



**Comprehensive Planning Committee
MEETING SUMMARY**

Friday, April 12, 2023, from 9:33 AM to 10:03 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. Claudia Ortiz 5. Sharon Postel (Non-Voting) 6. Aliya Roman (Non-Voting) 7. Michelle Thompson (Non-Voting) 8. Al-Bayyinah Sloane 9. Ann Rose Jacquet 10. Joann McEniry (Non-Voting)	11. Janice Adams-Jarrells	12. Delia King

Guests: Ashley Bramble, Ashanti Simpson-Little, Liselle Lewis
Support Staff: Roberto Benoit, Richell Garcia

- 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 March 8th, 2024.**
 The meeting summary from March 8th was sent out electronically and was motioned to be approved by the committee. Morales made a motion to accept the March 8th meeting summary as is, Toler seconded the motion. The motion was advanced. All were in favor, no objections. The March 8th 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, 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.
- **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 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, April 24, 2023, at 5 PM via Zoom.
- **Nominations committee (NC) – Support Staff provided the update.**
 - The committee last met on August 9, 2023.
 - The Nominations committee meets have been tabled until an oaths ceremony date has been established.

6. Recipient Report – Aliya Roman provided the update.

- Roman announced that the Ryan White Part A program recipient office is waiting for the full award for FY24. The program monitors are in the process of approving the partial award in CHAMP. The monitors will notify the subrecipient of when to submit the billing upon approval of budgets.
- The recipient's office reported that there are 31 subrecipient and 4 vendors for FY24. That is the final service delivery and vendor total. There are 21 contracts that were adopted through April 10th and 3 of the contracts were adopted on March 20th are now in execution. RW unit mentioned that there are 14 contracts that remain with the goal of approval in the April 24th meeting. After that 100% of the contracts would be in Ledgister and approved by the council. Program monitors have completed 17 programmatic site visits to date and the fiscal year compliance orders are in the process of being scheduled. Roman also mentioned that the Program monitors will be completing all site visits by the end of the fiscal year.

- The recipient's office reports that the EHE program is waiting for a full award. The recipient's office will resume the RFP process with the new applicants when the full awards are received,
- The recipient office was only able to allocate funds to the returning service vendors. The returning vendor award is scheduled for April 15th. The recipient office will resume the process with the new application when the full award is received.
- The recipient's office received a total of 19 applications. The new application included East Orange Health department. Once they receive the notice of full award they will contact the new applicants.
- EIRCS was scheduled to meet on 4/22. They will –on linkage to care, barriers and co-hort data summary sheets. They will share information about the barriers bls and retention.
- Roman reports that the CQM meeting was held on March 27, the cluster detections response plan present is in development. The recipient office is waiting for the full award to finalize the processes.
- The recipient's office reports that the letter requesting the Oath ceremony is in the city clerk's office. The tentative date for the ceremony is 4/30 at 11 pm. Roman will confirm the date when the final approval from the clerk's office is received.
- Roman shared a note: The emergency declaration was submitted and approved by the municipal council. The emergency declaration allowed Ryan White Unit the ability to reimburse the subrecipient program upon submitting their billing for March. The billing for March is due on April 15th. After billing is received, the program monitors have 5 days to review the reports. The RW will be able to start reimbursement of the programs. To ensure the Ryan White ability to reimburse the subrecipients they have further modified contracts and timelines.
 - Ortiz, case manager from Proceed, inquired about the program funds. Roman noted to review the budget in CHAMP by the end of the day or next Monday. RW Unit the program monitors will be allowed to contact the subrecipient on the budgets that are effective in CHAMP.

7. Old Business

- **Finalize Cluster Detection Response Plan**
 - There were no updates on the Cluster Detection Response Plan.
- **Finalize PRSA formulated questionnaire.**
 - The committee reviewed the formulated questionnaire for the PRSA.
 - Postel mentioned that the HRSA Need Assessments survey drives the priorities setting process instead of the formulated questionnaire. Postel also mentioned that input from consumers is needed.
 - Roman recommended including the formulated questionnaire questions in a flyer centered on the community members. Roman mentioned that clients are reporting barriers in home and community base services. The clients should rank the services they need.
 - The committed members determined that there is no need to send the formulated questionnaire to the committees.
 - Salcedo mentioned that the next step would be to create a platform for consumers to provide their input before the PRSA meeting.
 - Ortiz mentioned that the flyers should be in Spanish, English and Creole. The center has many clients that speak creole.
 - Roman recommended a flyer that advertises the planning council committee to all consumers. The flyers can be read during the consumer visits to the offices. The city can print flyers.

- **Review the Allocation Guidance narrative portion of PSRA report and update if necessary.**
 - The committee reviewed the Allocation Guidance narrative portion of PRSA report. There were no changes to the allocation guidance.

8. New Business.

- **PRESENTATION:** Quality Management Presentation (HIV Care Continuum (H4C) Update by Ashely Bramble). Report emphasis on deficient areas (i.e. linkage to care barriers).

9. Announcements

There were no announcements.

10. Next Meeting

The next CPC meeting will be held on Friday, May 10, 2023, at 9:30 AM via Zoom.

11. Adjournment

Ortiz made a motion to adjourn the meeting, Jacquet seconded the motion. All were in favor, no objections, no abstention, The meeting was adjourned at 10:03 AM.