



**NEWARK EMA HIV HEALTH SERVICES PLANNING COUNCIL**

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**PLANNING COUNCIL MEETING MINUTES**

**JANUARY 21, 2009 @ 1:30PM**

**NEMA OFFICE - NEWARK, NEW JERSEY**

**1. Meeting was CALLED TO ORDER at 1:30 p.m. by Dr. Johnson, Chair**

Dr. Johnson 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 not established with 13 members present. The total membership of the Council is currently 28.

PRESENT:	EXCUSED ABSENCES:	UNEXCUSED ABSENCES:
<ol style="list-style-type: none"> <li>1. Brenda Hoggard</li> <li>2. Byrn Whittle, Esq.</li> <li>3. Diane Silbernagel</li> <li>4. Frankel Denize</li> <li>5. Glenda Kirkland</li> <li>6. Janice Adams-Jarrells</li> <li>7. Jason-Cristofe Marcello</li> <li>8. Maria Irizarry</li> <li>9. Maria Morales-Santiago</li> <li>10. Michel Graham-Anderson</li> <li>11. Patricia Moore</li> <li>12. Robert L. Johnson, MD</li> <li>13. Stephen M. Smith, MD</li> </ol> <p><b>Council Staff:</b> Dwight Peavy, <i>Executive Director</i> Irmide Olibris, <i>Health Planner</i> Deanna Gibson, <i>Staff Support</i></p>	<ol style="list-style-type: none"> <li>1. Blair Frost</li> <li>2. Borys Abulevsko</li> <li>3. Deloris Dockrey</li> <li>4. Elena Perez</li> <li>5. Kendall Clark</li> <li>6. Shanon Mettlen</li> <li>7. William Wheeler</li> </ol> <p>Alex Richardson- <i>Parliamentarian</i></p>	<ol style="list-style-type: none"> <li>1. Angel Reyes</li> <li>2. Carmine Grasso</li> <li>3. James Carrington</li> <li>4. Kelley Rooney</li> <li>5. Orlando Perez</li> <li>6. Wali Bradley</li> <li>7. Walter Tanks</li> <li>8. Yolonda Holmes</li> </ol>

*"To plan for the development, implementation and continual improvement of the health care and treatment services for People Living With and Affected by HIV & AIDS who reside in the five New Jersey Counties of Essex, Morris, Sussex, Union and Warren."*

**3. PUBLIC TESTIMONY/ANNOUNCEMENTS**

Morales- Santiago announced, the Hyacinth AIDS Foundation office has relocated to 520 Broad Street, Newark, NJ. Janice Jarrells announced the premiere of a documentary “Sisters Survive and Thrive” which, chronicles the lives of ten Newark women living with HIV/AIDS. Inclement weather cancelled the last scheduled premiere. NJWAN is in the process of identifying a new red carpet premiere date. Janice will inform Council Members once the new date is confirmed.

**4. APPROVAL OF COUNCIL MINUTES FROM DECEMBER 17, 2008**

*Quorum was not established; therefore minutes were not presented for approval.*

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

➤ **Report from the Community Service Advisory Committee – Walter Tanks- D. Peavy reporting**  
Peavy reported that the committee met on January 8, 2009. They discussed and agreed to move forward with a “Day of Learning” for 2009. A sub-committee was formed and will meet on January 28, 2009 to start planning for this event. The committee also continued a discussion around gathering data on MSM. Several sources for data collection were identified and will be utilized to compile a report that is EMA specific. Upon completion, findings will be presented to the Council. A discussion on membership indicates attendance remains problematic in establishing quorums at each meeting.

*The next meeting of the Community Service Advisory Committee is scheduled for Thursday, February 12, 2009 at 11:30 AM.*

➤ **Report from the Continuum of Care Committee – Patricia Moore**

Moore reported that the committee met on January 8, 2009. Corrections and additions for the first draft of the Resource Directory were submitted by committee members and given to staff for incorporation. Once edits are complete, the Directory will be presented for inclusion into the Comprehensive Health Plan. The committee continued their discussion on barriers to oral health.

*The next meeting of the Continuum of Care Committee is scheduled for Thursday, February 12, 2009 at 9:30 A.M.*

**6. Comprehensive Planning Committee Report – Bryn Whittle, Esq.**

Whittle reported that the committee met on January 9, 2009. Members received updates from other Planning Council committees, the grantee’s office and the Comprehensive Health Plan. The committee also, elected Beatrice Black to serve as vice chair and James Carrington as secretary. Members also discussed highlights from the December Planning Council Training. The committee conducted a complete overview of their Comprehensive Planning Committee (CPC) calendar dates. An extensive discussion on the barriers to oral health was conducted. This discussion included input from members in attendance that also serves on other committees within the Planning Council. A workgroup from the CPC was identified and convened following the regular meeting. The primary focus of the work group is to review the committee’s calendar and work plan timeline; identify ways to streamline the priority setting and resource allocation processes; the evaluation and adjustment of the timeline for earlier presentation to the full Planning Council for review and approval. A conference-call meeting for the work group is scheduled for February 6, 2009.

*The next meeting of the Comprehensive Planning Committee is scheduled for Friday, February 13, 2008 at 9:30 A.M.*

**7. Research & Evaluation Committee Report – Deloris Dockrey (P. Moore reporting)**

Moore reported that the committee met on Monday, January 12, 2009. Attendance did not produce a quorum. Therefore, the committee conducted a general discussion on suggested topics for the 2009 Needs Assessment. Included in the discussion were: primary medical care with emphasis on Hep-C; barriers to oral health care; services that are specifically directed to youth and services for over 45; the increase in AIDS for African-Americans (newly diagnosed); barriers to care and lack of facilities for MSM

and methods that could be used to connect emergency room patients diagnosed with HIV/AIDS to care and treatment.

*The next meeting of the Research & Evaluation Committee is scheduled for Monday February 9, 2009 at 10:00 A.M.*

## **8. Grantee Representative Report - Ketlen Alsbrook**

Alsbrook reported that the grantee's peer review session will be conducted, January 27-29, 2009. A total of 55 proposals were received and will be reviewed by 15 external panelists. All proposal received will be subject to external and internal reviews. The assessments will incorporate funding capacities and the recommendations made by the Planning Council into the 2009 grant awards.

## **9. COORDINATION WITH OTHER HIV-RELATED SERVICES**

### **➤ Report from New Jersey HIV Planning Group(NJHPG) – Dwight Peavy**

Peavy reported that the State selected new members for this committee formerly the CPG. Members appointed were informed of their appointments through letters. Under the new structure, the committee will incorporate Care & Treatment and Prevention into its agenda. The first meeting will be held on February 19, 2009 in New Brunswick, NJ.

*The meeting of the new Planning Group is scheduled in New Brunswick, NJ for Thursday, February 19, 2009.*

### **Report from the Governor's Advisory Council on HIV/AIDS & Other Blood-Borne Pathogens (GAC) – Robert Johnson**

Dr. Johnson reported that meetings are conducted quarterly and the Advisory Council has not convened since the last Planning Council meeting. The GAC is currently seeking new members, in particular representatives from the Burlington and Camden areas. The Newark EMA is well represented however; anyone interested in applying for membership should send their resume to Dr. Johnson. He will forward to the Governor's office for consideration. Resumes previously received were forwarded. Membership for the GAC is appointed through the Governor's office.

*The next meeting for the GAC will be in March in Trenton, NJ.*

## **10. THE PLANNING COUNCIL ADMINISTRATIVE ISSUES**

### **➤ Report from Executive Committee**

Dr. Johnson reminded members that they are required to join one of the committees within the Planning Council and attend the meetings and also regularly attend Planning Council Meetings. Members that are viewed as non-compliant will be sent letters as a reminder of this requirement and informing them of their membership status.

Dr. Johnson also shared a recently released report from the Centers for Disease Control (CDC), which shows the re-classification of HIV diagnosis. Moving forward under the new definition, all HIV diagnosis will require a HIV+ test result to be classified as such. Additionally, HIV+ infections will be classified according to various stages of progression of the disease; stage 1-CD4 = 500>; stage 2-CD4= 499-500; stage 3 –CD4 <200 and another category listed as HIV-undetermined (HIV+ with no CD4 count). Future reports from the CDC and the State will list reported HIV cases in accordance to the various stages of the progression of the disease. Dr. Johnson will forward this article to Peavy for distribution to council members.

### **➤ Report from Treasurer- Bryn Whittle**

Bryn reported that meetings are ongoing with the Executive Director and speaking with the fiscal conduit in relations to current spending and preparing a draft budget for 2009. The draft budget for 2009 will be presented to the Planning Council for consideration at the March meeting. All other budgetary items are on target for 2008 expenditures.

➤ **Report from Executive Director – Dwight Peavy**

Peavy reminded members of the upcoming Planning Council Training, which will be held on Friday, February 6, 2009 in the NEMA offices. The continued focus of this training session will be cross-committee collaboration. This is the final training in the series, which satisfies the EMA's HRSA mandates. Previously a save-the-date reminder was mailed to all members of the Planning Council and to all Planning Council committee members. Peavy thanked the members of the Council for their continued support and dedication to the Planning Council and its committees. Each member was given a Certificate of Appreciation as a reminder of the gratitude expressed by the Executive Director.

➤ **Report from Nominations Sub-Committee - Elena Perez (Dwight Peavy reporting)**

Elena and Dwight held informal meetings to review and discuss the Planning Council roster. Several demographics are identified as deficient and require new members to fill those categories. The restructuring of the Council and its committees attributed to the delay in identifying candidates for the nominations process. New applications are currently under review and will move forward through the process in February.

➤ **Report from By-Laws Sub-Committee**

No report.

➤ **Report from Grievance Sub-Committee**

No report.

➤ **Report from Personnel Sub-Committee**

No report.

**11. STATE AND NATIONAL UPDATE**

➤ **CAEAR Coalition Update**

No report

**12. OLD/NEW BUSINESS**

Dr. Johnson informed the Council members that the Comprehensive Health Plan needs to be presented for approval no later than January 31, 2009. He requested that staff arrange for a conference call to the Executive Members for approval. The approval of the Plan by the Executive Committee is necessary in an effort to forward the document to the Grantee in a timely manner. The Plan will be ratified at the full Council at the March Meeting

**13. NEXT MEETING:**

*The next meeting of the Planning Council will be held on **Wednesday, March 18, 2009 @ 4:00pm @ Broadway House, Newark NJ.***

**14. ADJOURNMENT**

The meeting adjourned at approximately 2:25 p.m.

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

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Robert L. Johnson, MD – Chair

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Date