



Planning Council MEETING SUMMARY

Wednesday, September 15, 2021 from 1:30 PM to 2:20 PM

Video-Conference via Zoom: <https://zoom.us/j/94744802916>

Teleconference: (929) 205 6099 / Meeting ID: 947 4480 2916#

Present	Excused Absences	Unexcused Absences
1. Ann Bagchi, PhD	18. Wanda Figueroa, MD	25. Jeremiah Cohen
2. Kendall Clark	19. Janice Adams-Jarrells	26. Elizabeth Kocot
3. Cynthia Cocagee	20. Ketlen Alsbrook (Recipient)	27. Natalie Muhammad
4. Cezar Dumago (Secretary)	21. Wali Bradley	28. Walter Okoroanyanwu, MD
5. Juanita Howell	22. James Carrington	29. Dominga Padilla, MD
6. Dr. Robert L. Johnson (Chair)	23. Rev. Don Ransom	30. Ricardo Salcido
7. Gloria Jones	24. Debbie Morgan	
8. Thomas Johnson		
9. Tamerla Lawrence		
10. Joann McEniry (Co-Chair)		
11. Patricia Moore (Treasurer)		
12. Vieshia Morales		
13. Warren Poole		
14. Sharon Postel (Non-Voting)		
15. Providencia Rodriguez		
16. Aliya Roman (Non-Voting)		
17. Calvin Toler		

Guests: Erecka Asbury, Karina Calabuig - Hope House, Wayne Cleveland, Louis Delgadillo NJDOH, Jerry C. Dillard CAPCO, Melody Kouyoblegui NJDOH, Michelle Harvey, Isaam Houston, Travis Love Rutgers, Kelly Martins NJAS, Kathleen O'Brien MERCK, Claudia Ortiz PROCCEED, Michael Valentin Merck, Jaimele Wineglass

PC Support Staff: Tania Guaman

1. Welcome & Moment of Silence

Dr. Johnson welcomed all attendees and called the meeting to order at 1:30 PM. A moment of silence was observed for those affected, those who have passed, and those living with HIV/AIDS.

2. Roll Call

Dumago conducted the roll call for this meeting. Quorum was established later during the meeting.

3. Public Testimony

There was no public testimony.

4. Approval of the Meeting Summary from August 18, 2021

At the previous meeting, the July 21st meeting summary was approved with edits. The revised version was approved and posted on the NEMA website.

The August 18th meeting summary was sent electronically in advance for Planning Council review. Dr. Johnson asked for a motion to approve the meeting summary as distributed with edits made on the minutes of the Executive Committee for the Treasurer report. Poole motioned to approve. Morales seconded. The vote passed unanimously.

5. Report from the Recipient

Roman provided the following report:

- The Recipient is preparing the HRSA FY 2022 Ryan White Part A application, which will be submitted early by October 1, 2021.
- The Newark EMA RFP for service delivery is expected to launch in mid-October into mid-November.

6. Standing Committee Updates

- **Continuum of Care (COC): Vieshia Morales** – provided the August 18th COC report.
 - o The COC introduced the non-medical case management, as well as the Psychosocial service standards for a 30-day review. Community members are invited to review these standards and submit questions to the Support Team. Once reviewed, a vote will be made by the Planning Council at the October 2021 meeting.

The next COC meeting will be held on October 14, 2021, at 10am via Zoom.

- **Comprehensive Planning Committee (CPC): Joann McEniry** – provided the Sept 15th CPC report.
 - o The committee reviewed the 2022-2026 Integrated HIV Prevention and Care Plan guidance for the development of a new plan. This plan has five required sections. After looking at the requirements for each section, the committee identified who may be responsible for doing the work of each section and then what additional participants are needed.

The development of each section was assigned to one committee as follows:

- o (1) **the executive summary**; to be completed by the Recipient and the Planning Council
- o (2) a **Community engagement description and section**; will be primarily done by the Community Involvement Activities Committee (CIA)
- o (3) a **data set piece**; the contributing data sets portion will be as committee Research and Evaluation Committee (REC)
- o (4) a **situational analysis**; will fall under the Continuum of Care Committee (COC)
- o (5) **goals and objectives**; the writing of the 2022 to 2026 goals and objectives will fall under the Comprehensive Planning Committee (CPC).

**Committee Chairs are advised to review the guidance of their assigned section to get started.

- o The CPC prepared a draft for the existing Planning Council nomination process, with a recommendation for the review of applications to occur twice per year. The Support Team will send this document to the Executive Committee for comments. It can then be submitted to the full planning Council in October for the traditional 30-day review period for community feedback. Once that is complete, the Council may hold a vote at the November meeting.
- o The committee voted a returning Member to be a part of the CPC. Claudia Ortiz will be taking the seat of Ryan white part A provider for Union County. That means that all of the committee's Ryan

white part A provider seats are filled with the CPC. But there are seats open for non-Ryan white providers and community members.

The next CPC meeting will be held on October 8, 2021, at 10am via Zoom

- **Research and Evaluation Committee (REC): Ann Bagchi, Ph.D.** – provided the August 16th report.
 - The 2021 Final Needs Assessment Update Report was completed and approved.
 - State data for the 2021 Annual Epidemiologic Report has not yet been released.
 - Dr. Debbie Mohammed gave a presentation on the National HIV/AIDS Strategy.
 - For the next meeting, the committee will discuss topics for the 2022 needs assessment, and will add the review of the Integrated Plan to the responsibilities of the REC.

The next REC meeting will be held on September 20, 2021, at 10am via Zoom.

- **Community Involvement Activities (CIA): Warren Poole** – Poole provided the July 28 report.
 - War Talley, EHE Coordinator gave a presentation about Ending the Epidemic initiative. This presentation showed the four EHE pillars and the presenter asked questions from consumers in attendance. Essex County is focusing on prevent and respond. There were 20 consumers who attended this meeting and who provided the feedback above on how to end the HIV epidemic.
 - Some of the feedback provided by the community included:
 - Mentorship for the youth
 - Bring back the Speaker's bureau
 - Break HIV stigma
 - Clinics need to have weekend hours
 - Start people's medication right away
 - A new program to replace ADDP because there's a 30-day wait for medication
 - Make the ADDP application easier to fill out
 - For the next meeting on September 22, from 5pm to 7pm via Zoom, the CIA will celebrate National HIV and Aging month. Allison from Gilead will present on Aging and HIV.

Poole reported community issues where folks lose medications, especially when a pharmacy does not provide 30-day supply during the reapplication for ADDP. This application is lengthy, and those without a computer may not be able to complete it. Consumers also recommended that service providers have work hours late at night or on weekends to accommodate working people.

The Planning Council's goal is to ensure that community consumers brought forward to the Council, and when this happens, that our documents reflect those issues. As such, the Council recommends that feedback from consumers is captured in the development of survey questions and the update of services standards led by Planning Council committees. If there is a recommendation from one of the Council committees about an issue then, the Council can send that information to the grantee, and direct it to state agencies represented on the county health department jobs on the Council, the Governance Advisory Council, the Council and the HIV Planning Group, if necessary.

The second action the Planning Council can take is to develop a service standard to address these barriers. For instance, one of the standards can state that a client has to have an ADDP application approved within seven

days or something like that, even though that's not directly on our purview, but it could be a standard that we we identify as a level of care that's important.

Motion: Dr. Johnson asked for a motion to accept the committee reports. Poole motioned. Morales seconded. The vote passed unanimously.

7. State & National Updates -

- **Report from the NJ Department of Health (NJDOH)** – Delgadillo provided the following report:
 - The anticipated RFA for Prevention and Care will be released tentatively by October 1. Grant awards will start on January 2022.
 - Some State PMOs have left the unit. Changes will occur with staff shuffling in this transition.
- **Report from the Governor’s Advisory Council (GAC)** – Dr. Johnson reported that the Governor’s Council will meet the following week.
- **Report from the NJ HIV Planning Group (NJHPG)** – Guaman provided the following report:
 - The federal Ending the HIV Epidemic initiative’s implementation started on September 1, 2021 for Essex County. Organizations doing this work will address one of the three required pillars, which include diagnose, treat and prevention. For the treatment part, the goal is to do everything outside of Ryan White part A services. There was a request to share the list of organizations and their projects, but that information is waiting for state approvals before release.
 - The New Jersey HIV planning group’s Issues Committee has held conversations on issues that relate to the current service delivery model as it relates to prevention, care and treatment. Discussion details are available on the report submitted by the Support Team.
 - The Committee will start reviewing the HRSA guidance for the development of an Integrated Plan next month.
 - A presentation about the State RFA will be provided at the next Issues Committee meeting. organizations who are interested in applying were encouraged to attend.
 - A brief announcement was made that Cabenuva now has education available for consumers interested in learning about long-term injectables.

8. Planning Council Administrative Issues

- **Report from Executive Committee** – Dr. Johnson reported that there are no issues to report. But there will updates from the By-Laws committee under New Business.
- **Report from Treasurer** – Moore provided the Treasurer’s report. As of the August financial report, we are within budgeted mounts, with the exception of utilities, which was over budget as of July 2021. There are six other lines which potentially will be over budget within the next couple of months if spending continues as it has been. There will be a meeting with United Way to discuss these issues. Pat will contact Keith, Jim, and Joann to coordinate a meeting.
- **Report from Planning Council (PC) Support Staff** – Guaman reported the following:

United Way has been interviewing several candidates for the Administrative Assistant position and is hoping to complete this process in the next two weeks.

Support Staff attended the Issues Committee meeting on September 13, the Union County EIRC meeting on September 15 and will attend the NJHPG on September 16 at 10. Updates will be reported at future meetings.

9. Old/New Business

- By- Laws Committee Report

- This committee reviews the bylaws and recommended revisions on the document distributed in advance via email. Most changes were editorial format concerns and corrections. There were major changes in the membership categories which changed per HRSA.
 - On Article 4.5, there's no IGA between Union County and the recipient at this point, so Union County should be treated just like others.
 - On 4.8. to facilitate the accurate tracking of Council terms.
 - On Article 6.3, to provide for the Executive Committee to conduct a closed session.
 - On 11.2, to add the confidentiality agreement to the By-Laws.
- The Executive Committee recommends the adoption of these amendments to the Council.

Motion: Dr. Johnson asked for a motion to approve the By-Laws with revisions as presented. Pat moved for the adoption of these amendments to the By-Laws. No questions were asked about these changes. None abstained or opposed.

- Before the next meeting, the membership will receive copies of the NEMA policies which have been marked up. All should read these in advance in preparation for a vote in October 2021.

10. Announcements

- For September, the Community Involvement Activities (CIA) committee's topic is Aging with HIV. A long-term survivor will provide a testimonial of being diagnosed over 50 years ago. There will also be a presentation on Aging with HIV from Allison from Gilead. All are welcome to attend.
- The NJ HIV Planning Group will host their Aging with HIV conference every Wednesday in October. Virtual sessions will occur from 12 to 1pm. The flyer and registration link is on the Council website.
- Dr. Johnson hopes and prays that everyone got through the floods caused by hurricane IDA. For those facing difficulties and for those leasing in Union and Essex, you may be eligible to apply for FEMA assistance.
- There was an expectation that by the winter the COVID-19 pandemic would subside, and in-person meetings would return. However, the delta variant has caused the number of infectious to increase. Because New Jersey has vaccination rates, there are not as many people sick, but it seems likely that the pandemic will continue until next year.

11. Next Meeting

The next Planning Council meeting will be held on Wed. October 20, 2021, at 1:30pm via Zoom.

12. Adjournment

The meeting ended by Dr. Johnson's decree at 2:20pm.