



**Comprehensive Planning Committee
MEETING SUMMARY**

Friday, December 13, 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. Aliya Roman (Non-Voting) 5. Ann Rose Jacquet 6. Claudia Ortiz	7. Michelle Thompson (Non-Voting) 8. Joann McEniry (Non-Voting) 9. Sharon Postel (Non-Voting)	10. Al-Bayyinah Sloane 11. Delia King

Guests: Leonard Norris, Ashanti Simpson Little

Support Staff: 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 November 8, 2024.

The November 8th 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; Adams-Jarrells seconded. Ortiz abstained and there were no opposition.

5. Standing Committee Updates

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

- The committee met on Thursday, December 12, 2024, at 10 AM via Zoom.

- The committee completed the Home and Community-Based Health Service Standard. The service standard was submitted to the recipient's office before submitting to the Planning Council for 30-day review,
- The committee reviewed and updated Medical Nutrition Therapy Service Standard and the Universal Service Standard. The services standard will be submitted to the Planning Council for 30-day review.
- Lastly the committee began working on the FY25 work plan calendar and reviewed the latest HRSA policy changes. There were no HRSA changes to the services standards.
- The COC next meeting will be held on Thursday January 09 th, at 10:00 AM via zoom.

Research and Evaluation Committee (REC) – Support Staff provided the update.

- The committee met on Monday, December 16th, 2024, at 10 AM via Zoom
- The committee tabled the integrated plan at the next meeting.
- The committee discussed the Needs Assessment Scopes and redefined the topics of aging and youth population.
- Lastly, the committee discussed the training needs for FY25.
- The next REC meeting will be held on January 27^h at 10 am via Zoom.

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

- The committee met on Wednesday, December 18, at 5:00 via Zoom
- Postel discussed the needs assessments of the aging population and youth population with the community.
- Positive health added luncheon on November 15. At the luncheon the committee discussed the Home and Community-Based Service Standard and a general overview of the importance of having life insurance and an advanced directive will.
- The next CIA meeting is going to be held on January 22 at 5pm via zoom

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

- The next nominations committee meeting is tabled until further notice.

6. Recipient Report – Aliya Roman provided the update.

- Roman mentioned that the recipient's office is currently on peer review process to review all the subrecipients applications. The peer review orientation was held on December 6th
- The recipient's office is working on the budget insertion which is the acceptance of Ryan White grant funds for the new fiscal year. The process insertion of the budget into the system was completed last week and the FY25 contracting timeline began.
- The recipient office met with the AETC on November 7th. The purpose of the meeting was to develop training in the implementation of retention initiatives. The project involves training the EIRCs committee on the retention project and developing data sheets to capture the barriers. The recipient office is planning a consumer forum in April.
- The recipient office met with Planned Parenthood earlier this month to share the resources and encourage PC involvement. The Planned Parenthood representative is planning to attend the planning council and other programs.
- Roman and Bramble attended a Train the Trainer conference at the Center for Quality Improvement and Innovation in Nashville, TN. The conference was held from the 18th to 21st. The recipient is working in developing training for the EIRCs committee and the office administration.

- The EHE RFP release date was paused until the end of December. The recipient's office is considering the best date to release the RFP. The sub-recipients will receive an email notification when the application is released.
- Lastly, the recipient office informed the committee that there has been a slight decline in the clients' VLS. Roman mentioned that the RW unit is working with five programs that present data entry errors. The recipient office is working on preventing the impact on data entry errors in the performance outcome. The RW Unit plans to widely communicate with the sub-recipient programs that CHAMP training is still available. Roman mentioned that the recipient office is planning to design a framework for Jason, to ensure that the case managers training is more reflective of the EMA.

7. Old Business

- The committee continued to revise the 2022-2026 Integrated HIV prevention and care plan framework:
 - Garcia updated the IHP plan with the answers received from the NJDOH. The Support Staff and Salcido will email Ferrigno from the NJ Department of Health on additional questions presented in the meeting.
 - The planning council will produce a list that identify partners in Newark EMA that perform state led HIV testing initiatives.
 - The recipient office will provide an update on the baseline report from each provider and a summary report regarding their status neutral framework.
 - Support staff will send an email to Rekha and Shwetha from NJDOH on the status of the Annual Report on HIV testing in Newark.
 - Simpson-Little will request from Ehlers of the EIRCs committee an update on best practices for treatment adherence to the MCM model for non-VLS including TasP. The request referenced the item 3-3B from the IHP plan.
 - Roman suggested bringing a presenter from the AETC to train the medical case managers on TasP and U=U. Roman suggested forming more partnerships to create an intensive model for Non-VLS including TasP. The item reference was 3-3C from the IHP plan.

8. New Business

- **Discuss and author draft of FY' 2025 Committee Workplan**
 - The workplan for FY 25 was tabled for the next meeting.
- **Discussion on The Cluster Detection Response Team**
 - The Cluster Detection Team will meet on January 9 and 16th to discuss the plan
- **Discuss best practices of FY'24 – QM**
 - Bramble was not able to attend the meeting and provided notes for the Support Staff to present the QM best practices for FY'24:

Attendance of the Early Intervention and Retention Collaborative (EIRC) Committee:

- Comprised of Medical Case Managers, Case Managers, and Community Health Workers that meet on the 4th Monday of every other month
- Higher Participation and Engagement (every agency is required to have one representative present) o
- Led to the creation of "Best Practices" section of the meeting.

- 4 agencies (2 OAHS and 2 Support) are selected to report on their successes - Successfully captured consumer data and assessed barriers

Implementation of the Linkage to Care Report:

- Reports are completed by the EIRCs
- Identified barriers as “in house”, data or software (CHAMP) errors, or client based
- Improve Linkage to Care outcome
- Increased awareness agencies on all NEMA resources available

Provider Assessments (aka Report Cards):

- Provided by the Recipients Office that displays each agency, their HIV Care Continuum Performance outcomes, and how they compare to the EMA overall. - -
- Used as a guide to assist agencies with completing their Request for Proposal (RFP)
- Increased the request for QM Technical Assistance amongst agencies

Cohort Case Studies:

- FY2024 focused on Cohort 4: Non- VLS of Essex County - -
- By closeout of Cohort 4, 50% of those clients became virally suppressed
- Captures consumer data on adherence to taking medication

FY25 Recommendations:

- The EIRC Committee will continue to assess linkage barriers, in addition to other performance measures, and report their best practices and challenges consistently.
- Recipient Office’s program monitors will connect with their agencies to confirm their attendance.
- The Quality Management team will create reports for agencies to complete regarding client feedback and inquiries. These reports can be discussed either at the EIRCs or sent to the QM Specialist (Bramble).
- The Quality Management Committee will discuss the frequency of distributing Provider Assessment Reports to the EMA.
- Quality improvement projects will be required based on performance outcomes and any declines over 10%.

9. Administrative Issues— PC Support Staff

- There were no administrative issues.

10. Announcements

- Claudia Ortiz was acknowledged at NJHPG for her 30 years work in the HIV community.
- DCA Pre application for section 8 will be open from January 13 to January 31. The information is on the DCA website.

The next COC meeting will be held on Thursday, January 10th, 2024, at 9:30AM via Zoom.

11. Adjournment

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