

**Research & Evaluation Committee
MEETING SUMMARY**

Monday, March 18, 2024, from 10:01 AM to 11:10 AM

Videoconference via Zoom: <https://us06web.zoom.us/j/89756434893>

Teleconference: (929) 205 6099 / Meeting ID: 897 5643 4893

PRESENT	EXCUSED	UNEXCUSED
<ol style="list-style-type: none"> 1. Ann Bagchi, PhD/DNP (Chair) 2. Kasny Damas (Secretary) 3. Corey Destefano (Vice-Chair) 4. Sharon Postel (Non-Voting) * 	<ol style="list-style-type: none"> 5. Lynette Abduwaliyy 6. Natalie Muhammad 	<ol style="list-style-type: none"> 7. Debbie Mohammed 8. Warren Poole

Guests: Liselle Lewis, Ashanti Simpson, Ashley Bramble

PC Support Staff: Roberto Benoit

1. Welcome and Moment of Silence

- Bagchi called this meeting to order at 10:01 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 not established.

3. Public Testimony

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

The February meeting summary was sent out electronically ahead of the meeting. The meeting summary was not approved being that quorum was not established.

5. Standing Committee Updates

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

- The COC committee last met on March 14, 2024, in person.
- 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, April 11, 2024, at 10AM via Zoom.

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

- The CPC last met on Friday, March 08, 2023.
- During the meeting, the committee reviewed the priority setting and resource allocation process, the Ryan White Part A core service model and discussed the historic need of core service waiver application.
- The committee discussed priority setting and resource allocation questions for other committee chairs, for input or recommendations in the upcoming PRSA process.
- Lastly, the committee reviewed the FY24 service categories definitions and supplemental material to identify changes for the FY25 definitions.
- The next CPC meeting will be held on Friday April 12, 2024, at 9:30am via Zoom.

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

- The CIA last met on Wednesday, February 28, 2023, at 5PM via Zoom.
- The committee continued to work on FY 24 Committee Calendar and Workplan
- The support staff hosted the annual Members Orientation with Parliamentary Procedures.
- The next meeting will be held on March 27, 2024, at 5PM via Zoom.

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

- The NC last met Wednesday on August 09, 2023, at 7:00 pm
- Benoit reported that all the information was sent to the Newark clerk's office for the Oath Ceremony and members are waiting for a date for the ceremony.
- Roman requested a reflective roster from support staff. Roman will expedite a request when the reflective roster is received. The ceremony date will be confirmed by the recipient's office, being that the ceremony is virtual.
- The Nominations committee meeting has been tabled until an oaths ceremony date has been established.

6. Old Business

7. New Business

- **Review Draft of 2024 Needs Assessment Survey**
 - Bagchi and the committee reviewed and updated the Need Assessment 2024 undocumented and newly diagnosed survey. Postel noted that the undocumented survey will be delivered in MS Word being that the questions included a list of services. Postel will create a spreadsheet to capture the data. The purpose of the survey is medical care allocation. Postel mentioned that the newly diagnosed survey can be developed in SurveyMonkey. The support team was requested to draft the second survey. The committee made changes to the surveys.
- **Review prior Administrative Mechanism tools.**
 - Bagchi mentioned that for the next meeting to review the Assessment Administrative mechanism tools for Subrecipient.
 - The committee reviewed and updated the Assessment of Ryan White Part-A Administrative Mechanism recipient 2024 survey questionnaire.

- **Review progress on 2024 Funding Streams Report**
 - Benoit is working on updating the Funding Stream Analysis 2025 and waiting for other agencies to submit information. Lewis will provide for the next meeting funding information for HRSA EHE 2024 partial award. They are waiting for feedback from HRSA for the full award.

8. Administrative Issues

- No Administrative issues to report.

9. Announcements

- Support staff noted that FY24-25 Committee Calendars will be going out to the committees. Members should be on the lookout for this fiscal year's calendar email.
- Dr. Bagchi announced an initiative to address routine HIV testing in primary care practices. This initiative focusses on residency clinics and private practices.
- NJ Academy of Family Physicians works in quality improvement initiatives. The program wants to target small practices in rural settings. A tool kit and public health detailing will be created to identify systems and practices that need to be changed.
- Bagchi is searching for nurses and students interested in quality improvement. Please contact Bagchi for more details at abagchi@business.rutgers.edu or (201) 303-6101.

10. Next Meeting

- The next REC meeting will be held on Monday, April 15, 2024, at 10AM via Zoom.

11. Adjournment

Bagchi called for a motion to adjourn the meeting. The meeting was successfully adjourned at 11:10 AM.