



**Planning Council
MEETING SUMMARY**

Wednesday, May 15, 2024, from 1:30 PM to 2:20 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) Cezar Dumago 11) Lemual Boyd-Wallace 12) Chevonne Cato 13) Dr. Walter Okoroanyanwu 14) Ashanti Simpson-Little 15) Lynnette Abdulwaliyy	16) Thomas Johnson	17) James Carrington 18) Cynthia Cocagee 19) Kourtney Puliam 20) Warren Poole 21) Dr. Wanda Figueroa 22) Vereen Gouldburne 23) Natalie Muhammad

Guests: Gabrielle Ferrigno, Ashley Bramble, Liselle Lewis

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 April 17th, 2024

The April 17th meeting summary was sent out electronically. Adams-Jarrells noted a change to be made to April's meeting summary, the date reads May 15 instead of April 17th. McEniry called for a motion to approve minutes as amended. Morales made a motion to approve and Dumago seconded. Abduwaliyy and Okoroanwanyu abstained. All were in favor, none in opposition. The meeting summary from April 17th was approved.

5. Report from the Recipient—Aliya Roman

- The recipient's office is working on closing the Part A award for FY23. The amount of the awards was \$12,644,029.00 with a balance of \$128,353.16.
- The recipient's office noted that the EHE award totals was \$2,550,761.00 and the balance was \$752,294.00 The balance is reflective of 29.44% of the award total. In the balance, 200K was returned from the subrecipient and 550K was unallocated from the start of the grant year due to request. working on closing the contract for FY'23.
- Roman mentioned that the recipient office is operating on a partial notice of award for both programs. As of today, the recipient office is waiting for full notice of award.
- Roman mentioned that EIRIC is scheduled to meet in June 2024. EIRIC received the list of clients not linked to care within 30 days. In the first quarter of 2024, 14 out of 55 clients were not linked to care. Roman noted that the number of clients not linked to care has decreased. The number decrease can be due to less data entry errors in the system.
- Roman mentioned that the QM meeting is scheduled for May 22, 2024.
- The recipient office noted that the virtual oath ceremonies were completed. Roman expressed gratitude to all appointed members and new members.
- Lastly, Roman expressed appreciation to all the stakeholders and all subrecipients that registered to attend the Building Bridging to Help Equity conference in partnership with AETC. The conference is in Jersey City on May 23rd.

6. Standing Committee Updates

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

- The committee last met on Thursday, May 9, 2024, at 10 AM via Zoom.
- During this meeting, the committee discussed unmet needs of those Living and Aging with HIV. Adams- Jarrells provided insight on the needs of those aging with HIV. Some concerns include the fact that individuals cannot afford the high copay and supplemental plan on a fixed income. In addition, there is a gap of unmet needs in chronic illness and co-morbidities.
- The committee submitted the Medical Case Management Service Standard, Housing Services standard and Outpatient/Ambulatory Service Standards for approval in today's PC meeting.
- The next COC meeting will be held on Thursday, June 13, 2024, at 10AM via Zoom.

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

- The CPC last met on Friday, May 10, 2024.
- Bramble provided a presentation on Quality Management to the committee.
- Support staff provided presentation on the FY23 One Year Consumer Feedback
- Lastly, Postel provided a presentation of FY24 Needs Assessment Updates
- The next CPC meeting will be held on Friday June 21, 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.
- There were no updates
- The next REC meeting will be held on Monday May 20, at 10 am via Zoom.

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

- The committee last met on Wednesday March 27, at 5PM via Zoom.
- The CIA April 24th meeting was canceled due to an emergency.
- The committee is scheduled to meet on May 22, 2024, to discuss the priority setting and resource allocation process. During the meeting, the community will rank the service categories
- The next CIA meeting will be held on Wednesday, June 26, 2024, at 5 PM via Zoom.

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

- The committee last met on August 9, 2024.
- The applications for community member to attend the Ryan White conference was sent
- The treasurer role is currently open, if interested contact Roberto Benoit.
- The Nominations committee is set to meet on May 17th, 2024 to discuss RW conference and Treasurer positions.

7. State & National Updates

- **Report from the NJ Department of Health (NJDOH) – Gabrielle Ferrigno**
 - Ferrigno, is the Department of health representative on the committee. Ferrigno noted that requests made in the OPRA system proceed through the state communication channels. The request through the system can take up to 45 days to complete. Ferrigno encouraged the committee to reach out to her for all inquiries related to the DOH.
 - Roman informed that her office is drafting a document for responding to cluster in the Newark area. Ferrigno noted that she will be presenting at the EHE conference in Jersey City. Ferrigno will provide a synopsis of the chain of events that initiate a cluster identified in EMA.
 - McEniry reminded the committee that requests for information should be forwarded to Ferrigno
 - Ferrigno will update the committee of grant awards during the summer.
- **Report from the Governor’s Advisory Council (GAC)—Dr. Ann Bagchi**
 - There were no updates reported.
 - The prior GAC meeting was cancelled.
- **Report from the NJ HIV Planning Group (NJHPG)—Support Staff Roberto Benoit**
 - The NJHPG General Assembly met on April 19, 2024.
 - During the meeting the NJHPG provided a presentation regarding the Ryan White Care Act
 - The DHTS provided a presentation on Cluster detection

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 mentioned that the executive committee discussed the Aging with HIV presentation. The home health aide service is needed for an aging population. McEniry noted that the service standards categories definitions are limited and determined by the federal government. McEniry

reiterated the importance of advocacy and participating in priority allocation process. Changes can occur in these settings.

- McEniry invited all community members to attend the CIA meeting scheduled for May 22 at 5 pm. The entire meeting will be dedicated to gathering feedback on the service needs and priorities of community members. The meeting will be conducted via zoom. If the community member has issue with technology to contact their agencies. If a community is interested in attending the meeting, McEniry offered hosting a computer lab at her organization for consumers that have issues with technology.
- McEniry encourages all the members in the EMA area to invite all the community members. The committee will receive a flyer to be distributed to all organizations and community members. McEniry encourages members from Morris Sussex Warren and Union to attend. Feedback is important for the priority and allocation setting.
- Roman noted to schedule only one priority and allocation setting meeting and to cancel June meeting. The second meeting in June would be too late to capture the information needed
- **Report from Treasurer—Roberto Benoit**
 - The April expense report was reviewed, Benoit presented the treasury report, noting that expenditures for April was \$20,008.94. The year-to-date amount is \$37,066.90 amount. The remaining budget is \$91,433.00. 28% 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

- **Approval of Service Standards:**
 - The Housing Service standards and the Outpatient/Ambulatory service standards were approved. McEniry called for a motion to approve the service standards. Salcido made a motion to approve, and Jones seconded.
 - The Medical Case Management service standard is sent back for revision until an assessment and service plan related to aging with HIV and comorbidities is developed.
 - Adams-Jarrell recommended to the committee to revisit or make an addendum to the Medical Case Management, being that age-related concerns are not mentioned in the service standard. McEniry mentioned that the service standard can be reviewed any time and at least once a year. McEniry noted that services standards can be updated depending on current trends.
 - Abdulwaliyy noted that the case management training does not specify the difference of aging population from aging with HIV.
 - Salcido suggested that there should be an addendum to the biosocial assessment. This addendum should include tools for a case manager if the individual is above a certain age
 - In addition, Salcido recommended new tools for case managers in Aging with HIV. Salcido suggested that a formal request should be made to the TAC/AETC program for the development of case managers training.
 - McEniry noted that there are 25 items listed under the comprehensive bio-psychosocial assessment. Adam-Jarrells suggested adding more items to the list.
 - The Housing Service standard and the Outpatient/Ambulatory service were motioned to be approved by McEniry. Salcido made a motion and Adams-Jarrells seconded the

motion. All were in favor of approving the service standards. There were no objections or abstentions.

- McEniry state that there is a recommendation to amend the Medical Case Management service to include section items related to aging with HIV and comorbidities in the assessment and service plan. The Medical Case Management service was amended to include section items related to aging with HIV and comorbidities in the assessment and service plan under comprehensive bio-psychosocial assessment. McEniry called for a motion to approve the service standard as amended. Debbie made the motion. Abdulwaliyy seconded. No opposition or abstentions. All were in favor. The medical Case Management service standard was successfully passed
- Medical Transportation was submitted to the planning council for 30-day review.

10. Announcements

Dr. Walter announced that Synchronicity Conference will be from May 29 to May 31st in Washington DC. The conference is offering registration discounts for Ryan White members. If interested in attending contact Dr. Walter. For more conference information, included is the link: <https://synconference.org/>.

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 2:20 PM.