of review.
- The recipient's office received the Ryan White A contracting notification of partial award. The contracts are adopted to the estimate fund formula letter. The recipient's office will provide an update with the full award comparison at the end of the month.
 - The recipient's office also reports that for FY24 they have 31 contracts, and one recipient withdrew from the services. The subrecipient, La Casa, will direct their services towards mental health. La Casa will not be funded for Ryan White Funds for FY24. The clients will be transitioned into other case management and nutritional service providers.
 - Roman reported that currently 22 contracts are entered into LedgiStar. Additionally, there are 3-4 contracts pending approval from the municipal council. The recipient's office noted that the contracts that are in sequence are to be finalized by April 10th. DocuSign will be implemented during the process to meet the goal of executing the contracts by April. Roman will provide an update at the next meeting on the status of the contracts.
 - The recipient's office reported that the programmatic and fiscal site visits were completed for the fiscal year.
 - Roman informed that the RW team is working on closing the FY23 reports. The subrecipients have until March 30th to submit their final reporting and back up documentation. The recipient's office has until May to close the HRSA grant and submit the federal financial report. The federal financial report contains the award balances.
 - The recipient's office is in conversation with the purchasing department, RWU fiscal and council regarding approval of the emergency declaration. The emergency declaration allows the subrecipients to receive advance payment, up to 25 % of the FY24 award. The recipient's office reported that in the future this process will not be repeated for FY25. Being that adjustment to the timelines were made to adopt the contracts in February instead of April. The timeline for the work plan was adjusted at the CPC committee. Roman will update the committee in the next meeting.
 - EHE program received partial notice of award. The award allows to fund the applicant for two months. The recipient's office decided to release partial level notice of awards. This will allow the recipient office to begin the contracting process. When the notice of full award is received at the end of March, the recipient's office will make funding recommendations for all applicants that are subjected to a peer review evaluation process and score within the means to receive an award. The recipient's office will be able to report next month regarding the EHE recipient for FY24.
 - The funding for the EHE program FY25 is uncertain. The letter received from --- regarding EHE states that the continuation of EHE program funding levels depend on the availability of future congressional appropriation. The recipients are encouraged to continue working and serving clients. The recipient office will send more information when available. The recipients will be notified of the EHE program awards and the five-year plan initiative. The recipient's office is currently working on additional funds request and reallocation plans.
 - The recipient' office is working on EHE Apply and Assess that will be entered into Ledgistar by Friday May 22. The RW unit team is also working on current contracts.

- ERICS met on February 26, the team received guidance from HRSA regarding linkage to care, date for clients out of country. ERICS continue to meet to discuss barriers to care, VLS and retention to care. The next meeting is on April 22
- CQM next meeting is scheduled for March 27, the teams working on additions to QM plans. CQM team is currently drafting and developing the cluster detection response plan.
- The UOB of \$300,000 was submitted but the total amount is not expected to exceed the award. The recipient office is working on allocating the additional funding requests submitted later in the year. The subrecipients are advised to communicate any funding deficits to the recipient's office before the fiscal year ends. Roman emphasized the importance of the subrecipients not waiting until the end of the year to inform the award balance.
- Lastly, Roman mentioned that the RW team finalize the attendee list for the National Ryan White conference. Due to administrative constraints the majority of the RW team will be attending the conference virtually, only a few RW unit team members are attending the conference in-person.

6. Standing Committee Updates

- **Continuum of Care (COC)—Vieshia Morales provided the report:**
 - The COC (Continuum of Care) last met on March 14, 2024
 - During the meeting, the committee reviewed the updated Housing Services with the support of Tyrone Mans, representative of HOPWA.
 - The committee also reviewed and updated the Medical Case Management Service standard.
 - Being that quorum was not established, the service standard is slated to be voted on in the next meeting.
 - The next COC meeting will be held on Thursday, April 11, 2024, at 10AM via Zoom.
- **Comprehensive Planning Committee (CPC)— Salcido provided the report:**
 - The CPC last met on Friday, March 08, 2023.
 - During the meeting, the committee reviewed the priority setting and resource allocation process, the Ryan White Part A core service model and discussed the historic need of core service waiver application.
 - The committee discussed priority setting and resource allocation questions for other committee chairs, for input or recommendations in the upcoming PRSA process.
 - Lastly, the committee reviewed the FY24 service categories definitions and supplemental material to identify changes for the FY25 definitions.
 - The next CPC meeting will be held on Friday April 12, 2024, at 9:30am via Zoom.
- **Research and Evaluation Committee (REC)— Bagchi provided the report:**
 - The REC last met on Monday, March 18, 2024, at 10 am via Zoom.
 - During this meeting, the committee reviewed and updated the 2024 Needs Assessment Survey and the assessment of Administrative Mechanism.
 - The committee also reviewed the recipient's survey during the meeting and will review the service provider's survey on April 15, 2024.
 - The FY24 Funding Streams Analysis is currently being reviewed by the committee.
 - The next REC meeting will be held on Monday, April 15, 2024, at 10AM via Zoom.

- **Community Involvement Activities (CIA)—Support Staff provided the update:**
 - The CIA last met on Wednesday, February 28, 2023, at 5PM via Zoom.
 - The committee continues to work on FY 24 Committee Calendar and Workplan
 - The support staff hosted the annual Members Orientation with Parliamentary Procedures.
 - The next meeting will be held on March 27, 2024, at 5PM via Zoom.
- **Nominations Committee – Dr. Walter Okoroanyanwu provided the updates.**
 - The NC last met on Wednesday August 09, 2023, via Zoom.
 - Benoit reported that all the information was sent to the Newark clerk’s office for the Oath Ceremony and members are waiting for a date for the ceremony.
 - Roman requested a reflective roster from support staff. Roman will expedite a request when the reflective roster is received. The ceremony date will be confirmed by the recipient’s office, being that the ceremony is virtual.
 - The Nominations committee meeting has been tabled until an oaths ceremony date has been established.

7. State & National Updates

- **Report from the NJ Department of Health (NJDOH) – Gabrielle Ferrigno.**
 - Gabrielle Ferrigno, NJDOH representative, is expecting a busy period from now to mid-year. The department is currently applying for the CDC match-up grant. This new grant will merge the original CDC’s EHE funding, and the RFP/18-1802 funding rolled into one large state grant. The grants are set to end on May 31, 2024, and anticipating a two-month extension. The new grant is expected to start on August 1, 2024. Ferrigno mentions that any interested agency can apply for the new grant.
 - Ferrigno mentioned that the CHW program will resume with a new framework. Ferrigno’s role at the NJDOH has changed from EHE coordinator to community engagement project coordinator. This new role will have an overlap with the EHE program and state-wide initiatives.
 - NJDOH framework is to expand the network into new spaces and services. The new grant is status neutral. Ferrigno, encourage interested agencies to apply for funding and to recommend new agencies. Ferrigno highly encourages agencies to get involved and make others aware of the funding opportunities.
 - Salcido requested additional clarification surrounding the CHW role. The need for clarification was whether the CHW role is considered status neutral working within the Prep population.
 - Ferrigno mentioned that the NJDOH is reviewing the advantages or disadvantages in diversifying the position of the CHW. NJDOH is currently defining the roles of CHWs and Prep Counselors. The CHW currently serves in the care and treatment environment. The NJDOH has been working on developing and recognizing the occupation of CHWs. During the years both roles have evolved. The PrEP counselor programs role have evolved; allowing them the flexibility to become status neutral case managers. Ferrigno mentioned that increased communication between CHW and PrEP counselors is essential.
 - If anyone is interested in learning more about funding opportunities, feel free to contact Ferrigno at gabrielle.ferrigno@doh.nj.gov.
- **Report from the Governor’s Advisory Council (GAC)—Dr. Ann Bagchi**
 - There a no new updates to report.
 - The next Governor’s Advisory Council will be on March 21, 2024.

- **Report from the NJ HIV Planning Group (NJHPG)—Support Staff Roberto Benoit**
There are no new updates to report

8. Planning Council Administrative Issues

- **Report from Executive Committee—Joann McEniry**
- The Executive Committee held a meeting prior to the PC meeting at 1:02PM.
 - McEniry and the committee members agreed that a community representative attends the 2024 National Ryan White Conference in Washington DC, being that the community member may have barriers in accessing technology. Currently, the budget allows a community member to attend the conference. The committee is proposing that all those desiring to go to the conference attend virtually.
 - McEniry outlined the selection process for a community member to attend the conference. Support staff will prepare a one-page application document draft. The support staff will work with the nomination committee. The interested community members submit the application. The nomination committee will review and select a community member.
 - Lastly, McEniry noted that to ensure fairness and impartiality the nomination committee employs a matrix or rubric for scoring the applications.
 - The Early Interventions Service Standard was submitted to the planning council for a 30-day review last month. Dr. Bagchi made a motion to approve, and Warren seconded the motion. There were no abstentions or objections.
- **Report from Treasurer—Calvin Toler**
 - The February expense report was reviewed, Toler presented the treasury report, noting that the total expenditure for February was \$24,332.94, final month for fiscal year. The remaining balance was \$901.58.
- **Report from Planning Council (PC) Support Staff**
 - There were no updates reported.

9. Old/New Business

10. Announcements

- Dr. Bagchi announced an initiative to hire two nurses to work in academic detailing, coaching and quality improvement. The goal is to increase routine HIV testing in primary care offices. The nurses are required to visit up to 10 sites monthly for six months. There will be a conference at the end of the year. The preliminary work will start in April 2024 and the quality improvement portion will start in June 2024.
- Toler announced the new home testing kit from a company called OraQuick. OraQuick sends two testing kits to the recipient's home. Toler will provide more information in the following meetings.
- Salcido announced the opening of the new Edge home office located in Parsippany, New Jersey. All services are offered at the new location.
- Warren mentioned that the next meeting on March 27, 2024 at 5:00 pm will be an in-person. The presentation will take place at 557 Clinton Ave, Newark.

11. Next Meeting

The next Planning Council meeting will be held on Wednesday, May 15, 2024, 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.