



Planning Council

MEETING SUMMARY

Wednesday, April 19, 2023, at 1:32 PM to 2:02 PM

Video-Conference via Zoom: <https://us06web.zoom.us/j/83368597496>

Teleconference: (929) 205 6099 / Meeting ID: 833 6859 7496

Present	Excused Absences	Unexcused Absences
1. Joann McEniry (Interim Chair)	15. Cezar Dumago (Secretary)	16. James Carrington
2. Patricia Moore (Treasurer)	16. Thomas Johnson	17. Jeremiah Cohen
3. Vieshia Morales	17. Debbie Morgan	18. Cynthia Cocagee
4. Janice Adams-Jarrells	18. Ricardo Salcido	19. Dr. Dominga Padilla
5. Warren Poole		20. Kourtney Puliam
6. Dr. Ann Bagchi		21. Gloria Jones
7. Dr. Walter Okoroanyanwu		
8. Aliya Roman (Recipient)*		
9. Dr. Wanda Figueroa		
10. Natalie Muhammad		
11. Tamerla Lawrence		
12. Sharon Postel (Non-Voting)		
13. Calvin Toler		
14. Lynnette Abdulwaliyy		

Guests: Ashley Bramble, Melody Kouyoblegui, Liselle Lewis, Jason Kondrk, Janessa Gray, Mike Valentin

PC Support Staff: Carla-Ann Alexander and Roberto Benoit

1. Welcome & Moment of Silence

McEniry welcomed all attendees and called the meeting to order at 1:32PM. A moment of silence was observed for those affected, those who have passed, and those living with HIV/AIDS.

2. Roll Call

The Support Staff conducted the roll call for this meeting. Quorum was established.

3. Public Testimony

There were no public testimonies.

4. Approval of the Meeting Summary from March 15, 2023

The March 15th meeting summary was distributed electronically. Morales and Moore commented on changes that need to be made. The March 15th meeting summary was motioned and approved. Toler and Jarrells-Adams abstained.

5. Report from the Recipient—Aliya Roman

- April 3, 2023, Ketlen Alsbrook was appointed as the Director of the Department of Health.
- Monitors are working on contract uploads for FY23.

- The Recipient's Office is closing out FY22.
- Our monitors are working on the contracting uploads for FY23.
- The Recipient Office has nine more programs they need to close out for FY22 and thirty-five contracts for FY23 in final review.
- For EIRC, the Recipient's Office introduced cohort four and their MCM plan. Care plan activity and linkage to care Assessments will remain a standing committee action.
- The Recipient's Office quality management update for Part A and EHE was presented to CPC (Comprehensive Planning Committee).
- The Recipient's Office is summarizing the EMA's report on Rapid ART Protocols, listing who has protocols and who does not at present. The Recipient's Office collected protocols from fourteen of our fifteen ambulatory health care providers funded under the Part A program. Technical assistance is being supplied to the one provider that does not currently prescribe ARV.
- The Recipient's Office resumed their meetings with the Department of Health, which are with the EHE Project officer in charge of the Essex and Hudson County Jurisdictional Plan submitted to the Government. Those meetings will be held every second Wednesday of the month.
- The Recipient's Office is reviewing NEMA's 2022-baseline data for the IHAP. Which was also included in the presentation to the CPC. The Recipient's Office will be looking at their H4C measures of viral load suppression, retention, linkage to care, MCM plans, prescription ARV, durable viral load suppression one and two.
- The Recipient's Office is starting the implementation of cohort four and sub-recipients have received the preliminary list of clients that are not virally suppressed in Essex County.
- The Recipient's Office Quality Management Committee has set up their meeting schedule for FY23. Those meetings will take place on the Fourth Wednesday of every month.
- Ryan White Unit is register for the AIDS Walk on May 7th, 2023. If you would like to join, contact The Recipient's Office, they would love to have you join their team.
- The Recipient's Office has received the full award for the Part A program. The award total is \$12,644,029, by comparison to FY22 formal award that was \$7,243,226. This is an increase of 1.4%. The supplemental award is \$4,117,312, a 12% increase. The MAI award was \$1,123,581, a decrease of 5.5%.
- The Recipient's Office received the return of the 2021 unobligated balance as a part of this award. Supplemental was \$129,977, and MAI was \$29,933.

6. Standing Committee Updates

- **Continuum of Care (COC)—Vieshia Morales gave the report.**
 - The COC (Continuum of Care) last met on April 13th, 2023.
 - The committee discussed the Outpatient/Ambulatory Health service standards. The committee did not have quorum, so they were not able to approve the standard.
 - There are six service standards previously submitted for thirty-day review:
 1. Health Insurance Premium and Cost-Sharing Assistance (HIPCA)
 2. Oral Health
 3. Foodbank/Home Delivered Meals
 4. Other Professional Services
 5. Medical Case Management

6. Housing Services

The next COC meeting will be held on Thursday May 11, 2023, at 10am via Zoom.

- **Comprehensive Planning Committee (CPC)—Support Staff gave the report:**

- The CPC last met on Friday April 14, 2023.
- During the meeting, the Committee updated and reviewed the membership roster. They continued to be decided areas of need for the new fiscal year.
- The committee also reviewed a membership recruitment letter to provide those areas of need. Support Staff will find the points of contact and send out the letter to the necessary parties. The Support Staff will also develop a letter for the community members.
- The CPC discussed the priority setting and resource allocation questions for other committee chairs, making sure that all Ryan white services are being prioritized. The committee also reviewed service category definitions and supplemental materials to identify any changes necessary for the FY' 2024 definitions.
- The Committee reviewed and updated the Allocation Guidance narrative portion of the priority setting resource allocation report.
- The recipient office gave a presentation on Quality Management.
- The committee identified priority populations for deficient areas and discussed best practices for barriers to care.

The next CPC meeting is scheduled for Friday May 12, 2023, at 9:30AM via Zoom.

- **Research and Evaluation Committee (REC)—Dr. Ann Bagchi gave the report:**

- The REC last met on Monday, April 17, 2023, at 10 am via Zoom.
- The Committee talked about the needs assessment planning and things are moving forward. The survey instruments have been finalized.
- The committee reviewed the Funding Streams Analysis.

The next REC meeting will be held on Monday, May 15, 2023, at 10 am via Zoom.

- **Community Involvement Activities (CIA)—Support Staff gave an update:**

- The CIA last met on Wednesday March 22, 2022.
- The committee discussed nominations for co-chair but there were no nominations, therefore, the elections will be tabled for the next coming meeting.
- The committee reviewed and finalized the draft of the CIA's Operating Policies and Procedures. The document will be sent out to the Planning Council for a motion to be approved for thirty-day approval.
- The members also discussed why consumer participation is necessary and why members joined the NEMA planning Council or its sub-committees.

The next CIA meeting will be held on Wednesday April 26, 2023, at 5pm via Zoom.

7. State & National Updates –

- **Report from the NJ Department of Health (NJDOH)**

- The DOH released their Dear Colleague Letter on March 23, 2023.

- **Report from the Governor's Advisory Council (GAC)—Dr. Ann Bagchi**

- The Governor's Advisory Council last met March 16, 2023.

- The Dear Colleague Letter is now available.
- The main topic of discussion was about vending machines. Mercer County, through a grant, plans to have two medical vending machines. Trenton and Hamilton are two other sites that have been proposed to have machines. The plan is to start naloxone, fentanyl strips and eventually syringes in these machines.
- The committee is currently working on updating its member list. They're trying to make the categories a bit broader, so it's not specific agencies.
- There's also a change to the name of the committee, it's officially HIV, STD, and Viral Hepatitis.
- **Report from the NJ HIV Planning Group (NJHPG)**
 - The NJHPG's General Assembly is scheduled for April 20, 2023, from 1-4 PM in person.

8. Planning Council Administrative Issues

- **Report from Executive Committee—Joann McEniry**
 - The Executive Committee met on April 19th.
 - The Committee discussed the new nominations process and are still looking for new members to join that committee. Members on this committee will be evaluating individuals who could potentially serve in roles and putting together a formal slate. The PC would love to have a formal slate put together by the next meeting on May 17, 2023.
- **Report from Treasurer—Patricia Moore**
 - As of March 31st, all lines are within the budgeted amount.
 - Through March, 13.5% of the six-month award has been spent.
- **Report from Planning Council (PC) Support Staff**
 - There were no issues reported.

9. Old/New Business

- Updates on Bylaws
 - McEniry stated that the Planning Council voted on bylaw changes that included how Council positions are filled. Therefore, a Nomination Committee must be formed. Primary responsibilities include reviewing membership applications and presenting a slate of candidates to the Planning Council for a vote. This committee meets a few times a year, not monthly. McEniry is looking for volunteers to be a part of the Nomination Committee. This is a big initiative for NEMA, for this council never had a Nomination Committee. Individuals interested can contact McEniry or Support Staff for more information.
- Annual Planning Council Orientation
 - To start the new fiscal year off, Support Staff conducted the Planning Council's Orientation. This is an overview to ensure individuals have the information about the distinct roles and responsibilities of the NEMA Planning Council. The orientation included information about Ryan White, how the legislation began, what NEMA is along with its operations, the annual planning cycle, Robert's Rule of Order, and many more valuable information.
 - If anyone has any questions about the Planning Council, they can contact Support Staff.

10. Announcements

- The CIA Committee is having their financial literacy workshop on April 26, 2023. A state farm representative will be joining the committee meeting to give a presentation.
- Morales announced that the annual HIV AIDS Walk is happening on May 7, 2023.
- McEniry said "If you are interested in nominations, please by all means reach out. We really do want to give as many people as an opportunity to be involved in the process as possible. But we are looking to finalize the committee by Friday."
- Jason Kondrk from Gilead announced to members that can events for him to distribute. He also mentioned that Gilead is open for sponsorships for upcoming events.

11. Next Meeting

The Planning Council meeting will meet on Wednesday, May 17,2023 at 1:30 PM via Zoom.

12. Adjournment

The meeting was adjourned at McEniry's decree at 2:02 PM.