



**Comprehensive Planning Committee
MEETING SUMMARY**

Friday, October 11, 2024, from 9:30 AM to 10:26 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. Viesha Morales (Secretary) 4. Sharon Postel (Non-Voting) 5. Aliya Roman (Non-Voting) 6. Michelle Thompson (Non-Voting) 7. Claudia Ortiz 8. Al-Bayyinah Sloane 9. Ann Rose Jacquet 10. Joann McEniry (Non-Voting)		11. Delia King

Guests: Ashley Bramble,
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 call. Quorum was established.

3. Public Testimony

There were no public testimonies.

4. **Approval of the Meeting Summary from September 13, 2024.**

The September 13th 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.

McEniry informed the committee that the approval of the June 21 summary was not required being that there was no quorum.

5. **Standing Committee Updates**

- **Continuum of Care Committee (COC) – Support Staff provided the report.**
 - The committee last met on Thursday, September 12th, 2024, at 10 AM via Zoom.
 - The committee reviewed and updated the Health Insurance Premium & Cost Sharing for low income, Oral Health service standards and the Foodbank/ Home Delivered Meals service standards.
 - The service standards were submitted to the PC for a 30-day review.
 - The COC committee meet with the CIA members to receive feedback on the Home and Community Based Service Standard.
 - The COC next meeting will be held on Thursday November 14th, at 10:00 AM via zoom.
- **Research and Evaluation Committee (REC) – Support Staff provided the update.**
 - The committee met on Monday, September 16th, 2024, at 10 AM via Zoom
 - During the meeting, the committee received an update and approved the 2024 Funding Stream analysis.
 - In addition, the committee reviewed the final FY20 24 needs assessment report and the 2024 Administrative Mechanism.
 - The next REC meeting will be held on October 21st at 10 am via Zoom.
- **Consumer Involvement Activities Committee (CIA) – Support Staff provided the update.**
 - The committee met on Wednesday, September 25, 2024, at 5 PM via Zoom
 - The committee member received an invitation to attend a luncheon presentation from Positive Health. The presentation was at 1:00 PM.
 - In addition, Postel presented the updated 2024 needs assessment report to the CIA committee.
 - The committee member received updated on the pillbox from Bramble.
 - The next CIA meeting will be held on October 23rd at 5:00 PM via Zoom.
- **Nominations committee (NC) – Support Staff provided the update.**
 - The committee last met on July 25, 2004, via zoom.
 - During the meeting, the committee selected Vieshia Morales as Treasurer
 - The nomination was submitted and approved by the planning council
 - The next nominations committee meeting is tabled until further notice.

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

- The recipient's office reported that they received the site visit report from HRSA and EHE program. Roman will present the findings to the executive committee. Roman mentioned that HRSA is interested in recruiting more representations from young adults age 18-34.

- Roman mentioned that Part A NOFO was submitted on October 1st and the recipient office is currently working on the EHE NOFO notice of funding opportunity. The grant application is due on October 21st
- Roman mentioned that RFP for the Part A program was released on October 7 and the Technical assistance meeting is scheduled for October 18th. The RFP is due on November 18th. The letter of intent is due on November 1st. More information will be provided in the mandatory technical assistance meeting.
- The EHE program RFP is anticipated to be released by month end and the technical meeting in November. The EHE RFP program tentatively due in mid-December. As a result of the administrative mechanisms survey the grant response time was extended to six weeks.
- The EHE Tri annual, the report has been available since September 15th. The EHE Tri annual is due on October 15th. Please keep in mind that Monday is a holiday, so you haven't completed that report. The EHE biannual is a compilation of all the EHE activities for the last six months. The EHE biannual does not affect the sub-recipient. The RW unit informed the committee that the report will be submitted today
- Roman mentioned that EIRCs is currently working on 9 clients identified as not linked to care. Roman informed the committee that the process is followed bi-monthly, and the recipient office reviewed the information since March. Roman acknowledge the work of the EIRC team. EIRCs team will meet on the 28th.
- Roman notified the committee that the CQM met on 25th and a meeting is scheduled for November. The CQM revised the cluster detection response plan. The CQM team is working with a consultant to support Newark in the completion of the cluster detection response plan.
- The recipient office mentioned that the priority setting process yielded a new service category called Home Based and Community health services standard. Roman requested input of the committee for the upcoming year's need assessment. In regard of the needs of the aging population.
 - Bramble informed the committee of the new initiative Bramble met with Dr. Padilla, the case manager supervisor from Rutgers University, to discuss the initiative to educate the youth of the public health system. The project will begin in the Newark public health schools and the goal is to expand to all 5 counties in the EMA.

7. Old Business

There were no old business to discuss.

8. New Business

The committee revised and updated the 2022-2026 Integrated HIV prevention and care plan frame of work:

- The support staff will provide an update on the item CDC/NJDOH funded HIV testing, which is a baseline report of agencies funded for HIV testing by CDC and NJDOH within Newark EMA.
- The support staff will collect the NCC information from the recipient office to share with the COC.
- Ortiz will attend the NJ HIV planning meeting to collect information on routine HIV testing on medical visits. Ortiz informed the committee that the NJ HIV planning group will meet on October 17. Postel recommended contacting NJDOH to provide overall direction on HIV

routine testing. McEniry mentioned that Ferrigno of NJ Department of Health can assist on providing the information.

- The committee agreed to reach out to AETC for training on routine HIV testing. Thompson will send an email to Luce Morgan inquiring about the HIV testing and case management training. Salcido informed that education and training responsibility on routine HIV testing to providers was assigned to AETC. The case management training responsibility for testing and counselor was transferred to AETC from Rutgers University
- The committee agreed to contact the NJDOH to inquire about the annual update report on the number of providers completing routine HIV testing outside EMA.
- Ortiz will inquire about the Annual Report on HIV Testing in Newark EMA at the State Coordinator meeting
- The Support Staff will collect information on the Baseline Report of PrEP providers Newark EMA. Support Staff will forward a list of reports needed for the Integrated HIV prevention plan to Ferrigno.
- The NJDOH will take the lead in developing a cluster detection response plan for the Newark EMA.
- Roman informed the committee that there is a commitment to sign the MOUs to support the Health Department and the next step is completing a framework on the MOU. The goal is to complete all the MOUs before the end of the grant year.

9. Administrative Issues— PC Support Staff

- There were no administrative issues.

10. Announcements

- Sloan from Positive Health informed the committee that there are HOWPA slots available. Please forward the information to interested individuals.

The next COC meeting will be held on Thursday, November 8, 2024, at 10AM via Zoom.

11. Adjournment

Salcido called for a motion to adjourn the meeting. Ortiz adjourned and Sloan second the motion. All were in favor, no opposition, or abstentions. The meeting was successfully adjourned at 10:26 AM.