

## Comprehensive Planning Committee

### MEETING SUMMARY

**Friday, June 14, 2019 at 9:30AM**  
 Willing Heart Community Center  
 555 Martin Luther King Blvd. Newark, NJ 07102

Present	Excused Absences	Unexcused Absences
1. Ketlen Alsbrook (Non-Voting)	11. Janice Adams-Jarrells	14. Victor Llerena
2. Juanita Howell (Secretary)	12. Allison DelCalzo (Non-Voting)	15. Jennifer McGee-Avila
3. Elizabeth Kocot	13. Joann McEniry (Chair)	16. Pat Moore
4. Brian McGovern		17. Nancy Scangarello
5. Debbie Morgan		
6. Aliya Onque		
7. Sharon Postel (Non-Voting)		
8. Ricardo Salcido		
9. Al-Bayyinah Sloane		
10. Calvin Toler		

**1. Welcome and Moment of Silence**

Juanita Howell, CPC Secretary, called meeting at 9:34AM and welcomed all in attendance. A moment of silence was observed for all those living with and affected by HIV/AIDS, and for those who have passed.

**2. Roll Call**

Tania Guaman, Support Staff, conducted the roll call. Quorum was not established.

**3. Public Testimony**

There was no public testimony.

**4. Approval of the Meeting Summary from May 10, 2019**

The May 10, 2019 meeting summary approval was postponed for the next meeting.

**5. Standing Committee Updates**

**- COC—Continuum of Care Committee**

Tania Guaman, Support Staff, provided a reported for the COC committee. The last Continuum of Care Committee meeting was held on Thursday, June 13 at the Willing Heart Community Center in Newark. The following occurred at that meeting:

- Quorum was established and no public testimony was given.
- The May meeting summary was approved.
- Housing Standards were reviewed and approved by the COC.
- Discussion regarding summer meetings will be held via email.
- Discussion on Access to Medications – Item will be discussed at next meeting.
- The Emergency Financial Assistance Standards of Care will be reviewed at the next meeting.

- Announcements:
  - June 20th - End the Epidemic. Prevention, Care and Treatment Summit
  - June 25th – 2<sup>nd</sup> End the Epidemic Webinar hosted by HRSA
  - June 27th – National Testing HIV Event sponsor by NCHC, Hyacinth and Rutgers

The next COC meeting will be held on Thursday July 11, 2019 at the Willing Heart Community Care Center located at 555 Martin Luther King Jr. Blvd. Newark, NJ 07102.

- **REC—Research and Evaluation Committee**

Tania Guaman, Support Staff, provided the report for the REC committee. The last REC meeting was held on April 15, 2019.

The REC did not hold a meeting on May 20, 2019 due to unforeseen circumstances.

The next REC meeting will be held on Monday, June 17, 2019 at the Willing Heart Community Care Center located at 555 Martin Luther King Blvd. Newark, NJ 07102.

- **CIA/CC—Consumer Involvement Activities/Community Conversations**

Tania Guaman, Support Staff, provided an update for the CIA. The last CIA meeting was held on May 22<sup>nd</sup>, 2019. Warren Poole, CIA Chair, conducted the meeting. An educational presentation was held on Mytesi, a medicine that can be prescribed to treat chronic diarrhea on HIV patients. Several attendees acknowledged that chronic diarrhea can be disruptive in their daily living and very difficult to manage. Participants asked questions about the benefits, side effects, and potential interactions with other medicines.

Support Staff received three applications for membership for the CIA. During the meeting, Warren Poole - CIA Chair, asked if anyone was opposed to accept the new members. All consumers accepted the new applicants and welcomed the new members. At this time, the CIA Chair encouraged all attendees specially, the new CIA members, to attend all committee meetings as well as the planning council meeting to voice their concerns during the time for public testimony. Warren Poole, CIA Chair, continued the meeting with by presenting the recent non-75/25 recommendations that were approved by the Planning Council. He highlighted that, if the Core Service Waiver application is approved, those would be the new resource allocations which were developed, in part, using consumer's feedback. He also reinstated the importance of attending the meetings because consumer's voices are being heard. He asked all attendees once again to take advantage of the opportunity to share their opinions and experiences with Ryan White services.

Announcements were made about upcoming events held by different organizations as well as a 3-day training in Maryland, the NMAC BLOC training. Warren Poole, CIA Chair encouraged all interested consumers to apply for the training. To ensure that applications got completed, Support Staff stayed on site to assist consumer applicants. In total, 4 consumers applied for the NMAC BLOC Training including 3 representatives from Essex County and 1 from Union. Support Staff announced that a collaboration with the Union and Tri-County EIRC was built to have at least two representatives from each county apply.

The next CIA meeting will be held on Wednesday, June 26 ,2019 at the Willing Heart Community Care Center, 555 Martin Luther King Blvd. Newark, NJ 07102.

Ketlen Alsbrook, representation from the Recipient's office, asked if any CIA members showed interest in applying for the Planning Council Committee. Alsbrook pointed the importance of having more consumers join the Planning Council as required by HRSA, since there were deficiencies in the Progress Report on Membership Reflectiveness. Currently, the consumer category on the reflectiveness report is 29% for non-aligned consumers on the Planning Council which needs to increase to 33% as soon as possible. Ketlen Alsbrook suggested that recruitment be conducted to bring that percentage up. Tania Guaman, Support Staff, mentioned that CIA Chair, Warren Poole, will help with those recruitment efforts. Support Staff will also attend events to recruit consumers outside of the CIA committee.

Tania Guaman, Support Staff reported that 1 out of the 4 consumers that applied for NMAC BLOC training, did not get selected. Support Staff is still waiting on the other consumer responses. Juanita Howell, Secretary, suggested that Support Staff reach out to CABs and attend CABs meetings to increase recruitment efforts. Juanita Howell, Secretary also suggested having flyers advertising consumers to join PC committee and distributing them throughout all the CABs, Ryan White agencies and providers.

## **6. Recipient Report**

Ketlen Alsbrook, provided the Recipient report. Alsbrook reported that the Office of the Recipient is working to complete the Couse Service Waiver application before the deadline of June 30, 2019.

- The Recipient's office is finalizing the letters of support that needs to go to the State Ryan White Part B Project Director as a part of the application, as well as the Letter of Support from ADAP, Medicaid, the Director of the NJ DOH HIV Division, and the NEMA Planning Council.
- The Recipient's office is working with the City of Newark's IT Department to establish a website dedicated to the Planning Council. The City of Newark is in process of accepting proposals from web design and maintenance companies. The department of Health will be expanded to include a section for the planning council. There have also been discussions about the Department of Health having their own website which it can be used to expand more about the Ryan White services.
- Ketlen Alsbrook, representative from the Recipient's Office, added that she will draft a concept website for the Newark department of health which will include a link for the Planning Council documents and materials. This proposal will be sent to the IT Department by the first week of July.
- HRSA is scheduled for a Fiscal site visit with the Recipient's office on the second week of July. This is a follow up to the recommendations from their visit in 2017. The recommendations included:
  1. Timely execution of contracts – This year execution of contracts was done by April in comparison from previous years which were done by June and July
  2. Having a CHAMP Super User – Someone within the Ryan White or Recipient office having more credentials/administrative rights to customize reports on CHAMP.
  3. Timely Closeouts – Making sure every payment is made by June 30<sup>th</sup>. No funds in the account by June 30<sup>th</sup>.
  4. Multiyear contracts – Talking to contractors to submit resolution to municipal council to request permission to work on contracts for 2020. Having 3-year contracts are being evaluated since

the Needs Assessment and Priority Setting & Resource Allocation are done annually to determine where funds are allocated.

- Al-Bayyinah Sloane asked if providers would be required to meet with HRSA during this site visit. Ketlen Alsbrook replied that there is a possibility of that happening. She added that HRSA has not submitted the final Agenda yet. It will be probably get done during their monthly conference call. She added that most of the time HRSA like to spend some time with providers to hear their perspectives, but they have not mentioned anything about meeting up with them. Ketlen Alsbrook will follow up on that question with HRSA since she does not have a concrete answer.

## **7. New Jersey HIV Planning Group (NJHPG) Report**

Tania Guaman, Support Staff, provided the NJHPG Report. Tania Guaman mentioned that NJHPG is requesting all organization to forward all local events to Gary from Rutgers. Guaman offered to forward shared information via email with Gary.

- DHSTS Update - Christopher Menschner, DHSTS Assistant Commissioner  
STD Federal Action Plan - The U.S. Department of Health & Human Services Office of HIV/AIDS and Infectious Disease Policy (OHAIDP) will host two virtual listening sessions to gather public input to inform the development of a Sexually Transmitted Diseases (STD) Federal Action Plan. Two listening sessions are scheduled – Wednesday, April 17 and Thursday, May 9. Registration is required for the sessions.
- End the Epidemic Task Force  
The New Jersey Taskforce to End the HIV Epidemic have been meeting and the subcommittee has been working on the following goals:
  1. Reduce the rate of new HIV infections by 75%;
  2. Ensure that 100% of persons living with HIV/AIDS know their status; and
  3. Ensure that 90% of persons diagnosed with HIV/AIDS are virally suppressed.Taskforce was working on submitting the recommendations made by CPC, Executive Committee, PC prepared. They received the recommendation and it was mentioned that recommendations were aligned with Taskforce recommendations.

A panel discussion was held with a person living with HIV and a care provider. The consumer spoke about the challenges of living with HIV and the drawbacks to survive while continuing to perform every day's activities. The provider spoke about the importance of prioritizing the management of the HIV disease and the importance of maintaining ongoing patient/provider relationships.

## **8. New Business**

- Presentation: Quality Management and H4C update & Grantee Update from Recipient  
Kasny Damas, from the Recipient's Office presented progress updates from Newark EMA agencies based on key CHAMP performance indicators.
- Review other Committee recommendations regarding the Priority Setting/Resource Allocation process and service improvements for FY'2020  
There were no recommendations from other NEMA Committees.

## **9. Old Business**

- Discuss the need for additional meetings during the summer (June, July and/or August)  
Members were asked to save the dates for 7/26 and 8/23 for CPC meetings. These dates are pending the release of data from the NJ Department of Health which is needed for the development of the PSRA.

#### **10. Announcements**

Ricardo Salcido, PC member, mentioned that the NJ ETE Taskforce was present at the Pride festival in Asbury Park where they distributed information. The Taskforce will also be attending and distributing information at the Plainfield Pride on June 22.

Tania Guaman, Supporting Staff, made the following announcements during the meeting:

- Support Staff is still updating membership records. Some adjustments were made to the Planning Council application. Applicants can select committees that they would like to join in their application. Planning Council applicants only need to complete one application.
- On June 25, the second National End the Epidemic Webinar sponsored by HRSA will be held from 2 pm to 3 pm. Support Staff sent the link to all members via email.
- On June 20, NJHPG will host its Prevention, Care and Treatment Summit from 9 am to 3pm.
- On June 27, the National Testing HIV Event sponsored by NCHC, Hyacinth and Rutgers will be held from 12 pm to 4 pm.
- Meeting evaluations to improve following meetings.

Juanita Howell recommended that Support Staff schedule an Oath Ceremony for those members whose term have expired. Tania Guaman, Support Staff, stated that the ceremony could be scheduled in August when every member's updated application is on file.

#### **11. Next Meeting**

The next meeting Comprehensive Planning Committee will be held on Friday, July 12, 2019 at 9:30AM at the Willing Heart Community Center located at 555 Martin Luther King Blvd. Newark, NJ 07102.

#### **12. Adjournment**

Juanita Howell, Secretary, asked for a motion to adjourn the meeting. Al-Bayyinah Sloane motioned to adjourn. Vieshia Morales seconded. The meeting was adjourned at 10:50am.