

**Research & Evaluation Committee  
MEETING SUMMARY**

**Monday, December 18, 2023, from 10:00 AM to 10:50 AM.**  
Videoconference via Zoom: <https://us06web.zoom.us/j/89756434893>  
Teleconference: (929) 205 6099 / Meeting ID: 897 5643 4893

PRESENT	EXCUSED	UNEXCUSED
1. Kasny Damas (Secretary) 2. Ann Bagchi, PhD/DNP (Chair) 3. Sharon Postel (Non-Voting) *  4. Debbie Mohammed 5. Warren Poole 6.	7. Corey Destefano (Vice-Chair)	8. Natalie Muhammad

**Guests:** Ashley Bramble, Lisselle Lewis,  
**PC Support Staff:** Roberto Benoit, Lashon Gray

**1. Welcome and Moment of Silence**

- Bagchi called this meeting to order at 10:00 AM. A moment of silence was observed for all those living with, those who have passed, and those affected by HIV/AIDS.

**2. Roll Call**

- Support Staff conducted roll call. Quorum was established.

**3. Public Testimony**

**4. Approval of the Meeting Summaries from October 16<sup>th</sup> and November 20<sup>th</sup>**

- The October and November meeting summaries were sent out electronically ahead of the meeting. Bagchi called for a motion to approve the meeting summaries. Poole made a motion to accept the meeting summary, Damas seconded the motion. Mohammed abstained. All were in favor, no opposition. The meeting summary was passed.

**5. Standing Committee Updates**

**Continuum of Care (COC) – Support Staff provided the update.**

- The COC committee last met on December 14, 2023.
- The committee Reviewed / Update Universal Service Standards
- The committee Reviewed the latest HRSA Policy Clarification Notices
- The committee Drafted /reviewed FY 2024 workplan and calendar of meetings with all COC members
- The next COC meeting will be held on Friday, December 14, 2023, at 10AM via Zoom.

**Comprehensive Planning Committee (CPC) – Support Staff provided the update.**

- The CPC last met on December 08, 2023.

- The committee continued discussion on The Cluster Detection Response Team
- The committee drafted the FY' 2024 Committee Work Plan
- The next CPC meeting will be held on Friday January 12, 2023, at 9:30am via Zoom.

**Community Involvement Activities Committee (CIA) – Support Staff provided the update.**

- The CIA last met on November 15, 2023.
- The committee Reviewed the FY 23 Needs Assessment.
- The next CIA meeting will be held on Wednesday, December 20, 2023, at 5PM via Zoom.

**Nominations Committee (NC) – Support Staff provided the update.**

- The NC last met on Wednesday, August 9, 2023, at 6 PM via Zoom.
- The September, October, and November NC meetings were canceled due to the completion of all urgent tasks and awaiting Oath Ceremony from City of Newark.
- The next NC meeting will be held on Wednesday, December 13, 2023, at 6 PM via Zoom.

**6. Old Business**

**7. New Business**

**• Refine topic and discuss methodology for the 2024 Needs Assessment Update**

- The committee continued discussions surrounding the 2024 Needs Assessment. The two final Needs Assessment questions are what are;
  - **What are the service need characteristics of the newly diagnosed individuals receiving RW services within the Newark EMA?**
  - **What are the service need characteristics of the undocumented individuals receiving RW services within the Newark EMA?**
- Due to an increase in newly diagnosed and undocumented individuals, the committee proposes studying this population; the characteristics; and needs of this demographic.
- Methodology:
  - **Method #1:** 1/ Review CHAMP data on trends, characteristics (including country of origin), and services utilized by undocumented individuals. (Undocumented are identified by 9999 in CHAMP Client ID – all individuals are anonymous and unknown to the researchers.)
  - **Method #2:** BRIEF (2-page maximum) survey of agencies re (1) have they experienced an increase in undocumented PLWH? (2) What are current service needs and services you provide or refer out? (3) What are the unmet needs and service gaps – that can be filled by RW program in FY25 and beyond? What partnerships or non-RW resources are needed to better serve these PLWH?
  - Postel also mentioned adding a survey to explore the need for mental health services & support following HIV diagnosis. This can be a question on “what kind of mental

health and other support do you provide for individuals who are newly diagnosed in your agency?

- Postel mentioned that the timeline of reports will be changing due to a request from the recipient's office because of HRSA site visits. EPI profile and NA preliminary season will be due a bit earlier so that the committee can begin working on PSRA report which will begin taking place in June.
- 72 % of undocumented individuals are uninsured 14% Medicaid 14% private insurance. Ryan White clients 46% have Medicaid 19% are uninsured. Of those uninsured undocumented individuals account for 52%.
- Bagchi mentioned the need for standard procedure regarding testing when it comes to undocumented individuals coming into the United States, being that they may make multiple stops prior to coming in to final destination. She noted that it was mentioned in a COC meeting that an undocumented individual came in, claiming to be HIV positive, but did not have a positive diagnosis.
- Mohammed mentioned that, from a clinical perspective, she has taken note of this. She has noticed some patients who've come in taking HIV medication but were not HIV positive. She noted that all the clinics that she's worked in must first confirm the positive test before RW care.
- Mohammed made a motion to move the Needs Assessment topics. Damas seconded. All were in favor, no oppositions, or abstentions. The FY 24 Needs Assessment Research Question was passed.
- **Discuss and author draft of FY'2024 Committee Workplan**
  - The committee began drafting agenda items for the FY 24-25 Committee Workplan and Calendar.
- **Review Action Plan (IHP) and add any tasks assigned to the REC to the work calendar.**
  - The committee reviewed the IHP Action Plan and added necessary tasks to the REC work calendar. No revisions were made because all committee responsibilities were already noted in the committee workplan.

## 8. Administrative Issues

- No Administrative issues to report.

## 9. Announcements

- There were no announcements.

## 10. Next Meeting

- The next REC meeting will be held on January 22, 2023, at 10AM via Zoom.

## 11. Adjournment

Damas made a motion to adjourn the meeting, Mohammed seconded. All were in favor, The meeting was successfully adjourned at 10:50 AM.