

Comprehensive Planning Committee

MEETING SUMMARY

Friday, September 10, 2021 from 9:35 AM to 11:00 AM
 Videoconference via Zoom: <https://zoom.us/j/97674583954>
 Teleconference: (929) 205-6099 / Meeting ID: 976 7458 3954#

Present	Excused Absences	Unexcused Absences
1. Ketlen Alsbrook (Non-Voting) 2. Denise Brown 3. Allison Delcalzo-Berens 4. Julissa Lituma 5. Joann McEniry (Chair) 6. Vieshia Morales 7. Claudia Ortiz 8. Sharon Postel (Non-Voting) 9. Aliya Roman (Non-Voting) 10. Calvin Toler 11. Al-Bayyinah Sloane	12. Janice Adams-Jarrells 13. Debbie Morgan 14. Ricardo Salcido	15.

*Elizabeth Kocot was removed from the roster because of her resignation from the committee. Juanita Howell also resigned from her position as Secretary of the CPC via email effective 9/15/21.

Guests: Delia King
Support Staff: Tania Guaman

1. **Welcome and Moment of Silence**
 McEniry called the meeting to order at 9:35 am and welcomed all in attendance. 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 the roll call. Quorum was established during the meeting.
3. **Public Testimony**
 None provided.
4. **Approval of the Meeting Summary June 25, 2021**
 At the last meeting, the committee approved the June 11th meeting summary as presented.

 The June 25th meeting summary was sent via email in advance for committee review.
Motion: McEniry asked for a motion to approve this summary as distributed. Morales motioned to approve. Toler seconded. The vote passed unanimously.

 The meeting agenda listed the Comprehensive Planning Committee under Standing Committee reports. This committee was replaced with the Continuum of Care Committee Report.

Motion: McEniry asked for a motion to amend the agenda by replacing the Comprehensive Planning Committee with the Continuum of Care Committee under Standing Committee Updates. Morales motioned to approve. Toler seconded. The vote passed unanimously.

5. Standing Committee Updates

- **Continuum of Care Committee (COC)** – Morales provided the September 9th COC report:
 - A presentation was given by Dr. Michelle Dalla Piazza about best practices for providing culturally relevant and competent care for the LGBTQ+ community.
 - The Non-Medical Case Management and the Psychosocial Service Standard were approved, and both will be presented to the Planning Council.

- **Research and Evaluation Committee (REC)** - Support Staff provided the August 16th REC report:
 - The 2021 needs assessment on Telehealth report was reviewed and approved. This report was submitted to the Planning Council on August 18 for approval. The final version is now available on the NEMA PC website.
 - A presentation on the national HIV/AIDS Strategy updated recently from 2021 to 2025 was given by Dr. Debbie Mohammed. The presentation is also available on the website for review.
 - The committee is still waiting for State data for the annual epidemiological profile.
 - The next meeting is scheduled for September the 20th.

- **Community Involvement Activities Committee (CIA)** - Support Staff provided the CIA report. The Community Involvement Activities Committee did not meet in August, so no report was provided.

6. Recipient Report

- The Recipient office has been working on the FY 2022 Sub-recipient RFP expected to be released by mid-October with a submission deadline in mid-November.
- As previously mentioned, HRSA has moved to a three-year project performance period for the Ryan White Part A Program. The application that will be submitted to HRSA by October 1st will cover fiscal years 2022 through 2024. The Recipient expects that this year's sub-recipient RFP process will align with that timeframe.
- The Recipient held conversations with several Part A providers regarding the rollout of the EHE funded Housing Program that will provide PLWH with housing assistance for up to two years, as part of the end the epidemic efforts in Essex County. The priority populations for this program will be newly diagnosed or out of care, who demonstrate a need for housing stability in order to become treatment adherent and achieve viral load suppression. With diverse community input, the Recipient is working to finalize the program guidelines and its flow, with a primary focus on a strong transition plan so that people are able to maintain independent living arrangements in the long term. The program is expected to begin by November 1, 2021.
- The Recipient does not expect changes in the work or timeline of the work from the CPC. Despite the Ryan White application covering a three-year project performance, there is still a non-competitive application each year in between. The Recipient will provide an update if the annual notice of award provides guidance that require changes in the priority setting and resource allocation process, but otherwise no changes are expected for the CPC at this time.

- Once the Housing program guidance is finalized, the Recipient will make a formal announcement through the planning Council and tentatively in an all-provider meeting in the fall. The current partners include the NJ Housing Collaborative, EDGE NJ, Hyacinth Foundation and NJCRI. The Recipient also wants to establish a workforce of housing ambassadors and housing specialists who work together to link clients to permanent living arrangements. Because of the interest in long-term planning, the program will include intensive case management; financial literacy courses, life skills training, and linkage to employment among other essential skills that can help people become independent maintain and to maintain that independent living situation.

7. New Jersey HIV Planning Group (NJHPG) Report

Since there are no time-sensitive items to hear from this meeting, McEniry requested a motion to table this item to the next meeting.

Motion: Morales motioned to approve. Toler seconded.

8. Old Business

There was no old business.

9. New Business

- **New Member Election – Claudia Ortiz – Part A Provider, Union County Representative**

Ortiz had been a member in the past and is now returning to the CPC.

Motion: McEniry asked someone from the Morris, Essex, Sussex or Warren areas to make a motion to accept Claudia Ortiz as a Part A provider for Union County in the Comprehensive Planning Committee. Delcalzo-Berens moved to accept. Morales seconded. Union County representatives (Lituma) abstained from the vote.

- **Overview of the 2022 – 2026 Integrated Prevention and Care Plan Guidance**

A new Integrated Plan Guidance has been released. In the past, the CPC has been in charge of authoring, with the help of the consultant, and integrated plan. The 2022-2026 Guidance will provide information on what is required for the plan to help establish a timeframe.

The Support Team provided a high-level overview of the 2022-2026 Integrated Plan Guidance discussing the similarities and changes for the development of the new plan. The guidance has the following key planning requirements:

- Jurisdictions work within the framework of national plans and other initiatives such as EHE, among others.
- Use existing integrated local prevention and care HIV planning bodies.
- Engage additional stakeholders and Community members to get input, as well as to broaden that existing group of partners and stakeholders to include other federal state and local HIV programs organizations and community groups that we're not already engaged, as noted on the Stakeholder list outlined in Appendix 3 of the guidance document.
- Analyze data for program action and decisions prioritize resources to jurisdictions that have higher risk for HIV transmission and acquisition and to address health equity by improving both individual and population-based HIV health outcomes.

- The guidance emphasizes the need to engage prevention providers as well as to use the status neutral approach. The EIRCs should be engaged throughout the process, and those agencies that do not have Part A funding but have prevention funds.
- Focus groups, town hall meetings may be needed for this plan. Some agencies also did focus groups last year on prevention for EHE by NJCRI, Hyacinth, and AAOGC in the Essex County area. Then a group of the tri-county area can be pulled together to gather prevention input from that area too. This includes Diagnosis, Prevention (PrEP, testing, status neutral, STIs); care & treatment.

The committee outlined the following chart of sections and assigned responsible parties live as follows:

WHAT	RESPONSIBLE	PARTICIPANTS
1. Executive Summary	Recipient/ PC Executive Committee	
2. Community Engagement and description of Jurisdictional Planning Process [See Appendix 3 for required and recommended stakeholder list]	CIA	CABs, PLWHA, EIRCs, medical care, prevention, substance use, HPG, NJDOH, FQHCs, Housing, Part A providers, Corrections (Morris, Essex)
3. Contributing Data Sets and Assessments, including: Epidemiologic Snapshot HIV Prevention, Care & Treatment Resource Inventory Needs Assessment	REC	NJHPG, NJDOH
4. Situational Analysis Overview, including priority populations/groups	COC	EIRCs
5. CY 2022-2026 Goals and Objectives to be organized by the goals in the HIV National Strategic Plan and inclusive of the strategies: Diagnose, Treat, Prevent, and Respond. [See Appendix 2 for examples of goal structure]	CPC	

**Each committee lead will be responsible for coordinating efforts with the participants listed on the section above to develop the designated section of the plan. For engagement, feedback, and collaboration with the EIRCs, committees should provide guidance as to what is expected from them, then submit those requests to the Recipient's office.

**The Support Team will serve as a liaison to the HPG to help facilitate communication related to the development of the Integrated Plan at the State level. Reports from the HPG at the CPC shall focus specifically on the progress and data sources used for this work.

- **Review the Planning Council Nomination Process**

- The Planning Council Support Team requested guidance from the Executive Committee to better manage application submissions since there are three applications on file pending review. To help move this process forward, Support Staff conducted research on how other Councils manage their membership and presented key findings to the Planning Council.

Upon review of the research findings, the committee guided the Support Team in writing the nomination process making live edits. Support staff will send a clean version of this process to Joann. This Nominations Process will be sent as a recommendation to the Executive Committee in October for review and final approval.

10. Announcements

There were no announcements.

11. Next Meeting

The next CPC meeting will be held on Friday, October 14, 2021, at 9:30 AM via Zoom.

12. Adjournment

McEniry asked for a motion to adjourn the meeting. Morales motioned to adjourn. Lituma seconded. The meeting was adjourned at 11:00AM.