



**Comprehensive Planning Committee
MEETING SUMMARY**

Friday, December 08, 2023, from 9:31 AM to 10:12 AM
 Videoconference via Zoom: <https://us06web.zoom.us/j/85035019580>
 Teleconference: (929) 205-6099 / Meeting ID: 850 3501 9580

Present	Excused Absences	Unexcused Absences
1. Ricardo Salcido (Chair) 2. Viesha Morales (Secretary) 3. Calvin Toler 4. Claudia Ortiz 5. Sharon Postel (Non-Voting) 6. Aliya Roman (Non-Voting) 7. Michelle Thompson (Non-Voting) 8. Al-Bayyinah Sloane 9. Joann McEniry (Non-Voting)	10. Allison Delcalzo-Berens 11. Janice Adams-Jarrells	12. Denise Brown 13. Heather Harris 14. Delia King

Guests: Anne Rose Jacquet, Michelle Harvey, Elizabeth Mayer
Support Staff: Roberto Benoit

- 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 November 17th, 2023.**
 The meeting summary from November 17th was sent out electronically and was motioned to be approved by the committee. Ortiz made a motion to accept the November 17th meeting summary as is, Toler seconded the motion. The motion was advanced. All were in favor, no objections. The November 17th meeting summary was successfully passed.
- 5. Standing Committee Updates**
 - **Continuum of Care Committee (COC) – Viesha Morales provided the report.**

- The committee last met on Thursday, November 9, 2023, at 10 AM via Zoom.
- During this meeting the committee reviewed and approved the Other Professional Service Standard.
- The committee also reviewed and updated the FY 23-24 Calendar/Workplan.
- The next COC meeting will be held on Friday, December 14, 2023, at 10AM via Zoom.
- **Research and Evaluation Committee (REC) – Support Staff provided the update.**
 - The committee last met on Monday, November 20, 2023, at 10 AM via Zoom.
 - During this meeting the committee reviewed the Progressive Report # 4 of the integrated plan.
 - The committee discuss possible Needs Assessment topics.
 - The committee discussed committee training needs.
 - The next REC meeting will be held on Monday, December 19, 2023, at 10AM via Zoom.
- **Consumer Involvement Activities Committee (CIA) – Support Staff provided the update.**
 - The committee last met on Wednesday, November 15, 2023, at 5PM via Zoom.
 - Sharon Postel gave a presentation on the FY 23 Needs Assessment.
 - The committee discussed possible FY 24 Needs Assessment Topics.
 - The next CIA meeting will be held on Wednesday, December 20, 2023, at 5 PM via Zoom.
- **Nominations committee (NC) – Support Staff provided the update.**
 - The committee last met on August 9, 2023.
 - The committee members are presently preparing for the oath ceremony and are currently waiting for a date from the city of Newark.
 - The next NC meeting will be held on Wednesday, December 13, 2023, at 6PM via Zoom.

6. Recipient Report – Aliya Roman provided the update.

- Roman announced that the Ryan White Part A program award letters for FY24 are in final review and will be released 12/31/2023.
- The recipient's office reports that the Program monitors have completed 17 programmatic site visits to date and the fiscal year compliance orders are in the process of being scheduled. Roman also mentioned that the Program monitors will be completing all site visits by the end of the fiscal year.
- The recipient's office reports that EHE RFP was advertised, the Technical Assistance meeting is scheduled for December 12, 2023 and the RFP is due on January 11, 2024.
- Roman reports that at the present time the sweeps process has not yet been established and the lack of funds are due to monthly assessments of sub-recipients' programs. Roman explains, sub-recipient programs are assessed monthly and additional funding has not yet been identified, and at this time re-allocation of funds have not been reviewed.
- The Recipient's office will also host an EIRCs meeting on December 18th. During this meeting the committee will review linkage to care data noted from the last meeting, October 7, 2023. Roman reports since then, there have been 14 new cases of individuals not linked to care. Despite the new information, Roman mentioned that there has been an improvement in the number of clients not linked to care, reducing from 78 in the previous fiscal year to only 52 this year.
- Roman noted that the oaths ceremony's date has yet to be determined, but will be working diligently with the city of Newark to host the oaths ceremony before February 2024.

7. Old Business

- Continued discussion on The Cluster Detection Response Team Project
 - Salcido introduced the cluster detection response team's request for the comprehensive planning committee to support or explore the development of the CDR plan as an addendum to the Newark Department of Health Plan. The CDR team suggests using the state plan as a draft for the amendment.
 - Within the CPC workplan, as an IHAP deliverable, the committee was charged with a cluster detection response plan to support the Health Department in case of a cluster in the jurisdiction. Roman emphasized the need for the CDR plan to be a professional document as an addendum to show the commitment of 17 sub recipients, their resources, and the steps they would take in response to a cluster.
 - Roman explained that the document should depict the processes and services that their sub recipients are willing to provide and are already incorporated within their current design.
 - Roman asked the CPC committee members to vote on either a group work effort to complete a draft of the amended CDR plan or hire a consultant. Roman explained when voting outcomes are tallied, the results will be presented to the planning committee members to review and vote on for a finalized decision.
 - Roman concluded that the finished product will be presented at the next AETC forum.
 - In response to a question posed by McEniry to describe how extensive the draft will need to be, Salcido explained that the plan will be a generalized draft that dictates the type of actions the health departments will need to take to respond to a cluster outbreak.
 - Roman further explained that the CDR Plan will reflect on the addendum to the Department of Health's, FQHCs outpatient Ambulatory Health Care Program.
 - When asked about a timeline for the completion of the draft, Salcido mentioned there decisions of a possible date in the spring, for the month of April or May.
 - Roman suggested the committee vote to utilize help from a consultant to help the committee members draft the cluster detection response plan.
 - Salcido called for a motion to approve the request to have a consultant assist the committee members with the drafting of The Cluster Detection Response Plan to be part of the workplan. Poole made a motion to approve CDR workplan and Sloan seconded. The motion was properly moved and seconded. All were in favor, no objections, no abstentions.

8. New Business

- Discuss and authorize draft of FY' 2024-2025 Committee Workplan
 - During this meeting committee members were able to begin the drafting of the Workplan calendar for FY 2024-2025.

9. Announcements

- Thompson mentioned that Union County will be hosting an emergency holiday food distribution on December 17, 2023, at Kean University, at 8:00AM.

10. Next Meeting

The next CPC meeting will be held on Friday, January 12, 2023, at 9:30 AM via Zoom.

11. Adjournment

Toler made a motion to adjourn the meeting, Ortiz seconded the motion. All were in favor, no objections, no abstention, The meeting was adjourned at 10:12 AM.