



# Comprehensive Planning Committee

## MEETING SUMMARY

Friday, April 14, 2023, from 9:33 AM to 11:17 AM

Video conference 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. Joann McEnry (Non-Voting) 3. Denise Brown 4. Aliya Roman (Non-Voting) 5. Vieshia Morales (Secretary) 6. Al-Bayyinah Sloane 7. Sharon Postel (Non-Voting) 8. Calvin Toler 9. Heidi Haiken (Standing in For Michelle Thompson) 10. Delia King 11. Claudia Ortiz 12. Allison Delcalzo-Berens	13. Janice Adams-Jarrells	

**Guests:** Liselle Lewis, Ashley Bramble, Anne-Rose Jacquet, Alexia Young, Abraham Corsino, Heather Harris

**Support Staff:** Carla-Ann Alexander and Roberto Benoit

**1. Welcome and Moment of Silence**

Salcido called the meeting to order at 9:33 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 March 10, 2023.**

The meeting summary from March 10<sup>th</sup> was sent out electronically and was motioned by Morales and Ortiz seconded. There was one abstention from Sloane. The motion was approved.

## 5. Standing Committee Updates

- Continuum of Care Committee (COC) – Morales supplied the March 9<sup>th</sup> COC report:
  - Reviewed the Outpatient Ambulatory service standards.
  - The Continuum of Care Committee didn't have Quorum, so they were not able to approve them, so they will just continue to monitor the Integrated plan.
  - The next COC meeting will be held on Thursday, May 11, 2023, at 10AM via Zoom.
- Research and Evaluation Committee (REC) – Benoit supplied the March 20<sup>th</sup> REC report:
  - Postel gave an overview of the 2023 Needs Assessment draft survey.
  - Support Staff discussed the progress on the 2023 Funding Stream Analysis Report.
  - The next REC meeting is Monday, April 17, 2023, at 10AM via Zoom.
- Consumer Involvement Activities Committee (CIA) – Benoit provided the March 22<sup>nd</sup> report:
  - During that meeting the committee approved their OPP's.
  - Members discussed why being involved in the Planning Council is important.
  - Members also shared their experiences in terms of being involved in the CIA.
  - The next CIA meeting will be held on Wednesday, April 26<sup>th</sup>, 2023, at 5PM via Zoom.

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## 6. Recipient Report – Aliya Roman

- The Recipient's Office is actively closing out FY22. They are preparing contracts and uploads to the FY23 partial work period from March 1 – August 31, 2023.
- The Oath Ceremony was held on March 31, 2023. Of the attendees scheduled to be renewed, everyone but two showed, one resigned, and the other appointment will be renewed in June.
- For Part A, the notice of award was received. The notice of award is \$12,644,029, and by comparison to FY22, the formula award had a 1.4% increase with \$7,243,226.
- Supplemental award has a 12% increase, and \$4,117,312 was received. The MAI award was decreased by 5.6%, and the total was \$1,123,581.
- The recipient's office received the return of the FY21 unobligated balance. Supplements will be \$129,977 and MAI at \$29,933.
- The EHE full award was received with a 27.76% increase over FY22. The application and budget assertion for EHE was adopted on the 5<sup>th</sup>. Therefore, contracts are in preparation for upload.
- The recipient's office resumed their meetings with the State Department of Health for the Essex and Hudson County EHE Plan on March 31<sup>st</sup>. A larger meeting of both jurisdictions will be taking place on the second Wednesday of each month. This unit is in receipt of the State's Cluster Detection Response Plan.
- The Ryan White Unit will be taking part in the AIDS Walk on May 7, 2023.

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## 7. Old Business

- Review Membership recruitment letter to providers within areas of need.
  - Benoit read the CPC's Dear College Letter.
  - Members made comments and adjustments to the letter.
  - Support staff will find points of contact within each agency in the county and disseminate letters to necessary parties.
  - The support staff will also be developing a letter for community members within each County.
- Update/Review Membership Roster – decide areas of need for FY '23-24.
  - Members reviewed a snapshot of the CPC's roster and discussed recruitment.

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- Salcido explained the CPC's enrollment process. If an individual is interested in joining, they can contact NEMA's Support Staff for an application. The application can be completed online or mailed in.
- Annerose will be filling the slot for the Union County Part A Provider.
- There are three community member open slots for Essex County, three opening slots for consumers in Sussex County. As for Warren County, there are two open slots for consumers.
- An individual does not have to be a Planning Council member to serve on the CPC. If that is too much, then there's another route, its CPC Membership.
- A member wanted to know if the application differentiates each role and give a brief description of each role in our responsibilities. Benoit said yes.
- One's knowledge and expertise as a Ryan White sub-recipient serve as a great asset to the committee. Their direct contributions will further aid in the decision-making process of how to best allocate funds and assist our clients throughout the Newark Eligible Metropolitan Area, which includes Essex, Union, Morris, Sussex, Warren.
- To emphasize recruitment, Salcido stated, "Please consider joining our team. If you cannot commit to the subcommittee, please consider joining a larger planning council body or one of its three other subcommittees. The Comprehensive Planning Committee meets every second Friday at 9:30 am. Via Zoom the planning council body meets every third Wednesday at 1:30 via zoom. If you're not interested in this subcommittee, you can join the Planning Council or their other sub-committees. If you like more information, please feel free to contact our support team at (732) 259-7868."

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## 8. New Business

- Discuss PSRA questions for other committee chairs if they have any input or recommendations for the upcoming priority setting and allocation process.
  - Salcido opened the discussion for possible questions to ask committee chairs. He gave an example of long-term survivors and asked participants what are their thoughts on long-term survivor's needs.
  - Salcido stated that it is important to bring up consumer needs to chairs when doing the Priority Setting and Resource Allocation Report since it directs, in terms of this is a process that concentrates on percentages and direct funds.
  - Ortiz gave a few examples. One she mentioned is helping individuals stay educated about the transition of becoming an "elder." She also mentioned that some of her clients have issues with affordable housing and transportation. Her overall recommendation was to create support groups and activities for individuals over the age of sixty.
  - McEniry suggested looking into Home and Community Based Health Services to see which services are covered. Then, ask other committees to share the process and discuss the need in NEMA surrounding those services. This will help get feedback from other committees and determine if this is a service category that needs to be added. Roman answered by explaining that service.
  - Postel also explained that the needs of services are determined by the Needs Assessment.
  - The committee reviewed PCN 16.02, viewing all of Ryan White Service Categories.
  - Further discussions will be held with other committees regarding the service categories that need to be prioritized within their jurisdiction.
- Review FY'2023 Service Category definitions

- No updates were made to the service category definitions for the 2024 PSRA report. The committee will continue to use the HRSA provided service definitions.
- Review the Allocation Guidance narrative part of PSRA report and update if necessary.
  - Benoit reviewed the guidelines for the committee.
- PRESENTATION: Quality Management Presentation (HIV Care Continuum (H4C) Update by the Recipient). Report emphasis on deficient areas (i.e., linkage to care barriers).
  - Quality Management Specialist, Ashley Bramble from the Recipient's office, joined the call to present on Quality Management.
  - The presentation discussed FY 2022 trends, completed projects, and deficient areas (i.e. linkage to care barriers, etc.).

#### **9. Announcements**

- New Jersey HIV Planning Group's General Assembly is on April 20, 2023.
- The CIA will be having a financial literacy workshop and a State Farm agent will be joining in the meeting to host the workshop on April 26, 2023, at 5pm via Zoom.
- The NJ AIDS Walk is on May 7, 2023. <https://www.njaidswalk.org/>

#### **10. Next Meeting**

The next meeting will be held on Friday May 12, 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.