



**Planning Council  
MEETING SUMMARY**

**Wednesday, August 16, 2023, from 1:31 PM to 2:00 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)	16) Ricardo Salcido	19) James Carrington
2) Dr. Ann Bagchi	17) Janice Adams-Jarrells	20) Jeremiah Cohen
3) Cezar Dumago	18)	21) Cynthia Cocagee
4) Thomas Johnson		22) Patricia Moore
5) Vieshia Morales		23) Lynnette Abdulwaliyy
6) Dr. Walter Okoroanyanwu		24) Dr. Wanda Figueroa
7) Aliya Roman (Recipient)*		25) Natalie Muhammad
8) Tamerla Lawrence		26) Dr. Dominga Padilla
9) Debbie Morgan		
10) Sharon Postel (Non-Voting)		
11) Calvin Toler (Treasurer)		
12) Gloria Jones		
13) Warren Poole		
14) Kourtney Puliam (Allison Modica as stand in)		
15)		

**Guests:** Chevonne Cato, Kyra Watts, Jason Kondrk, Alison Modica, Janessa Gray (NJDOH Part D)

**PC Support Staff:** Carla-Ann Alexander, Roberto Benoit

**1. Welcome & Moment of Silence**

McEniry welcomed all attendees and called the meeting to order at 1:31 PM. 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, Benoit, 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 July 19<sup>th</sup>, 2023**

The July 19<sup>th</sup> meeting summary was sent out electronically. Morales made a motion to approve the meeting summary and Poole seconded. Toler raised the need for a correction regarding a possible typo after the word “indigenous” on item #10 on last month’s meeting summary. All were in favor, no opposition. Allison Modica abstained. The minutes were approved as amended.

## 5. Report from the Recipient—Aliya Roman

- For FY 23, there are 27 contracts fully executed and 16 in execution phase within DocuSign. DocuSign is a new implementation by the Recipient's office, and they hope to continue the process within the next fiscal year's NCC.
- The recipient's office is working on developing a template for FY 24 NCC report with an anticipated release date in September. An official save-the-date notice is being sent out for the technical assistance webinar happening September 7th. The actual due date for the return of the NCC report will be September 29th.
- The recipient's office is also working on the EHE RFP, immediately following the NCC release. Which will be released early October with due dates concluding the end of the month.
- HRSA has instituted a new Project Officer to work with the Recipient's office. The first call with the Project Officer will be held on August 22.
- The last ERICS meeting was in July, the next meeting will be in September. The recipient's office is working on providing members of ERICS with a list of clients that have not been linked to care and are looking to discuss these findings within the upcoming meeting to better capture barriers to care.
- The State Department of Health meeting has been postponed for August and will reconvene in September. The recipient's office was able to schedule a brief meeting with the DOH ahead of time, to discuss data on Newark and Essex County and receive more transparency surrounding unmet needs, linkage to care, retention to care, VLS, and how these compare to the clients already within CHAMP. This data will be broken up by zip code and region, allowing for a more detailed look into which areas require the most assistance.
- Gabrielle Ferragamo, the RWU's EHE Project Officer from NJDOH, has expressed interest in joining the Planning Council meetings. The recipient's office has connected her with the PC and looks forward to having her involved in future meetings. The recipient's office also gave a special thanks to Kyra Watts, HOPWA director, another invitee, for her participation in today's meeting. Her participation will be very important in addressing any housing or HOPWA related needs that may arise during PC meetings.
- The RWU is continuing to partner with the Cluster detection response team. The team will be meeting on August 30th, where they will be making final edits to the plan and releasing the survey and questionnaire to collect buy-in from sub-recipients. This survey looks to identify whether sub-recipients would be available to provide resources and aid in the event of a cluster response within NEMA.
- Priority Setting and Resource Allocation process is complete. The report is slated to be voted on during today's PC meeting.
- The recipient's office is in communication with the city hall. The clerk's office will be able to participate in an oath ceremony for September.
- The Recipient's office is working on getting a full response to the PC regarding the FY 23-24 budget. They are expected to have a response to the PC by this Friday, August 18, 2023.

## 6. Standing Committee Updates

- **Continuum of Care (COC)—Vieshia Morales gave the report:**
  - The COC (Continuum of Care) last met on August 10, 2023.

- 4 service standards were submitted to the committee for a 30-day review in last month's meeting. These 4 service standards are slated to be voted on for approval in today's PC meeting.
  - Mental Health Service Standard
  - Non-medical Case Management
  - Outpatient Ambulatory Health
  - Emergency Financial Assistance
- Poole motioned to accept the 4 service standards and Toler seconded.
  - Prior to voting, Morgan asked for more clarity regarding the Emergency Financial Assistance service standard. According to the EFA service standard, there is a provision that states rental assistance would be for a one-time payment or short term. Morgan inquired about how long "Short-term" would have to be for people to qualify for this service. Additionally, Morgan asked if mortgage payments would qualify under this service standard as well.
  - Morales clarified that "Short Term" would be any length of time that amounts up to \$3,000. Security deposits are not included in this payment, being that RWU no longer provides security deposits.
  - Roman clarified that EFA does not cover Mortgage payments.
  - Roman also gave more clarity regarding back-rent payments. Roman stated that as the RWU closes out one Fiscal year and begins the process of entering a new one, subrecipients should be mindful of submitting requests for payment and ensuring that each request for assistance is documented within the current grant year. Transfer of payments cannot be made from one grant year into another. MCM within agencies should be mindful of how they coach clients to ensure that all documents are returned in a timely matter so all payments can be processed.
- All were in favor of accepting the service standards as presented. No objections, Allison Modica abstained. The service standards were approved as presented.
- The committee approved the Outpatient Substance Abuse service standard and is submitting it to the Planning Council for 30-day review process.
  - Poole motioned to accept the service standard for 30-days review. Toler seconded. All were in favor, no objections, Allison Modica abstained. The Outpatient Substance Abuse service standard was approved for 30-day review.
- The committee reviewed updates on the 2022-20226 Integrated HIV Prevention and Care Plan  
The next COC meeting will be held on Thursday, September 14, 2023, at 10 am via Zoom.

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

- The CPC last met on Friday, July 14, 2023.
- The committee discussed the finalized rankings and allocation of percentages for the NEMA Wide Service categories for FY24, making sure that all service standards are prioritized. This was submitted to the Planning Council, alongside a core service waiver, for 30-days review in last month's PC meeting. It is slated to be voted on for approval in today's meeting.
  - Morales made a motion to approve the Priority setting Resource Allocation report and Core Service Waiver as presented, Poole seconded. No discussions, no questions, or comments. All were in favor. No objections. Allison Modica abstained. The FY 2024 Priority setting Resource Allocation report and 2024 Core Service Waiver were approved.

- The CPC committee meeting was canceled for August due to the completion of all outstanding priorities.

The next CPC meeting is scheduled for Friday, September 08, 2023, at 9:30 AM via Zoom.

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

- The REC last met on Monday, July 17, 2023, at 10 am via Zoom.
- The committee reviewed the status of the needs assessment and the interim findings.
- The REC committee finalized and accepted the Draft Survey for the assessment administrative mechanism for distribution to the recipient's office.
- REC committee had a guest speaker Michael Hagen from My Voice our Stories.
- Support Staff reviewed updates on draft resource directory but is looking for additional information on agencies outside of NEMA.
  - Bagchi mentioned the need to identify private clinicians who may be outside of the EMA. These providers might test clients for HIV, and then refer their clients to agencies that provide Ryan White services, or vice versa. Therefore, the committee may be reaching out to agencies down the line to determine a listing of sites where these specific referrals are taking place.
  - Bagchi mentioned that this work ties directly to our Needs Assessment and investigating linkage to care—and the committees attempt to integrate clients who are outside of RW with RW services.
  - McEniry responded by mentioning the importance of this work. As NJ is moving into a Medicaid expansion state, there are a myriad of individuals who are receiving care by external providers but are also receiving additional supportive services through the Ryan White system. It is important that the committee captures those external referrals.
  - The recipient's office mentioned that they will be sending the committee a Test and treat guide from the NJDOH. This document is a status-neutral guide to routine HIV testing for care for health care professionals. On the back of the guide the committee members will find a list of everyone that NJDOH funds; their hours of operation; which agencies have certified testers; which agencies have status neutral; and which agencies provide Rapid ART. Roman suggest incorporating this list into the current Resource directory the REC has already been developing.

The next REC meeting will be held on Monday, August 21, 2023, at 10 am via Zoom.

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

- The CIA last met on Wednesday, July 26, 2023.
- The committee reviewed updates on the FY 23 Needs Assessment.

The next CIA meeting will be held on Wednesday, August 23, 2023, at 5 pm via Zoom.

- **Nominations Committee – Dr. Walter Okoroanyanwu, gave the updates.**

- The committee last met on August 09, 2023.
- The committee confirmed the nomination of Debbie Morgan as secretary of the Planning Council and is slated for a vote to be sworn in as secretary for the PC.
  - The committee motioned to vote Debbie Morgan as new PC Secretary. Poole seconded the motion. All were in favor, no oppositions, or abstentions.
  - Cezar was thanked for his service as the previous PC Secretary and agreed to connect with Morgan after this meeting to outline the role and give additional guidance.

- The committee discussed the upcoming oath ceremony for renewals and new members.
- The committee discussed possibilities of hosting webinars, workshops, and training for PC members.

The next NC meeting will be held on Wednesday, September 13, 2023, at 6 PM via Zoom.

Morales requested a motion to receive all the standing committee updates. Toler made the motion. There were no abstentions. All were in favor. No opposition. The Standing Committee Updates were approved.

## 7. State & National Updates – Janessa Gray

- **Report from the NJ Department of Health (NJDOH)**
  - There were no updates reported.
- **Report from the Governor’s Advisory Council (GAC)—Dr. Ann Bagchi**
  - There were no updates reported.
- **Report from the NJ HIV Planning Group (NJHPG) Support Staff**
  - The General Assembly last met on July 20<sup>th</sup>, 2023.
  - Moving forward the NJHPG will be asking the planning council and other agencies to provide organizational updates. Roman, from the recipient’s office, updated the planning group on the current work NEMA is doing.

## 8. Planning Council Administrative Issues

- **Report from Executive Committee—Joann McEniry**
  - The Executive Committee held a meeting, prior to the PC meeting at 1:00PM.
  - During this meeting, EC discussed the possibility of changes to the CIA meeting structure.
  - The committee explored the possibilities of a fully in-person event or a hybrid meeting. EC will be further investigating the possibilities of these options and if it is feasible to move forward, given the expressed interest of the CIA to meet in-person.
- **Report from Treasurer—Patricia Moore**
  - There were no updates reported.
- **Report from Planning Council (PC) Support Staff**
  - Toler inquired about his nomination for Treasurer and next steps.
  - Being that Toler was voted on as secretary in last month’s meeting, McEniry suggested that Toler be included in the membership of the Executive Committee and for Support Staff to coordinate a meeting with Pat so that Toler could receive more guidance regarding the roles and responsibilities of the Treasurer.

## 9. Old/New Business

- **Review of the FY 23 Needs Assessment**
  - Though this item was not listed on the agenda, Postel briefly informed the committee of the current needs assessment findings.
    - 67/187 clients were not linked to care within 30 days.
      - 14 or 21% were tested within the agency and not linked to care within 30 days
      - 11 or 16% were tested within their healthcare system.

- 57% were tested within the agencies or within the healthcare system and were not linked to care within 30 days.
  - 13 or 20% of clients were tested outside of the EMA.
  - 5% were tested in NYC.
  - 6% were tested in another state—Arizona, Florida, Tennessee, etc.
  - 9% were tested in another country—Brazil, Chile, Guatemala, Ecuador, and India.
  - 14-15% of these clients were outside of our control, being that they were tested outside of the EMA. Postel voiced concerns about possibly not reaching the 95% goal of linkage to care within 30 days, being that many of our clients are coming into the EMA for care, live outside the EMA's jurisdiction.
- **Approval of Service Standards:**
  - Poole motioned to accept the 4 service standards:
    - Mental Health Service Standard
    - Non-medical Case Management
    - Outpatient Ambulatory Health
    - Emergency Financial Assistance
  - Toler seconded. All were in favor of accepting the service standards as presented. No objections, Allison Modica abstained. The service standards were approved as presented.
- **Submission for thirty-day review:**
  - The COC presented the Outpatient Substance Abuse service standard to the Planning Council for 30-day review process.
    - Poole motioned to accept the service standard for 30-days review. Toler seconded. All were in favor, no objections, Allison Modica abstained. The Outpatient Substance Abuse service standard was approved for 30-day review.

## 10. Announcements

- Bagchi announced that she attended the Summit on Routine HIV on July 21, 2023. It was a well-attended event with great speakers and presentations! The purpose of the summit was to encourage routine testing according to new CDC guidance. Those who were unable to attend the event were requested to contact support staff to connect them with the appropriate parties who'll be able to forward the resources presented.

## 11. Next Meeting

The Planning Council meeting will meet on Wednesday, September 20, 2023, at 1:30 PM via Zoom.

## 12. Adjournment

Bagchi made a motion to adjourn the meeting, Morales seconded. There were no abstentions or oppositions. All were in favor. The meeting was adjourned at 2:05PM.