



**Comprehensive Planning Committee  
MEETING SUMMARY**

**Friday, July 12, 2024, from 9:30 AM to 11:00 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. Janice Adams-Jarrells  3. Sharon Postel (Non-Voting) 4. Aliya Roman (Non-Voting)  5. Viesha Morales (Secretary) 6. Michelle Thompson (Non-Voting) 7. Claudia Ortiz	8. Joann McEniry (Non-Voting)	9. Delia King 10. Al-Bayyinah Sloane 11. Ann Rose Jacquet

**Guests:** Ashley Bramble, Chevonne Cato, Ashanti Simpson

**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**

The support staff conducted the roll call. Quorum was established.

**3. Public Testimony**

There were no public testimonies.

**4. Approval of the Meeting Summary from May 10<sup>th</sup> and June 21, 2024.**

The May 10th meeting summary was sent electronically before the meeting. Salcido called for a motion to approve the meeting summary. Morales motioned to approve the meeting summary; Ortiz seconded. The motion passed, no abstentions or oppositions.

The June 21st meeting summary was sent electronically before the meeting. The members that were in the meeting were not present. The approval of the June 21st meeting was tabled for the next meeting.

## 5. Standing Committee Updates

- Continuum of Care Committee (COC) – Support Staff provided the report.
  - The committee last met on Thursday, July 11, 2024, at 10 AM via Zoom.
  - The COC committee approved the Mental Health Service Standard and Emergency Financial Assistance Service Standard for 30-day review to the Planning Council.
  - The next COC meeting will be held on Thursday, August 8<sup>th</sup>, 2024, at 10AM via Zoom.
- **Research and Evaluation Committee (REC) – Support Staff provided the update.**
  - The committee last met on Monday, June 17, 2024, at 10 AM via Zoom
  - The committee monitored the 2024 Administrative Mechanism survey finding.
  - During the meeting, the committee reviewed the 2024 Epidemiologic Profile
  - During the meeting, the committee reviewed the 2024 Needs Assessment.
  - The REC meeting for July 19<sup>th</sup> has been tabled. The next REC meeting will be held on Monday, August 19<sup>th</sup>, 2024, at 10AM via Zoom.
- **Consumer Involvement Activities Committee (CIA) – Support Staff provided the update.**
  - The committee last met on Wednesday, June 26<sup>th</sup>, at 5PM via the Zoom.
  - During the meeting, additional community members participated in the service categories ranking process.
  - Ryan Moulton from the Rutgers Cancer Institute presented a workshop on Nutrition for Colorectal Health & Cancer Prevention
  - The CIA meeting was rescheduled for July 31 due to the HRSA site visit. The next CIA meeting will be held on Wednesday, August 28, 2024, at 5 PM via Zoom.
- **Nominations committee (NC) – Support Staff provided the update.**
  - The committee last met on Friday May 17, 2004, at 12pm via zoom.
  - During the meeting the committee selected a consumer that will be attending the Ryan White conference.
  - The committee received applications for the Treasurer and Vice Chair positions.
  - The next nominations committee meeting is tabled until a date is selected.

## 6. Recipient Report – Aliya Roman provided the update.

- Roman mentioned that on June 26, HRSA released a program colleague letter regarding the security deposits. The recipient office is preparing the appropriate policies and forms to establish a universal landlord and security agreement. The FY25 RFP will include an outline of the process. The recipient's office will provide the guidelines at the technical assistance meeting. The recipient office will not provide security deposits for FY24.
- The recipient office informed that the NOFO for the FY25-FY28 application was released, and the deadline is on October 1st. The recipient office is working on the RFP for the subrecipient and anticipates a release in late September.
- Roman reported that the HRSA site visit will occur from July 30 to Aug 1<sup>st</sup>. The consumer meeting is scheduled on July 31st at St Michael and Trinitas Hospital site visit is on August 1st.
- The recipient office is working on the assessment of the administrative mechanism and the FY24 year five workplan for the EHE program.
- The EIRC met on June 21, 2024, and reviewed the first quarter of clients linked to care in 30 days. The total clients were 14 out of 55.

## 7. Old Business.

- **Discuss and finalize percentages for NEMA-wide Service Categories for FY'2025.**
  - Salcido mentioned that the committee members agreed to request feedback from the community at the next CIA meeting on June 26, 2024. The feedback allowed the community to clarify their ranking selection and provide more information for the priority setting process.
  - Benoit explained that noticed an error in calculation. After the new calculation the ranking seems more consistent with previous rankings in past years. Benoit informed that there was an average of 9 to 10 voters for each service category. Benoit mentioned that three additional members submitted their service categories at the CIA meeting.
  - Salcido and Postel agreed that the new rankings are more consistent with the past ranking. Postel mentioned that health education was a priority for newly diagnosed clients in the need assessment survey and that health education eliminates the stigma.
  - Roman mentioned that health education and risk management should occur when medical case managers are meeting with the clients. Salcido mentioned that health education is part of the case manager and prep counselor duties. Postel commented that health education is incorporated at every point of the care with the medical team. Morales added that health education is part of all levels of service.
  - Roman recommended that the final spending for FY 23 and preliminary allocations for FY 24 to be used as an additional guide. This will permit the committee to view the plus and minuses of prior allocations.
- **Complete any remaining PSRA tasks and approve FY'2025 Priority Setting and Resource Allocation Report for PC immediate submission.**
  - The committee reviewed the community member rankings and completed the service categories percentages recommendation for the PSRA FY25. The committee ranked and prioritized All Services funded and non-funded within this meeting. FY 24 Part A and MAI Ranking's recommended percent chart on the FY 25 PSRA Report was updated:
    - Medical Case Management including Treatment Adherence decreased from 35.50% to 34.50%.
    - Outpatient Ambulatory Health Services increased from 13.50% to 15.00%.
    - Housing & Related Services increased from 8.50% to 9.25%.
    - The recommended percentage for Emergency Financial Assistance was 2.20% for FY25. The percentage remained the same as the previous year.
    - The recommended percentage for Oral Health Care Services was 7.50% for FY25. The percentage remained the same as the previous year.
    - The recommended percentage for Early Intervention Services was .25% for FY25. The percentage remained the same as the previous year.
    - The recommended percentage for Psychosocial Support Services was 0.50% for FY25. The percentage remained the same as the previous year.
    - Food Bank/Home-Delivered Meals Services decreased from 1.75% to 1.50%.
    - Other Professional Services' recommendation was 3.15%. The percentage remained the same as the previous year.
  - The CPC approved the PSRA and submitted the recommended categories percentages for FY25 to the planning council for vote.
    - Salcido called for a motion to approve the FY25 Service Priority Resource Allocation Report to be sent to the Planning Council for review. Ortiz made a motion to approve and Adams-Jarrells seconded the motion. All were in favor of approving the PSRA report. No abstentions or objections. Motion for the FY 25 PSRA Report passed.

**8. New Business.**

**9. Announcements**

- There were no Announcements

**10. Next Meeting**

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

**11. Adjournment**

Salcido called for a motion to adjourn the meeting. Morales adjourned and Ortiz second the motion. All were in favor, no opposition, or abstentions. The meeting was successfully adjourned at 11:09 AM.