



**Comprehensive Planning Committee
MEETING SUMMARY**

Friday, March 08, 2024, from 9:32 AM to 11:05 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. Claudia Ortiz 13.		14. Delia King

Guests: Chevonne Cato, Liselle Lewis, Ashley Brambly, Ashanti Simpson, Audria Russell

Support Staff: Roberto Benoit

1. Welcome and Moment of Silence

Salcido 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 February 08, 2024.

The meeting summary from February 09th was sent out electronically and was motioned to be approved by the committee. The meeting summary was corrected to mark Ricardo Salcido as being excused from the meeting. Salcido called for a motion to accept the February 09th meeting summary as amended. Ortiz made the motion, Morales seconded the motion. The motion was advanced. All

were in favor; no objections; Salcido, Adams-Jarrells, and Ortiz abstained. The February 09th 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, March 14, 2024, at 10AM at Broadway House in Newark, NJ and via Zoom.
- **Research and Evaluation Committee (REC) – Support Staff provided the update.**
 - The committee last met on Monday, February 26, 2024
 - During this meeting, the support staff hosted the annual members orientation with Parliamentary procedures.
 - The committee finalized their FY 2024 Committee Workplan
 - The committee voted on a new member. Lynette Abduwaliyy was officially sworn in as a member of the REC.
 - Survey Tools for the 2024 Needs Assessment were scheduled to be reviewed for this meeting but due to the consultant's absence, the review of the survey tools and distribution were tabled for next month.
 - The next REC meeting will be held on Monday, March 18th, 2024, at 10AM via Zoom.
- **Consumer Involvement Activities Committee (CIA) – Support Staff provided the update.**
 - The committee continued working on FY'24 Committee Calendar and Workplan
 - Support Staff hosted the annual Committee Orientation with Parliamentary Procedures
 - The next CIA meeting will be held on Wednesday, March 27, 2024, at 5 PM via Zoom.
- **Nominations committee (NC) – Support Staff provided the update.**
 - The committee last met in August
 - All future, 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 March 13th, 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 Newark Office is moving to other suites and units on Monday, March 11, 2024. Their department is currently being renovated, therefore the ryan white unit has had to relocate.
- The recipient's office gave thanks to everyone who's submitted the RSR report. The recipient is now underway to submit it to HRSA for review.
- EHE site visits were briefly discussed in last month's meeting. But the recipient's office anticipates an official report from HRSA next month. This report will contain a summary of what their findings were, recommendations, and strengths are.
- 15 contacts are now in legistar. The recipient aims to have o have those executed early April.

- Programmatic and fiscal sites visits are complete. Closing out FY 23 grant. Closeout report will be due March 15, and final reports they're asking for no later than the end of the month. If you're having issues notify your program officers. The deadline is Until May 30 to close out FY 23 award.
- The recipient's office conducted their last interview for Planning Council and will be proceeding forward with the oath ceremony. More details to follow.
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7. Old Business

- **Continue discussion on Cluster Detection Response- Liselle Lewis Recipients**
 - There are no reports for this meeting.
- **Collection of Conflict-of-Interest Form**
 - Morales reminded the committee to complete the conflict-of-interest form that was introduced in last month's meeting. She requested that all members have the conflict of interest signed and returned to the support staff by Monday, March 18th.
- **Discussion on Membership Role, Responsibilities, and Expectations.**
 - In last month's meeting, a brief discussion surrounding Membership Roles and responsibilities was introduced by Morales. Salcido continued the discussion by stressing the importance of attendance and participation. He also reminded the committee to review agenda items ahead of the meeting to allow for more discussion and varying viewpoints. He stressed the importance of having your voice heard in the committee—reminding members that new, innovative ideas is what will help to address the epidemic and win the fight against HIV.

8. New Business

- **Provide an overview of the Priority Setting and Resource Allocation Process. .**
 - The support staff provided orientation surrounding the Priority Setting and Resource Allocation Process.
- **Review the Ryan White Part A Core Service Model and discuss needs for EMA. Discuss plan to solicit support from CIA regarding application for a Core Service Waiver (Discuss historic need of waiver)**
 - The committee reviewed the 2024 Core service Model. Adams-Jarrells began discussion surrounding the need for the EMA to include services for those who have HIV and are ageing. Adams-Jarrells mentions individuals having difficulty in getting proper care for certain services (e.g. hearing aids and canes) despite having Medicaid. She stressed the importance of the EMA catering to the elderly population now that individuals are surviving much longer with the disease.
 - McEniry mentioned the historic need for the committee to apply for a core service waiver. As funding opportunities began to grow and change throughout the years (e.g. Medicaid expansion), the need for a core-service waiver became more apparent. Since then, there has always been a need for the waiver. The core service waiver allows the committee to allocate funds to core and support services outside of the HRSA recommended 75/25% split, which dictates that 75% of Ryan white services are allocated to core services, while the remaining 25% is allocated towards support services.

- **Discuss PSRA questions for other committee chairs if they have any input or recommendations for the upcoming priority setting and allocation process (i.e, service categories requested that are non-funded, long-term survivor needs) – ALL RYAN WHITE SERVICES MUST BE PRIORITIZED .**
 - McEniry and Salcido mentioned that the next steps in the PSRA process would be to gather information from other committees to get a better idea of what is needed within their respective communities. The support staff, alongside COC representation, will formulate a discussion with other committee chairs to assess and gather information on areas of need. The information will then be used to inform the PSRA process and need for Core Service Waiver.
 - Roman proposed that the committee utilize the EIRC’s Linkage to Care report sheet as a template to formulate the question for the committee chairs. Further discussions surrounding the formation of the question will happen in partnership with the CPC, REC, and CQM committee. This question will then be used to gather additional data within the CQM committee and NEMA committee to assess linkage to care and gaps in service provision.
 - The final data will help to provide the CPC with well needed information to properly discuss how to allocate the service categories for 2025.

9. Announcements

- Ortiz reports that PROCEED’s transitional house is still full. PROCEED will also be hosting a women’s event. More details to come. PROCEED also has a Drop-in center and needle exchange program. Ortiz will send flyers to support staff to distribute.
- EDGE NJ will be opening doors as of Monday. It has been a long time coming, but they are now ready to see patients at their new facility.

10. Next Meeting

The next CPC meeting will be held on Friday, April 12, 2024, at 9:30 AM via Zoom.

11. Adjournment

Salcido called for a motion to adjourn the meeting. Ortiz motioned and Jacquet second. All were in favor. No abstentions or oppositions. The meeting was adjourned at 11:05 PM.