



**Comprehensive Planning Committee
MEETING SUMMARY**

Friday, February 09, 2024, from 9:33 AM to 10:30 AM
 Videoconference via Zoom: <https://us06web.zoom.us/j/85035019580>
 Teleconference: (929) 205-6099 / Meeting ID: 850 3501 9580

Present	Excused Absences	Unexcused Absences
1. Ricardo Salcido (Chair) 2. Viesha Morales (Secretary) 3. Calvin Toler 4. Janice Adams-Jarrells 5. Allison Delcalzo-Berens 6. Al-Bayyinah Sloane 7. Ann rose Jacquet 8. Joann McEniry (Non-Voting) 9. Sharon Postel (Non-Voting) 10. Michelle Thompson (Non-Voting) 11. Aliya Roman (Non-Voting)	12. Delia King 13. Claudia Ortiz	

Guests: Gabrielle Ferrigno, Chevonne Cato, Lisselle Lewis, Ashley Brambly, Ashanti Simpson
Support Staff: Roberto Benoit, LaShon Gray

- 1. Welcome and Moment of Silence**
 Morales called the meeting to order at 9:33 AM and welcomed all in attendance. A moment of silence was observed for all those living with, those who have passed from, and those affected by HIV/AIDS.
- 2. Roll Call**
 Morales conducted the roll call. Quorum was established.
- 3. Public Testimony**
 There were no public testimonies.
- 4. Approval of the Meeting Summary from January 12, 2024.**
 The meeting summary from January 12th was sent out electronically and was motioned to be approved by the committee. Morales called for a motion to accept the January 12th meeting summary. Toler made the motion, Sloane seconded the motion. The motion was advanced. All were in favor, no objections, Ortiz abstained. The January 12th meeting summary was successfully passed.
- 5. Standing Committee Updates**
 - **Continuum of Care Committee (COC) – Viesha Morales provided the report.**

- The committee last met on Thursday, February 08, 2024, at 5PM via Zoom.
- The committee finalized the FY 2024 calendar of meetings and committee workplan.
- The NEMA Support Staff presented the Member Orientation with Parliamentary Procedures
- The next COC meeting will be held on Friday, February 08, 2024, at 10AM via Zoom.
- **Research and Evaluation Committee (REC) – Support Staff provided the update.**
 - The committee last met on Monday, January 22, 2023, at 10 AM via Zoom.
 - The committee Refined topic and discussed methodology for the 2024 Needs Assessment Update
 - Committee briefly discussed Survey tools for the 2024 Needs Assessment.
 - The annual committee Orientation was tabled for next month due to lack of quorum.
 - The next REC meeting will be held on Thursday, February 26th, 2024, at 10AM via Zoom.
- **Consumer Involvement Activities Committee (CIA) – Support Staff provided the update.**
 - The committee last met on Wednesday, December 20, 2023, at 5PM via Zoom.
 - The committee celebrated the end of the year with a Holiday Party
 - The CIA committee was scheduled to meet in January 24th, but the meeting was cancelled due to the HRSA Consumer meeting taking place on the same day.
 - The next CIA meeting will be held on Wednesday, February 28, 2024, at 5 PM via Zoom.
- **Nominations committee (NC) – Support Staff provided the update.**
 - The committee last met in August
 - All further, committee meetings have been canceled due to the completion of all urgent tasks. The committee is still awaiting a date for the Oath ceremony.
 - The next NC meeting will tentatively be held on February 14th, 2024 at 6pm via Zoom.
 - Morales called for a motion to approve the Standing Committee Updates. Toler made a motion to approve, Sloane seconded the motion. The motion was properly moved. All were in favor, no abstentions, or oppositions. The January Meeting Summary was successfully passed.

6. Recipient Report – Aliya Roman

- The recipient's office started off their report by thanking ARFC (Aids Resource Foundation for Children) for their accommodations of the stakeholder and community meeting, held during their site visit on January 24-26. Findings discussed during this meeting will be delivered to the executive committee and full planning council once the official report has become available.
- But in the meantime, the recipient's office is moving forward with a CHAMP notice to EMA providers to investigate the way the EMA is currently documenting their undocumented clients LWH. HRSA has provided guidance, detailing that agencies should be using the date the client first presents themselves to your program. The recipient's office will be working diligently to develop a way for agencies to better capture this data and will send out guidance EMA wide so we can improve upon our linkage to care outcomes.
- Ryan White Part A Apply & Accept budget insertion have been adopted budgets were computerized as of yesterday, February 8th, 2024. Because of this the recipient's office is now able to enter the received contracts into registrar. 13 contracts are ready for registrar as of today. The remaining contracts right now are with the subrecipient programs for modification. Therefore, the recipient's office is urging all subrecipients to return contract documents with the requests so the office can get the contracts into the registrar. The goal is to get all contracts adopted by March.

- With the new implementations in place, including the use of DocuSign for execution, the recipients office aims to have all contracts executed by the end of March or early April.
- 78% of programmatic site visits have been performed to date and 90% of fiscal. The remaining site visits are scheduled through the end of February 2024.
- The Early Intervention and Retention Collaboratives (EIRC) are scheduled to meet on the 26th. At that meeting, the recipient's office will go over the remaining clients that were not linked to care through February 28, 2024. In April's meeting the recipient's office notified the committee that they will be doing an assessment of that last round, but agencies will be receiving guidance on the 26th on what they should be doing in regards to the linkage to care data for individuals diagnosed outside of the USA.
- The EHE received 18 proposals on January 11th; three were disqualified. The unit had to re-run the RFP. The new RFP due date for that return is February 15, 2024.
- The Clinical Quality Management Committee (CQM) last met on January 24, 2024, during the HRSA stakeholder meeting.
- The cluster detection response plan documentation is in development. The consultant has been working diligently with the recipient's office to ensure that the documentation is up to standard.
- Lastly, the recipient's office provided updates regarding the oath ceremonies. Right now the office is looking to host this ceremony for the end of February or early March.
- The request for the ceremony right now is with the director's office. When it leaves the director's office it goes to the city clerk's office and from there, the recipient's office will be able to provide a report back on a date.

7. Old Business

- **Continue discussion on Cluster Detection Response- Liselle Lewis Recipients**
 - The recipient's office noted that in the last meeting for the cluster detection response team, they collaborated with Marcia, from the Department of Health in order to develop the MOU. This deliverable is still under development.
 - The recipient's office developed a flowchart to be shared with their CI meeting.
 - They've met with Bhatia from Newark Department of Health, who is tasked to contact the state to inform them of the proposed services, so that the Recipients office can execute the MLA efficiently.
 - Roman added that the document is in review, to ensure that the processes put in place within the summary, in the template and document, are sound and relative to the actual processes that will occur in relationship to the Health Department and the Ryan White Ending the Epidemic program.
 - The new Health Officer of the health department will be reaching out to the state to find out more information about how data will be received to the Newark health department, or if data even will be provided to the Newark HD. And from that point, Roman mentioned that the committee will be able to understand where the document is going to flow.
 - More details to come in next month's meeting.
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8. New Business

- **Committee Member Orientation with Parliamentary Procedures - PC Support Staff.**
 - The support staff provided the CPC Committee with the annual Members Orientation with Parliamentary procedures.
 - Members also reviewed the CPC OPPs and discussed the Conflict-of-Interest Policy and Disclosure statement to be signed and returned by next week.
- **Discuss expectations, roles, and responsibilities of members.**
 - Morales discussed with the committee expectations and responsibilities of the CPC. Additional details to be provided by the Chair upon return in next month's meeting.
- **Review Membership Roster, determine areas of need for FY'24, and discuss recruitment strategies.**
 - The committee reviewed the membership roster and determined areas of need—discussing who could be included in the CPC committee. Emphasis was placed on getting more consumers at the table for all counties.

9. Announcements

- No announcements were reported.

10. Next Meeting

The next CPC meeting will be held on Friday, March 08, 2024, at 9:30 AM via Zoom.

11. Adjournment

Morales adjourned the meeting at 10:44 AM.