



**Comprehensive Planning Committee  
MEETING SUMMARY**

**Friday, July 14, 2023, from 9:30 AM to 11:45 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. Sharon Postel (Non-Voting) 3. Aliya Roman (Non-Voting) 4. Vieshia Morales (Secretary) 5. Joann McEniry (Non-Voting) 6. Michelle Thompson 7. Delia King 8. Claudia Ortiz 9. Al-Bayyinah Sloane		10. Janice Adams-Jarrells 11. Denise Brown 12. Calvin Toler

**Guests:** Elizabeth Mayer  
**Support Staff:** Carla-Ann Alexander, Roberto Benoit, and Destiny Smith

- 1. Welcome and Moment of Silence**  
 Salcido called the meeting to order at 9:31 AM 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 June 9, 2023.**  
 The meeting summary from June 9<sup>th</sup> was sent out electronically and was motioned to be approved by Morales and King 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 July 13, 2023
    - The Committee continues to monitor FY 2024 to 2026 integrated plan.
    - The COC committee also reviewed and updated the Mental Health Service Standard. It will be submitted to the Planning Council for a 30-day review.
    - The next COC meeting will be held on Thursday, August 10, 2023, at 10 AM via Zoom.

- Research and Evaluation Committee (REC) – Support Staff gives updates.
  - The committee last met on Monday, June 26, 2023, at 10 AM via Zoom.
  - Sharon Postel gave a brief update on the 2023 needs assessment.
  - Postel gave an update on the Epi profile request by the NJDOH
  - Support staff reviewed and gave updates on the funding stream analysis.
  - The next REC meeting will be held on Monday, July 17, 2023, at 10 AM via Zoom.
- Consumer Involvement Activities Committee (CIA) – Support Staff gives updates.
  - The committee last met on June 28, 2023.
  - The committee worked on the priority activities and preparation for PSRA.
  - The committee ranked the service standards in order of importance and discussed how funds are going to be distributed after the PSRA process.
  - The committee also hosted an HPV & Cancer prevention workshop Hosted by Cancer specialist Shantelle James, from Rutgers University.
  - The next CIA meeting will be held on Wednesday, July 26, 2023, at 5 PM via Zoom.

## 6. Recipient Report – Aliya Roman

- The Recipient's office reported that FY22 is completely closed out with a balance of \$453,799.82.
- The FY23 final contract for the Part A Program is scheduled to be adopted during the meeting on July 19, 2023. Contracts that were adopted on May 24<sup>th</sup> and June 7<sup>th</sup> are already being processed. Final allocations for the Part A award will be going out this week.
- The EIRC's needs assessment is complete, and the Planning Council is summarizing the responses.
- The Recipient's office had a department of health meeting with the State on July 12, 2023.
- The Cluster Detection Response team held a meeting. They are completing and working on the cover letter and survey for the sub-recipients to introduce the Cluster Detection Response Plan. The Recipient's office will then present this to the sub recipients to see if they are interested and would like to buy in on the plan.
- Support staff emailed an outline of all PC appointments/reappointments; therefore, the recipient's office will be working with the city for a date to host an oath ceremony.

## 7. Old Business

There was no old business to discuss.

## 8. New Business

- Discuss and finalize rankings and allocation percentages for NEMA-wide Service Categories for FY'2024.
  - The committee first began this process prior to this meeting, alongside the CIA committee on June 26, 2023. They partnered with the Community Involvement Activities Committee to survey the consumers on currently funded Ryan White services that are most important to them. During that meeting all services were prioritized and ranked in order of priority/importance. This process was then repeated for non-funded services, to ensure that Ryan White was not missing out on other potential services that may be of concern to consumers.

- The Consumers were then informed that after all the rankings and priorities were made, the recipient's office, alongside the CPC committee, would then look at the data available resources and service category rankings that they made to ensure that adequate resources are available.
      - The CPC committee and Recipient's office gathers data from presentations and reports developed throughout the year (FSA, Epi Data, Needs Assessment) to inform decision making on final allocations.
  - The committee began to work on finalizing ranking percentages by first comparing Consumer Service Standards Ranking against FY 23 PSRA rankings.
    - Romans Noted that for FY 23's concurrence letter, EFA and Residential Substance abuse were not recommended because of spending being under the requested allocation amount.
    - McEniry explained to the committee that certain housing services were once provided under EFA. This funding was pulled from EFA and redirected to the housing service standard. EFA then had to be revised and allocated for less because it was redistributed to another service standard.
    - Changes in agencies being able to provide care, alongside changes in state funding, have contributed to certain standards being allocated for less because sub recipients are spending less than anticipated. Additionally, Ryan White is a payer of last resort, and there are adequate funding opportunities within the state to address the particular service allocation that has been decreased.
  - The committee ranked and prioritized All Services funded and non-funded within this meeting. FY 24 Part A and MAI Ranking's recommended percent chart on the FY 24 PSRA Report was updated:
    - Medical Case Management including Treatment Adherence increased from 35.15% to 35.50%.
    - Outpatient Ambulatory Health Services increased from 12.75% to 13.50%.
    - Emergency Financial Assistance decreased from 2.80% to 2.20%.
    - Oral Health Care Services increased from 7.10% to 7.50%.
    - Early Intervention Services increased from .20% to .25%
    - Substance Abuse Services (Residential) decreased from 1.65% to 0.00%.
    - Psychosocial Support Services increased from 0.30% to 0.50%.
    - Food Bank/Home-Delivered Meals Services increased from 1.50% to 1.75%.
    - Other Professional Services increased from 3.00% to 3.15%.
    - Medical Nutrition Therapy decreased from 1.40% to 1.00%
  - \*\*Substance Abuse Services (Residential) are no longer being allocated because there are no sub-recipients that are providing these services.
  - Non-Funded Services were prioritized but no allocations were made to these services.
- Complete any remaining PSRA tasks and approve FY'2024 Priority Setting and Resource Allocation Report for PC immediate submission.
  - Morales made a motion to approve the FY'2024 Service Priority Resource Allocation Report to be sent to the Planning Council for thirty-day review. All were in favor of approving the PSRA report. No abstentions or objections. Motion was passed

## **9. Announcements**

- Support staff is in the process of confirming a date for renewing memberships/new appointments for the Planning Council. Once Support Staff has the date of the Oath Ceremony, notices will be going out to those who need membership renewals.

## **10. Next Meeting**

The next CPC meeting will be held on Friday, August 11, 2023, at 9:30 AM via Zoom.

## **11. Adjournment**

Salcido made a motion to adjourn the meeting. All were in favor, no objections, no abstention, The meeting ended at 11:45 AM.