



**Planning Council
MEETING SUMMARY**

Wednesday, February 21, 2024, from 1:30 PM to 2:01 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) Dr. Ann Bagchi 2) Sharon Postel (Non-Voting) 3) Aliya Roman (Recipient)* 4) Calvin Toler (Treasurer) 5) Dr. Walter Okoroanyanwu 6) Debbie Morgan (Secretary) 7) Vieshia Morales 8) Cezar Dumago 9) Warren Poole 10) Gloria Jones 11) Cezar Dumago 12) Janice Adams-Jarrells 13) Natalie Muhammad 14) Dr. Wanda Figueroa 15) Lynnette Abdulwaliyy 16) Tamerla Lawrence	17) Ricardo Salcido 18) Joann McEniry (Interim Chair)	19) James Carrington 20) Cynthia Cocagee 21) Dr. Dominga Padilla 22) Kourtney Puliam 23) Thomas Johnson

Guests: Jason Kondrk (Gilead), Chevonne Cato, Y blacke, Ashley Bramble, Kevin Mickens, Horace Henry, Liselle Lewis, War Talley,

PC Support Staff: Roberto Benoit, Lashon Gray

1. Welcome & Moment of Silence

Bagchi 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 December 20, 2023

The December 20th meeting summary was sent out electronically. Bagchi called for a motion to accept the December Meeting Summary. Morales made a motion to approve the meeting summary and Poole seconded. The motion was properly moved and seconded. Adams-Jarrells and Figueroa, abstained. All were in favor, with no opposition for the amendment. The meeting summary from December 20th was approved as amended.

5. Report from the Recipient—Aliya Roman provided the report.

- The recipient's office reports that the RSR Report is due on March 5, 2024. They reminded agencies to make sure the submitted report is in review status before the deadline.
- The recipient office reported that the HRSA EHE site-visit took place on January 24-26, 2024. HRSA provided feedback surrounding the contracting process, payments, and documents needed to test compliance. The recipient's office is currently working on making those updates. Once such update is the development of an advanced payments procedure for FY 24.
- Part A Contracting – 16 contracts ready to be entered into legislature. The recipient's office is waiting for documents from fiscal; this will go through municipal review for 2-3 weeks; and the goal is to have contracts executed by April.
- 94% of the recipient's site visits have been completed for fiscal and programmatic site visits. Remaining site visits are scheduled through February 2024
- During the EHE site visits, HRSA praised the Newark EMA for the strength of the monthly EIRCS meetings in their ability to quickly address and assess barriers within linkage to care and work together as a committee. HRSA is ecstatic for cohort 4. Committee members have been working diligently in collecting data sheets, which will be presented at CQM and NEMA PC meetings once it has been compiled.
- 15th of February received 18 total applications for EHE programs. 2 of those agencies are new to the Ryan White program. Internal peer review process is underway to screen remaining applications.
- Recipients' office submitted their UOB on January for \$300,000, but does not anticipate that return.
- The Recipient's office notes updates on the Oath ceremony. The last new member interview is scheduled for Friday. Following the interview, the city clerk's office will work to submit a date to host the oath ceremony.
-

6. Standing Committee Updates

• Continuum of Care (COC)—Vieshia Morales provided the report

- The COC (Continuum of Care) last met on February 08, 2024, at 9:30am.
- COC members finalized the FY' 2024 Workplan calendar.
- Support staff hosted the annual members orientation with parliamentary procedures.
- The committee postponed a committee member vote for next month's meeting.
- The committee reviewed the Early Intervention Service Standard during their February meeting and will be submitting those service standards for 30-day review.
- Postel mentioned that the Universal Service standards is up for vote in today's Planning Council meeting.
 - Bagchi called for a motion to accept the Universal Service Standard

- The motion was moved for approval by Morgan and seconded by Dumago with no abstentions or oppositions; all were in favor! The service standards were successfully approved.
 - The next COC meeting will be held on Thursday, January 11, 2024, at 10AM via Zoom.
- **Comprehensive Planning Committee (CPC)— Salcido provided the report:**
 - The CPC last met on Friday, February 9, 2024.
 - During this meeting, committee members discussed the Cluster Detection Response Team
 - Support staff hosted the annual members orientation with parliamentary procedures.
 - The committee reviewed the standard Operating Policies and Procedures
 - The committee discussed roles and responsibilities.
 - The committee discussed membership recruitment; especially consumer participation.
 - Discussed and authored the draft of FY' 2024 Workplan calendar and will finalize draft the next meeting January 12, 2024.
 - The next CPC meeting will be held on Friday March 08, 2024, at 9:30am via Zoom.
- **Research and Evaluation Committee (REC)— Bagchi provided the report**
 - The REC last met on Monday, January 22, 2024, at 10 am via Zoom.
 - During this meeting, Bagchi reports that the committee discussed tools for the FY24 Needs Assessment and 2024 full year administrative mechanism.
 - The committee also updated the FY 24 calendar and reviewed the integrated plan.
 - The next REC meeting will be held on Monday, February 26, 2024, at 10 am via Zoom.
- **Community Involvement Activities (CIA)—Support Staff provided the update:**
 - The CIA last met on Wednesday, December 20, 2023, at 10am via Zoom.
 - The January meeting was cancelled due to the HRSA consumer meeting.
 - The next CIA meeting will be held on Wednesday, February 28, 2024, at 5 pm via Zoom.
- **Nominations Committee – Dr. Walter Okoroanyanwu provided the updates.**
 - Okoroanyanwu reports no updates from the committee currently and that the members are waiting for a finalized schedule for the Oath ceremony.
 - The next NC meeting will tentatively be held on Wednesday, December 13, 2023, at 10 am via Zoom.

7. State & National Updates

- **Report from the NJ Department of Health (NJDOH) – Gabrielle Ferrigno**
 - There were no updates from the Department of Health (NJDOH)
- **Report from the Governor’s Advisory Council (GAC)—Dr. Ann Bagchi**
 - Bagchi reports discussion surrounding 340 B and how the policy will change things for subrecipients.
- **Report from the NJ HIV Planning Group (NJHPG)—Support Staff Roberto Benoit**
 - The NJHIV Planning Group last met on Wednesday, January 18, 2024.

- Benoit (support staff) reports that the committee has not met since and there were no updates to report.

8. Planning Council Administrative Issues

- **Report from Executive Committee—Joann McEniry**

- No updates to report

- **Report from Treasurer—Calvin Toler**

- Toler presented the treasury report, noting that expenditures for the month of January shows a total of \$19,683.49. and a remaining balance available of \$24,684.52.
- Toler reported the committee need for budget modification to redistribute funds due to increase in fringe, staffing, etc.
- Toler also reports that the committee budget for FY 2024 has been drafted and awaits council approval to send over to the recipient's office. The total 6 month budget is for \$128,500.
- Bagchi called for a motion to approve the budget modification and the FY 24, 6-month budget. Morales made a motion and Dumago seconded. Figueroa abstained, all were in favor, no opposition. The FY 24, 6-month budget and FY 23 budget modification were successfully approved.

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

- There were no updates reported.

9. Old/New Business

10. Announcements

- War Talley informed the committee that the Northeast Caribbean AETC is partnering with the City of Newark DOH to create develop the first Ending the Epidemic conference on May 23, 2024 at St Peter's University from 9am-3pm.

Next Meeting

The next Planning Council meeting will be held on Wednesday, March 20, 2024, at 1:30 PM via Zoom.

11. Adjournment

Adams-Jarrells made a motion to adjourn the meeting, Poole seconded. There were no objections or oppositions. All were in favor. The meeting was adjourned at 2:01PM.