



**Planning Council
MEETING SUMMARY**

Wednesday, April 17, 2024, from 1:30 PM to 1:55 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) Debbie Morgan (Secretary) 9) Vieshia Morales 10) Natalie Muhammad 11) Dr. Wanda Figueroa 12) Thomas Johnson 13) Cezar Dumago	14) Dr. Walter Okoroanyanwu 15) Lynnette Abdulwaliyy	16) James Carrington 17) Cynthia Cocagee 18) Dr. Dominga Padilla 19) Kourtney Puliam 20) Warren Poole

Guests: Janessa Gray, Chevonne Cato, 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 1:30 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 March 20th, 2023

The March 20th meeting summary was sent out electronically. Morales made a motion to approve the meeting summary and Dumago seconded. Figueroa, Jones, and Morgan abstained. All were in favor. No opposition. The meeting summary from March 20th was approved.

Report from the Recipient—Aliya Roman

- The recipient's office confirms the receipt of the FY'24 Ryan White Part A applications, 23 of the contracts are in executions, 1 contract is executed. There are 10 contracts in registrar that are waiting for execution in the April 24th meeting.
- The recipient's office is working on closing the contract for FY'23. As of today, the recipient office spent all the MAI funds and is working on the final close-out of Part A.
- Roman noted that Ryan White's EHE program has not received their notice of award. The current notice of awards carries funds to the end of April. The recipient's office is waiting for the full awards to fund the new applicants. The RW Unit has only received a portion of the RFP process for FY24.
- Roman mentioned that EIRC meeting is scheduled for April 22, 2024. The meeting will focus on clients not linked to care within 30 days, their performance measures, and linkage to care barrier for cohort 4. The linkage to care data, discussed at the ERICS meeting, will be summarized for the PC at the June meeting.
- The virtual oath ceremony tentative date will be on April 30 at 11:00 am. The tentative ceremony will be virtual. The signed oaths need to be at the clerk's office before that date. The recipient's office is reminding the committee, that all those who need to sign must have their signatures into the office before the 30th.
- Roman reminded sub-recipients under PART A to begin submitting monthly reports for billing.

5. Standing Committee Updates

Continuum of Care Committee (COC) – Viesha Morales provided the report.

- The committee last met on Thursday, April 11, 2024, at 10 AM via Zoom.
- During this meeting the committee reviewed and approved the Medical Case Management Service Standard.
- The committee also reviewed and approved the Housing Services standard and Outpatient/Ambulatory Service Standards
- The service standards were submitted to the planning council for the 30-day review process.
- The next COC meeting will be held on Friday, May 9, 2023, at 10AM via Zoom.

Comprehensive Planning Committee (CPC)— Salcido provided the report:

- The CPC last met on Friday, April 12, 2024.
- During the meeting, the committee reviewed the PRSA formulated questionnaire.
- The committee reviewed the Allocation Guidance narrative portion of the PRSA Report.
- The committee reviewed the Cluster Detection Response Plan. There were no changes.
- The next CPC meeting will be held on Friday May 10, 2024, at 9:30am via Zoom.

Research and Evaluation Committee (REC)— Bagchi provided the report.

- The REC last met on Monday, April 15, 2024, at 10 am via Zoom.
- The committee reviewed and updated the 2024 Ryan White Part-A Administrative Mechanism agency survey questionnaire.
- During the meeting the committee, reviewed the Funding Stream Analysis 2025
- The annual needs assessment to identify HIV/AIDS related needs and gaps is due on April 26th.
- The next REC meeting will be held on Monday May 20, 2024, at 10 am via Zoom.

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

- The committee last met on Wednesday, March 27, 2023, at 5PM via Zoom.
- During the meeting the CIA hosted a workshop/presentation by Viiv at the Kings Family Restaurant in Newark.
- The next CIA meeting will be held on Wednesday, May 22, 2024, at 5 PM via Zoom.

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

- The committee last met on August 9, 2023.
- The oaths ceremony date has been established for May 3 at 11:00 pm.

7. State & National Updates

- **Report from the NJ Department of Health (NJDOH) – Gabrielle Ferrigno**
 - Ferrigno mentioned that the department of health is ready to submit their funding application to the CDC. The new grant will merge the original CDC's EHE funding, and the RFP/18-1802 funding into one large state grant.
 - Ferrigno noted that there will be an extension issued for the majority of grants. The extension will cover the gap between the new grant start date and when the current one ends. Ferrigno mentioned that the department of health is working to ensure that every gap is covered.
 - Ferrigno mentioned that The RFA application will begin in late spring, early summer. Ferrigno noted that there will be multiples RFA available.
 - 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**
 - There were no updates reported.
- **Report from the NJ HIV Planning Group (NJHPG)—Support Staff Roberto Benoit**
 - There were no updates.
 - The next NJHPG General Assembly will be on April 18, 2024.

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.
 - McEniry discussed the committee decision to send a community member to attend the Ryan White Conference in Washington DC. in person. McEniry noted that the selection process would include a rubric scoring to ensure fairness; selection will be made by the nominations committee. McEniry encourages all interested community members to apply.
 - McEniry discussed the resignation of Calvin Toler and apologized. McEniry mentioned the contribution of Toler over the years. In the February meeting an oversight occurred resulting in Toler not being requested to run the meeting in the absence of chair and secretary. McEniry had a death in the family, resulting in her reaching out to a longstanding chair member, Bagchi, to run the PC meeting instead of Toler. McEniry apologized and ensured strict adherence to the Bylaws moving forward.
 - McEniry provided an opportunity for committee members to comment on the resignation. Members of the community will call Toler and express their gratitude.

- **Report from Treasurer—Support Staff**

- The March expense report was reviewed, Benoit presented the treasury report, noting that expenditures for March amount to \$17,057.99 and noted that we are budget for is \$128,500. 13% of the budget has been spent as of today.

- **Report from Planning Council (PC) Support Staff**

- There were no updates reported.

9. Old/New Business

10. Announcements

Adam-Jarrell reminded the committee that AIDS walk is on May 5, 2024. The two locations are Essex County and Morris County. The information can be found on the website at njaidswalk.org. Registration for the event is free.

11. Next Meeting

The next Planning Council meeting will be held on Wednesday, June 26, 2024, at 1:30 PM via Zoom.

12. Adjournment

McEniry made a motion to adjourn the meeting, Morales seconded. There were no objections or oppositions. All were in favor. The meeting was adjourned at 1:55 PM.