

**Comprehensive Planning Committee
MEETING SUMMARY**

Friday, January 12, 2024, from 9:31 AM to 10:30 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. Janice Adams-Jarrells 5. Allison Delcalzo-Berens 6. Al-Bayyinah Sloane 7. Joann McEniry (Non-Voting) 8. Sharon Postel (Non-Voting) 9. Michelle Thompson (Non-Voting) 10. Aliya Roman (Non-Voting)	11. Delia King 12. Claudia Ortiz	13. Denise Brown 14. Heather Harris

Guests: Gabrielle Ferrigno, Chevonne Cato, Liselle Lewis, Ashley Brambly, Ashanti Simpson Ann rose Jacquet

Support Staff: Roberto Benoit, LaShon Gray

- 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 December 8, 2023.**
 The meeting summary from December 8th was sent out electronically and was motioned to be approved by the committee. Morales made a motion to accept the December 8th meeting summary as is, Adams seconded the motion. The motion was advanced. All were in favor, no objections The December 8th 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, January 11, 2024, at 5PM via Zoom.
- The committee Monitored the 2022-2026 Integrated HIV Prevention and Care Plan
- The committee Reviewed/Updated Early Intervention Service Standard
 - Roman asked that the COC committee Update the language of the MCM Service Standards with verbiage that Brambly will send after the meeting
- The committee Discussed Membership Recruitment
- The committee Reviewed Operating Policies and Procedures (OPPs)
- The committee Discussed expectations, roles, and responsibilities as members.
- The next COC meeting will be held on Friday, February 08, 2024, at 10AM via Zoom.
- **Research and Evaluation Committee (REC) – Support Staff provided the update.**
 - The committee last met on Monday, December 18, 2023, at 10 AM via Zoom.
 - The committee Discussed and authored draft of FY'2024 Committee Workplan
 - The committee Reviewed Action Plan (IHP) and added any tasks assigned to the REC to the work calendar.
 - The committee Refined topic and discussed methodology for the 2024 Needs Assessment Update
 - The next REC meeting will be held on Monday, January 22, 2024, at 10AM via Zoom.
- **Consumer Involvement Activities Committee (CIA) – Support Staff provided the update.**
 - The committee last met on Wednesday, December 20, 2023, at 5PM via Zoom.
 - The committee celebrated the end of the year with a Holiday Party
 - The next CIA meeting will be held on Wednesday, January 24, 2024, at 5 PM via Zoom.
- **Nominations committee (NC) – Support Staff provided the update.**
 - The committee last met on August 9
 - The January meeting was canceled due to the completion of all urgent tasks. The committee is still awaiting a date for the Oath ceremony.
 - The next NC meeting will be held on Wednesday, February 14, 2023, at 6PM via Zoom.

6. Recipient Report – Aliya Roman

- The recipient's office is currently preparing for an HRSA site visit, scheduled for January 23rd through January 25th.
- The recipient's office reports that HRSA selected sub recipient, The AIDS Resource Foundation for Children as the meeting place for the stakeholders and consumers meeting scheduled for January 24th. During this meeting HRSA hopes to gain a broader perspective on service delivery for consumers. Roman mentioned a virtual option for attendees will be available, but strongly suggests participants physically be in attendance.
- The recipient's office mentioned that final awards for FY24 will be released by January 31st and Sub recipients should expect to start seeing letters within a week.
- Roman mentioned that the budget reviews results are being finalized allowing the execution of contracts within 45 days of the grant year.
- The recipient office reports, 18 programmatic site visits were completed to date, along with fiscal audits through the end of February.
- During the EIRCs early intervention and retention collaboratives meeting on Dec18th, barriers to linkage to care discussion included client readiness, previous diagnosis, transferred to care, new to care and data entry errors. Roman also mentioned a compiled list of all the barriers will be noted in the report for FY23 for the committee's review. Roman also reported that 14 clients that were not linked to care from September through November.

- The recipient's office reports the sub recipients will collect data sheets from the cohort 4 that will summarize and assess the barriers to viral suppression and linkage to care for 182 clients that are not viral suppressed in Essex County.
- The RFP were due January 11, 2024, and the EHE RFP contracting process for the release is now closed. A total of 18 applications were collected and after a peer review process of the new applicants and new providers are completed, the recipient's office will have a total for all sub recipients and vendors for the EHE program.
- The next IHAP assessment meeting will be held, January 24, 2024.
- Roman explained the Oaths Ceremony process will continue when updated attendance rosters are received and then submitted to the clerk's office.
- Lastly, an obligated balance of \$300,000.00 was submitted to HRSA, but is not anticipated to have a total of \$300,000.00 at the end of this grant year.

7. Old Business

- **Continue discussion on Cluster Detection Response- Liselle Lewis Recipients**
 - During this meeting Lewis mentioned that they had a meeting with TAP-in to develop an MOA to create a flow chart for the Cluster Detective response team. The flowchart aids in providing a visual for notifications of cluster outbreaks. Lewis noted in the 1st step, the FQHC will receive notifications of any outbreak clusters, 2nd step FQHC then notifies the Newark Health Department. In the 3rd step, the Newark Health Department will then notify Ryan White of the outbreak. Ryan White will then reach out to the recipients for further investigation that will lead to linkage of care for that individual.
 - During the meeting Lewis asked Roman to answer the question, "What number of reports would determine a cluster outbreak"? Roman answered stating, the government defines a cluster and then informs the health department of an outbreak.
 - Postel then added that she will reach out to the state's health department officer to find out what the state's standard response for communicable disease reporting and identifying an outbreak looks like. Once that is determined she will then make a comparison to the CDRSS in hopes of discovering the answer to the question posed.
 - Ferrigno mentioned she will invite a cluster response expert to join a meeting with Roman, Salcido and Pastel to help guide the cluster response team in developing a document to mirror what an actual outbreak process should look like. Roman says the goal is to have a plan that is applicable to all locations.
 - Postel mentioned she will be preparing a demographic profile for newly diagnosed Ryan White clients.
- Finalize and approve FY'2024 Committee Workplan.
 - During this meeting committee members finalized the drafting of the Workplan calendar for FY 2024-2025. Salcido called for a motion to approve the committee work plan. Morales motioned Toler 2nd motion. All were in favor, no objections The committee workplan was successfully passed.
- Vote for Ann Rose Jacquet to become a member.
 - During this meeting committee members voted for a new committee member, Ann Rose Jacquet. Salcido called for a motion to vote for her as a new member. Morales motioned Adams 2nd motion. All were in favor, no objections. The motion was passed, and Ann Rose was voted in as a new committee member.

8. New Business

- Schedule overflow work tasks as needed.
 - There were no outstanding tasks to be completed.

9. Announcements

- A stakeholders meeting will be held on January 24th from 3- 4pm at AIDS Resource Foundation for Children determined.

10. Next Meeting

The next CPC meeting will be held on Friday, February 09, 2024, at 9:30 AM via Zoom.

11. Adjournment

Morales made a motion to adjourn the meeting, Ortiz seconded the motion. All were in favor, no objections, no abstention, The meeting was adjourned at 10:28 AM.