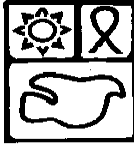


Newark EMA HIV Health Services Planning Council

315 North 6th Street, 2nd Floor, P.O. Box 7007
Newark, NJ 07107

Phone: 973-485-5220 Fax: 973-485-5085



Email: newarkema@newarkema.org

www.newarkema.org

PLANNING COUNCIL MEETING MINUTES October 17, 2007 NEMA Office, Newark, New Jersey

1. Meeting was CALLED TO ORDER at 1:30 p.m. Maria Irizarry, Vice Chair

Irizarry welcomed all in attendance. A moment of silence was observed for those living with HIV/AIDS and for those that have passed on.

2. ROLL CALL

Roll was called and quorum was established with 19 members present. Total Council membership is 32 members.

Present:	Excused absences:	Unexcused absences:
<ol style="list-style-type: none"> 1. Borys Abulevsko (via phone) 2. James Carrington 3. Kendall Clark 4. Frankel Denize 5. Deloris Dockrey 6. Diana Dunker 7. Blair Frost 8. Carmine Grasso 9. Yolonda Holmes 10. Maria Irizarry 11. Janice Adams-Jarrells 12. Glenda Kirkland 13. Jason-Cristofe Marcello 14. Shannon Mettlen 15. Patricia Moore 16. Maria Morales-Santiago 17. Diane Silbernagel 18. William Wheeler 19. Bryn Whittle <p>Council Staff: Dwight Peavy, Executive Director Emily Chakua, Health Planner Ana Rojas, Office Manager</p>	<ol style="list-style-type: none"> 1. Wali Bradley 2. Jorge Cruz 3. Brenda Hoggard 4. Robert Johnson 5. Elena Perez 6. Orlando Perez 7. Angel Reyes 8. Wesley Rodriguez 9. Kelly Rooney <p>Alex Richardson-Parliamentarian</p>	<ol style="list-style-type: none"> 1. Madeline Corredor 2. Michel Graham-Anderson 3. Mavis Kofie 4. Walter Tanks

3. PUBLIC TESTIMONY

None

4. APPROVAL OF COUNCIL MINUTES DATED SEPTEMBER 19, 2007

Bill Wheeler motioned to approve the minutes dated September 19, 2007. Janice Adams-Jarrells seconded the motion. Motion approved.

5. DEMOGRAPHICS AND ASSESSMENT OF THE NEEDS OF PEOPLE WITH HIV IN THE NEWARK EMA

➤ Report from the Infected/Affected Caucus – Wali Bradley

Adams-Jarrells reported for the Chair, stating that the Caucus decided to have the family event in early January; members will continue discussion at the next meeting. Limited funding is one of the issues that will be addressed.

Staff distributed sample surveys that have been utilized by the Planning Council in the past for the Comprehensive Health Plan and Needs Assessment. Due to lack of time for more discussion, members were asked to review the surveys presented and be ready to discuss the information further at the next meeting. Members were asked to develop 5-10 questions for a survey that will address the impact of funding cuts in this EMA.

Members discussed the possibility of coordinating an advocacy training for Caucus members and agreed that the training would be beneficial to them. Members will follow up with NTAP and report more at the next meeting.

The next meeting of the Infected/Affected Caucus is scheduled for Thursday, November 8, 2007 at 11:30 am.

➤ Report from the Care & Treatment – Drew Johnson

Chakua reported that members revisited the committee activity for reviewing access to care for mammograms in various clinics throughout the EMA. It was restated that the focus of this activity is to foster preventative health and members will be centering not only on cancer prevention but also heart disease and other ailments. Members would like to ensure that clients are offered the opportunity to get age and gender appropriate health maintenance screenings. Members also understand that Part A funds cannot be used for this purpose.

Members discussed and agreed that the primary care standards will be reviewed at the next meeting before planning more details on this activity. In the meantime, members were asked to formulate survey questions that will address these issues including the impact of funding cuts to primary medical care services.

Following the request from the Research Committee, members discussed various reasons why people are not taking HIV medications. Reasons provided ranged from side effects, mental health issues, substance abuse, lack of enough support due to agencies being short staffed, among others. A full report will be presented to the Research Committee.

Members finally reviewed future activities that would be undertaken by the Committee in the year 2008. More discussion will continue at the next meeting.

The next meeting of the Care and Treatment Committee is scheduled for Thursday, December 13, 2007 at 9:30 a.m.

➤ Report from the Substance Abuse – Maria Morales-Santiago

Morales-Santiago reported that members debriefed on the substance abuse forum that took place on August 3, 2007 at Broadway House. Evaluations are still being reviewed; members will further discuss the results at the next meeting.

Members had a discussion on harm reduction and stressed the need for providers to be trained in this

aspect. Some members suggested having someone knowledgeable on harm reduction to present to the committee during one of the upcoming meetings. Follow-up will be made accordingly.

Members continued discussion on the impact of funding cuts on services. One question raised was, “how can they make a difference” and “best ways to communicate to get people into care and keep them connected.” One of the suggestions provided was to get all committees’ to develop a survey with specific questions addressing the funding cuts impact on services.

The next meeting of the Substance Abuse Committee is scheduled for Wednesday, December 12, 2007 at 9:30 a.m.

6. Priority Setting Committee Report - Bryn Whittle

Whittle distributed and presented the updated priority setting and resource allocation report. She noted that the introduction and directions section was updated to reflect the changes in the Ryan White Modernization Act specifically the core service model that reflects the new service categories. The priorities for the MAI funds were awarded to cover different services for the minority communities.

Whittle stated that since members received the last draft report there has been one change. Medical case management was increased from 10% to 12% and case management was decreased from 4% to 2% and this still allows them to be within the guidelines of 75/25% allocation. On the allocation guidance, the major change was the range which was decreased from +/-35% to +/-25%. The report was approved by the Priority Setting Committee accordingly.

Irizarry asked members to review the revised report and be prepared to vote if there are no further questions. She added that this report will be part of the grant application which will be submitted to HRSA on November 5, 2007. Members reviewed the document and there were no further questions or concerns.

<i>Kendal Clark motioned to approve the FY 2008 Allocation Report as presented. Diane Silbernagel seconded the motion. Motion approved.</i>

The next meeting of the Priority Setting Committee is scheduled for Friday, November 9, 2007 at 9:30 am.

7. Grantee Representative Report-Wesley Rodriguez

Ketlen Alsbrook reported that their office is working diligently to get all of the contracts executed and hopes to have them done by the week of October 23, 2007. The MAI allocations have been completed and the agencies should soon be receiving their award letters. Alsbrook reported that the office is working on the grant application which has to be submitted by November 5, 2007.

8. COORDINATION WITH OTHER HIV-RELATED SERVICES

➤ Report from Community Planning Group (CPG) – Blair Frost

Peavy reported for Frost. Peavy reported that there was a presentation and discussion on the gap analysis which deals with specific areas of gaps in the State of NJ. A nomination process was held for a member who resigned. A syringe exchange update was provided by Loretta Dutton. The group also had their annual Ralph Mitchell luncheon in honor of Ralph Mitchell who was a member of the group and a Planning Council member as well. The group meets every third Thursday of the month.

➤ Report from the Governor’s Council on HIV/AIDS & Other Blood-Borne Pathogens (GAC) – Robert Johnson

Irizarry reported that most of the meeting revolved around updates from the State on syringe exchange. Irizarry asked Grasso to update members on any other information since he was also at the meeting. Grasso stated that the only money for syringe exchange is money that agencies can raise themselves.

Varies cities are in different phases of implementation and two counties (Camden and Atlantic City) should be up and running shortly.

9. THE PLANNING COUNCIL ADMINISTRATIVE ISSUES

Report from Executive Committee

Irizarry stated that the committee has had numerous conference calls and meetings in the past few weeks with the Grantee regarding some concerns about contracts not being executed as they move into the application process and how that would affect the conditions of award that have to be met and explained in the grant application. Progress has been made since the call last week and as per the Grantee contracts are being expedited. The Executive Committee requested a follow up, face to face meeting with the Director and the fiscal administrator to reemphasize the urgency of expediting the contracts before the grant application will be due.

Other issues discussed at the Executive Committee have already been presented.

Report from Treasurer- Bryn Whittle

Whittle reported that the budget is on target.

Report from Personnel Committee –Glenda Kirkland

Kirkland presented the language clause that should be added to the by-laws of the Planning Council that will address moral turpitude or serious prejudice to the best interests of the Planning Council with the advice and consent of the CEO/Mayor. The Executive committee added the underlined phrase because technically the Mayor is the only one who can remove a member. The language clause is being recommended to the By-Laws committee for further review of the language.

Bill Wheeler motioned to accept the language suggested to the By-Laws. Janice Adams-Jarrells seconded the motion. Motion approved.

Report from the Research Committee-Deloris Dockrey

Dockrey reported that members identified 3 research questions which they are currently reviewing in detail which are mental health service utilization in NEMA, the capacity of NEMA to provide the service and women's specific services. The committee would like to concentrate on how those services (women specific) were utilized and whether or not they are meeting the needs of women.

In order to get this information Kirkland gathered information from CHAMP and gave a presentation on the preliminary data she received. The State also provided some information but some sections on the report were unclear and the Research Committee will be asking for more clear data. They will also ask for the number of people tested. Grasso asked Dockrey to copy the request for additional data to him.

The next scheduled meeting for this committee is Monday, November 19, 2007 at 12:00 noon at Dr. Johnson's office.

Report from Executive Director – Dwight Peavy

Peavy announced that a Planning Council retreat is being planned for November 29, 2007 from 9am-3pm. This will be held in place of the regular meeting for November which will be canceled. Peavy encouraged members to attend as they will be looking at the restructure of the Planning Council and discuss ways of moving forward in light of the changes experienced in the Reauthorization Act. Save the date cards have already been sent to members. The retreat will be held at the International Center for Public Health. More information will be forthcoming.

Due to the cancellation of the regular November meeting, the 2008 calendars for Council meetings and Committee meetings were distributed. Peavy asked members to be mindful of the Council's mission statement which is posted on the walls and on all literature and Planning Council agenda.

10. STATE AND NATIONAL UPDATE

Dockrey announced that the pressing issue in the forefront has been the State children's health insurance program which expired at the end of September. The President vetoed the bill because the bill calls for an expansion in dollars, number of children services and a possible increase in the federal poverty level. They have been pushing for an increased appropriation around ADPT. Ongoing updates will be provided.

11. OLD/NEW BUSINESS

Clark announced that NJCRI is planning an event for World AIDS day, December 1, 2007.

Dockrey announced that NJWAN is having their conference on November 5, 2007 at the Marriot Hotel in Newark.

12. NEXT MEETING: The next meeting of the Planning Council will be held on **Wednesday, December 19, 2007 at 1:30 pm, NEMA Office, Newark NJ.**

13. ADJOURNMENT

The meeting adjourned at approximately 2:40 p.m.

I, as Planning Council Chair, hereby certify the accuracy of the above minutes:

Maria Irizarry, Vice-Chair

Date