

**Comprehensive Planning Committee
MEETING SUMMARY**

Friday, June 9, 2023, from 9:30 AM to 10:44 AM
 Videoconference via Zoom: <https://zoom.us/j/83743175727>
 Teleconference: (929) 205-6099 / Meeting ID: 837 4317 5727

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

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

- 1. Welcome and Moment of Silence**
 Morales called the meeting to order at 9:31AM 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**
 Morales conducted the roll call. Quorum was established.
- 3. Public Testimony**
 There were no public testimonies.
- 4. Approval of the Meeting Summary from May 12, 2023.**
 The meeting summary from May 12th was sent out electronically and was motioned to be approved by Ortiz and Jarrells seconded. There were no objections, no abstention, the motion was moved forward.
- 5. Standing Committee Updates**
 - Continuum of Care Committee (COC) – Viesha Morales provided the COC updates.
 - The committee last met on June 8, 2023
 - The outpatient service standards as well as the Non-Medical Case Management Standard were approved. Those two standards are going to be submitted to the planning council for 30 Day review.

- The COC committee had a Presentation by Ashley Gramble and Liselle Lewis from Grantees office.
- The next COC meeting will be held on Thursday, July 13, 2023, at 10AM via Zoom.
- Research and Evaluation Committee (REC) – Support Staff give updates.
 - The next REC meeting is Monday, May 15, 2023, at 10AM via Zoom.
 - The committee continued monitoring for the 2022 to 2026 integrated Health Plan.
 - Sharon gave a review of the first Progress Report that showed changes within the integrated plan.
 - Sharon gave an update on 2023 needs assessment. The survey was distributed to agencies on May 12, 2023, and had a due date of May 26, 2023, unless an extension is requested to the recipient's office.
 - The committee updated their calendar for the fiscal 2024 work plan.
 - The next REC meeting will be held on Monday, June 26, 2023, at 10AM via Zoom.
- Consumer Involvement Activities Committee (CIA) – Support Staff give updates.
 - The committee last met on May 24, 2023.
 - The committee held a discussion about elections for co-chairs, there were no nominations there for elections are table to the following month.
 - Roman did Presentation on the priority setting and research application report.
 - Rutgers hosted an eating healthy for cancer prevention workshop.
 - The next CIA meeting will be held on Wednesday, June 28, 2023, at 5PM via Zoom.

6. Recipient Report – Aliya Roman

- FY22 is closed.
- The Recipient Office has a balance of \$454,146.54 as a result of service dollars, administration, administrative cost, and administrative quality management.
- The FY23 contracts are uploaded. Two were adopted on May 24th, and they are in an electronic execution phase, which is new to the processes this year.
- Eighteen contracts were adopted on the seventh and the remaining contracts for the Part A program are expected to be adopted in next month's meeting.
- The EIRC meeting for May was cancelled.
- Quality management is working on a CHAMP entry guide for medical case managers and non-medical case managers.
- The State Department of Health meeting last met on May 24, 2023. The June meeting hasn't been confirmed. Although, the recipient office had it scheduled for every second Wednesday of the month.
- For increased monitoring for unmet needs, for the EMA and the Essex County Jurisdiction, the recipient's office is trying to assess what the EMA's data needs are so it can be a template getting worked on. This template will be used to have these discussions with the State and see if there can be routine data, so the recipient office can have a process of increased monitoring of the vulnerabilities.
- The Cluster Detection Response Team last met on June 7, 2023. The next collaborative meeting will be June 26, 2023, with the team and June 29, 2023, with coaches.
- The recipient's office did an introduction to the Priority Setting presentation to the CIA Committee on May 24th.

- Ashley Bramble is working on following up with the agencies on the needs assessment responses, post COVID resources, including what our HIV testing hours are, how many certified testers we have in our EMA, and working with the sub recipients that need technical assistance or guidance.
- The recipient office is working with the AETC to capture the training needs of the EMA.
- Liselle Lewis, the EHE Coordinator, is working on cohort four. This ties in with the Cluster Detection Response Plan. Sub-recipient programs are going to be surveyed on what resources would be available should we have to respond to a cluster.

7. Old Business

There was no old business to discuss.

8. New Business

- PRESENTATION: Ryan White Service utilization, spending data, update on Minority AIDS Initiative (MAI) eligibility and services
 - Roman did a presentation on the Ryan White FY22 Part A/M.A.I. Programs.
 - There was a priority set in a resource allocation recommendation for 2022 or 35.15%. The grantee's office is allowed to allocate a minimum of 25% below and 25% above the recommendation.
 - Emergency financial assistance was 2.8%.
 - Allocated 223,760, which met the minimum requirement of the 2.8%

9. Announcements

- Aliya Roman announced that there are two new Planning Council members. Roman will be sending all appropriate documents to support staff so the process can start for the Oath Ceremony.
- The CIA will be having a cancer workshop this month on June 28, 2023, at 5pm via Zoom. This month's topic is HPV Cancer prevention.
- Michelle Thompson gave her update about the medical case management forums.
- Brown reminded the committee about a zoom meeting on Crystal Meth Use and Its Effect on Gay Men, June 14, 2023, at 10am via zoom.

10. Next Meeting

The next CPC meeting will be held on Friday July 14, 2023, at 9:30 AM via Zoom.

11. Adjournment

Morales adjourned the meeting ended at 10:44 AM.