



**Research & Evaluation Committee
MEETING SUMMARY**

Monday, February 26, 2024, from 10:00 AM to 10:47 AM.
Videoconference via Zoom: <https://us06web.zoom.us/j/89756434893>
Teleconference: (929) 205 6099 / Meeting ID: 897 5643 4893

PRESENT	EXCUSED	UNEXCUSED
1. Ann Bagchi, PhD/DNP (Chair)	6. Sharon Postel (Non-Voting) *	7. Warren Poole 8. Debbie Mohammed
2. Kasny Damas (Secretary)		
3. Natalie Muhammad		
4. Corey Destefano (Vice-Chair)		
5. Lynette Abduwaliyy		

Guests: Liselle Lewis, Ashanti Little, Ashley Bramble

PC Support Staff: Roberto Benoit, Lashon Gray

1. Welcome and Moment of Silence

- Bagchi called this meeting to order at 10:00 AM. A moment of silence was observed for all those living with, those who have passed, and those affected by HIV/AIDS.

2. Roll Call

- Support Staff conducted roll call. Quorum was established.

3. Public Testimony

4. Approval of the Meeting Summaries from January 22nd, 2024

- The January meeting summary was sent out electronically ahead of the meeting. Bagchi called for a motion to approve the Meeting Summary. Muhammed made the motion, Damas seconded. The motion was successfully moved. Damas and Muhammad abstained, All were in favor, There were no objections. The January meeting summary was successfully passed.

5. Standing Committee Updates

Continuum of Care (COC) – Support Staff provided the update.

- The COC committee last met on February 08, 2024.
- During this meeting the committee finalized the FY 2024 Calendar of Meetings and Committee Workplan
- Support staff provided the committee member orientation with Parliamentary Procedures
- Membership vote was rescheduled for next month, due to absence of member.
- The next COC meeting will be held on Thursday, March 14, 2024, at 10AM via Zoom.

Comprehensive Planning Committee (CPC) – Support Staff provided the update.

- The CPC last met on February 09, 2024.
- The committee continued discussion on The Cluster Detection Response Team
- Support staff conducted Member Orientation with Parliamentary Procedures.
- The committee reviewed the CPC Operating Policies and Procedures (OPPs)
- The committee reviewed the Conflict-of-Interest Policy and Disclosure statement.
- The committee discussed expectations, roles, and responsibilities of committee members.
- The next CPC meeting will be held on Friday March 08, 2024, at 9:30am via Zoom.

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

- The CIA last met on December 20, 2023.
- During this meeting, the CIA committee had their annual Holiday celebration.
- The January CIA meeting was cancelled, due to the HRSA Consumer meeting scheduled for the same day, January 24th.
- The next CIA meeting will be held on Wednesday, February 28, 2024, at 5PM via Zoom.

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

- The NC last met on Wednesday, August 9, 2023, at 6 PM via Zoom.
- The committee is currently waiting for a date to schedule the Oath ceremony and membership renewals. Meetings will resume once a date has been determined by the City of Newark.
- The next NC meeting will be tentatively held on Wednesday, March 14, 2024, at 6 PM via Zoom.

6. Old Business

- Membership Vote for Lynette Abduwaliyy
 - Bagchi called for a motion to vote Lynette Abduwaliyy as an official member of the REC. Muhammad made the motion, DeStefano seconded. All were in favor, no oppositions, or abstentions. Abduwaliyy was successfully voted in as a new member of the REC committee.
- Prepare survey tools with a deadline of March 12, 2024
 - Bagchi mentioned that the process of developing the survey tools have begun, but Postel was unable to make it today's meeting to present the survey tools. Bagchi and the support staff will follow up with Postel to get an update on the progress of the survey tools. This agenda item will be tabled to next month's meeting.
- Finalize FY'2024 Committee Workplan
 - The committee reviewed, updated, and finalized the committee workplan for FY 2024-2025. Bagchi called for a motion to finalize the FY 24 Committee Workplan; Damas made the motion, Abduwaliyy seconded. The motion was successfully moved. All were in favor, no objections, or abstentions. The FY 24 REC Committee Calendar Workplan was approved.
- Committee Member Orientation with Parliamentary Procedures
 - Support Staff presented the committee's Member Orientation with Parliamentary Procedures. The presentation discussed Operating policies and procedures, expectations, roles, and responsibilities of REC members.

7. New Business

8. Administrative Issues

- No Administrative issues to report.

9. Announcements

- Support staff noted that FY24-25 Committee Calendars will be going out to the Planning Council after today's meeting. Members should be on the lookout for this fiscal year's calendar.

10. Next Meeting

- The next REC meeting will be held on Monday, March 18, 2024, at 10AM via Zoom.

11. Adjournment

Bagchi called for a motion to adjourn the meeting. Damas made a motion to adjourn the meeting, Abduwaliyy seconded. The motion was advanced. All were in favor; the meeting was successfully adjourned at 10:47 AM.