

**Research & Evaluation Committee  
MEETING SUMMARY**

**Monday, November 18, 2024, from 10:00 AM to 10:35 AM**  
 Videoconference via Zoom: <https://us06web.zoom.us/j/89756434893>  
 Teleconference: (929) 205 6099 / Meeting ID: 897 5643 4893

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

**Guests:** Ashanti Simpson-Little

**PC Support Staff:** Richell Garcia

**1. Welcome and Moment of Silence**

- Bagchi called this meeting to order at 10:02 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**

- There were no public testimony

**4. Approval of the Meeting Summaries from October 21th, 2024**

The meeting summary was sent out electronically ahead of the meeting. Bagchi called for a motion to approve the meeting summary. Abdulwaliyy made a motion to approve the meeting summary, and Damas seconded the motion. There were no objections and Dr. Bagchi abstained.

**5. Standing Committee Updates**

- **Continuum of Care Committee (COC) – Support Staff provided the report.**
  - The committee met on Thursday, November 14<sup>th</sup>, 2024, at 10 AM via Zoom.
  - The committee reviewed and updated Other Professional service standards and Psychosocial Support Service standards.
  - The service standards were submitted to the PC for a 30-day review.
  - The COC committee continues to review feedback on the Home and Community Based Service Standard.
  - The COC next meeting will be held on Thursday December 12th, at 10:00 AM via zoom.

- Comprehensive Planning Committee – Support Staff provided the update.
  - The committee met on Friday November 8<sup>th</sup>, 2024, at 10 AM via Zoom
  - Continue in-depth review of progress and update of 2022-2026 Integrated HIV prevention and Care Plan
  - The next CPC meeting will be held on Friday December 13<sup>th</sup>, 2024, at 9:30AM via Zoom.
- Consumer Involvement Activities Committee (CIA) – Support Staff provided the update.
  - The committee met on Wednesday October 23 at 5:00 via Zoom
  - Discussion on the Home and Community Based Health service standard for the aging population.
  - Bramble presented the Cohort: Non VLS of Essex County
  - The next CIA meeting is going to be held on November 20 at 5pm via zoom
- Nominations committee (NC) – Support Staff provided the update.
  - The committee last met on Friday July 25<sup>th</sup>, 2024.
  - The Nomination committee meeting is tabled until further notice.

## 6. Old Business

## 7. New Business

### **Review progress of 2022-2026 Integrated Plan**

- The presentation was table for next month.

### **Discuss needs assessment scope with budget considerations**

- Bagchi mentioned that the scope is related to the unmet needs of the youth and the aging populations. The aging population needs assessment questions can be related to unmet need that are not covered by insurance issues. The youth population needs assessment can include increase engagement in care and prevention.

### **Discuss topics for the 2025 Needs Assessment**

#### **Refine Topics and discuss methodology for the 2025 Needs Assessment Update.**

- Bagchi mentioned that the methodology of assessment needs should be focused on the services that the individuals need but they are not receiving. Bagchi mentioned the input received by Adams-Jarrels lived experience can be utilized for the methodology of the aging populations FY 25 needs assessments. Bagchi clarified that the newly diagnosed, Individuals that are or are not engagement are also be featured.
- Abdulwaliyy suggested to add in the survey questions about individuals with other health conditions in the aging population. Abdulwaliyy also commented on the need for more outreach for the youth and aging population.
  - Bagchi suggested adding two questions to the survey
    - a. What other health related issues the individuals have?
    - b. What home and community services can alleviate the service gap and barriers for the individual?
- Simpson added that aging population have mobility issues that can – the need for home care services
- Postel recommendations for the aging population the methodology:
  - Review of the NJ Health Department Statewide Assessment Plan on Aging.

- Postel suggested contacting the key informant that participated in the Department of Health plan regarding what were their findings. Identify key informants.
- Develop a questionnaire for consumers and agencies.
- Demographic profile that includes what services individuals use. This will identify any gaps or barriers.
- Postel mentioned that 70% of individuals are 45 and older. The main focus should be on the aging populations.
- Review services provided at the office on aging, state department, attend community fairs. and included Adams-Jarrells in the conversation.
- Identify services outside of the Ryan White, similar to the questions used in the undocumented need assessment.
- Develop scopes and methodology for the next meeting. Develop questions for key informants.
- Bagchi requested the committee to develop questions that will be applied in the surveys.

#### **Discuss committee training needs for FY 2025**

- Abdulwaliyy mentioned a research methodology training course for the committee. Bagchi will revise PowerPoint on research methodology.
- Simpson- Little requested copy of the bylaws and the REC operation procedures.
- Bagchi requested to start working on the Workplan in the next meeting
- Bagchi made a motion for approval of Ashanti Simpson as a REC member. Abdulwaliyy made a motion and Damas seconded. Simpson Little is a member of the PC committee and has attended more than three REC meetings.

#### **8. Administrative Issues**

- Roberto Benoit is no longer in United Way NEMA support staff.

#### **9. Announcements**

- There were no announcements

#### **10. Next Meeting**

- The next meeting will be held on December 13th, 2024, at 10:00 am via Zoom.

#### **11. Adjournment**

- Bagchi called for a motion to adjourn the meeting. Damas made the motion to adjourned and Abdulwaliyy seconded. All were in favor, no abstentions, or objections. The meeting was successfully adjourned at 10:35 AM.