



Comprehensive Planning Committee

MEETING SUMMARY

Friday, May 12, 2023, from 9:30 AM to 11:17 AM
 Videoconference via Zoom: <https://zoom.us/j/83743175727>
 Teleconference: (929) 205-6099 / Meeting ID: 837 4317 5727

Present	Excused Absences	Unexcused Absences
1. Ricardo Salcido (Chair) 2. Denise Brown 3. Aliya Roman (Non-Voting) 4. Vieshia Morales (Secretary) 5. Calvin Toler 6. Michelle Thompson (Non-Voting) 7. Claudia Ortiz 8. Al-Bayyinah Sloane 9. Sharon Postel (Non-Voting)	10. Joann McEniry (Non-Voting) 11. Allison Delcalzo-Berens	12. Janice Adams-Jarrells 13. Delia King

Guests: Liselle Lewis, Ashley Bramble, Anne-Rose Jacquet
Support Staff: Carla-Ann Alexander and Destiny Smith

- 1. Welcome and Moment of Silence**
 Salcido called the meeting to order at 9:34AM 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**
 Alexander conducted the roll call. Quorum was established.
- 3. Public Testimony**
 There were no public testimonies.
- 4. Approval of the Meeting Summary from April 14, 2023.**
 The meeting summary from April 14th was motion to be approved and submitted by Brown, Toler second. No discussions and all were in favor. No abstentions No opposed. Meeting summary passed.
- 5. Standing Committee Updates**
 - Continuum of Care Committee (COC) – Morales provided the COC report:
 - COC last met on May 11th, 2023.
 - The Committee approved the Medical Transportation Service standard.
 - They put the outpatient inventory on hold until the next meeting because the Committee wanted to make sure they made all the correct edits.

- They also reviewed the integrated plan, and Postel gave us the most recent progress report from the integrated plan.
- The next COC meeting will be held on Thursday, June 8, 2023, at 10AM via Zoom.
- Research and Evaluation Committee (REC) – Alexander provided the REC Report.
 - The Committee last met on April 17, 2023.
 - Postel gave a review of the 2022 baseline for the IHAP Population.
 - They also finalize their survey questions and add it to survey Monkey. The new assessment survey will be distributed to agencies.
 - They agreed on a launch day of May 1st with a deadline of May 25th.
 - The committee reviewed the draft letter to a company. The survey that was sent out also has been review of the Funding stream analysis.
 - The next REC meeting is Monday, May 15, 2023, at 10AM via Zoom.
- Consumer Involvement Activities Committee (CIA) – Alexander gave the update.
 - The committee last met on April 26, 2023
 - They held a discussion about Co-chair, also fertilize their OPP's.
 - State Farm Agent joined the meeting to host a financial foundation workshop.
 - The next CIA meeting will be held on Wednesday, May 24, 2023, at 5PM via Zoom.

6. Recipient Report – Aliya Roman

- Recipients are closing out their FY22 contracts.
- They will be reporting what the balances are in the June's Meeting
- The needs assessment is going to be released. The dates are pushed back, those updates will be released today. The due date is May 26th, The Recipient is giving extensions to programs that have multiple clients.
- If you are a program that has multiple clients, then feel free to reach out to Bramble (the new Quality Management Coordinator) and just provide her with the update on how long it would take to get it back to The Recipient office.
- Linkage to care will continue to be a standing committee action on their Erics Meeting. This month is going to be postponed, because it's falling on Memorial Day, they will be pushing that meeting back.
- The Recipient office are also working with Champ to explore changes in the billing for the MCM Care plan.
- Bramble assessed the Emas testing capabilities by providing us with a schedule, a testing schedule for each outpatient program that contested that conducts testing.
- Quality Management set their meetings it's going to be schedule as by monthly meetings, as it was Historically.
- the meeting schedule will be the fourth Wednesday of every month, and our next meeting will be June 20, 2023
- The Planning Council has notified the sub recipients via flyer that there will be a representative at the CIA meetings going forward.
- A staff member from the recipient's office will be represented in that meeting to provide support to their consumers and capture client feedback.
- The State Department of Health Meetings, The Recipient reconvened those meetings they had our last meeting in April, there was no meeting for May. The meeting schedule is the second Wednesday of each month.

- The cluster detection response team will be setting up a meeting to submit the AIM statement and update the team members on some of the feedback The Recipient received from the State.
- The Recipient office is working on the implementation of cohort four and cohort five.
- The Recipient is in communication with the city for a PC Chair appointment.
- The Ryan white unit had 15 staff from the Department of Help attended May 7th.

7. Old Business

When the Support Staff send out the letter Look at the list of providers and non-providers, and simply come up with a contact name. Therefore, the letter can be generated and sent out to those contacts for recruitment.

- **Motion:** Harris is representing Kent Community health. which is in Sussex Warren. Motion was made by Ortiz and second by Toler. No discussion, no opposition, no abstentions. discussion. Harris is past.

8. New Business

- Review other Committee recommendations regarding the Priority Setting/Resource Allocation process and service improvements for FY' 2024.
- PRESENTATION: One- year Presentation of 2022 CIA consumer feedback by PC Support Staff
- PRESENTATION: Report on the Needs Assessment Update - Update was given by Postel

9. Announcements

- Ortiz mentioned that PROCEED will be celebrating Women's and Girl's HIV Awareness Day on March 23, 2023.
- The New Jersey housing collaborative is hosting a work group on the crystal meth use and its effect on gay men. It's significant, It's a health crisis right now in that community. Brown will send the information over to the support staff so that they can facilitate it out to everyone.
- Michelle Thompson mention for the ATC work. They have scheduled three case study day forums for May 23rd, June 1st, and June 15th.
- Slcido Said happy Mother's Day to all of the ladies.

10. Next Meeting

The next CPC meeting will be held on Friday June 9, 2023, at 9:30 AM via Zoom.

- **11. Adjournment** Morales made a motion to adjourn the meeting and Ortiz seconded. All were in favor of adjourning the meeting and there were no objections or abstentions. The meeting ended by Salcido's decree at 11:17 AM.