



NEWARK EMA HIV HEALTH SERVICES PLANNING COUNCIL

**315 NORTH 6TH STREET, 2ND FLOOR; P.O. BOX 7007
NEWARK, NJ 07107**

**PHONE: 973-485-5220
E-MAIL: NEWARKEMA@NEWARKEMA.ORG**

**FAX: 973-485-5085
VISIT US AT WWW.NEWARKEMA.ORG**

PLANNING COUNCIL MEETING MINUTES

SEPTEMBER 16, 2009 @ 1:30PM

NEMA OFFICE - NEWARK, NEW JERSEY

1. Meeting was CALLED TO ORDER at 1:30 p.m. by Dr. Robert Johnson, Chair
Dr. Johnson welcomed all in attendance. Dr. Johnson requested a moment of silence be 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 15 members present. The total membership of the Council is currently 24.

PRESENT:	EXCUSED ABSENCES:	UNEXCUSED ABSENCES:
1. Brenda Hoggard 2. Carmine Grasso 3. Diane Silbernagel 4. Elena Perez 5. Glenda Kirkland 6. James Carrington 7. Jason-Cristofe Marcello 8. Kelley Rooney 9. Kendall Clark 10. Michel Graham-Anderson 11. Pat Moore 12. Robert L. Johnson, MD 13. Shanon Mettlen 14. Stephen M. Smith, MD 15. William Wheeler Council Staff: Dwight Peavy, <i>Executive Director</i> Irmide Olibris, <i>Health Planner</i> Deanna Gibson, <i>Staff Support</i>	1. Angel Reyes 2. Borys Abulevsko 3. Bryn Whittle, Esq. 4. Deloris Dockrey 5. Franckel Denize 6. Janice Adams-Jarrells 7. Walter Tanks Alex Richardson- <i>Parliamentarian</i>	1. Maria Irizarry 2. Wali Bradley

3. PUBLIC TESTIMONY/ANNOUNCEMENTS
NONE

4. APPROVAL OF COUNCIL MINUTES FROM AUGUST 19, 2009

Wheeler, Jr. motioned to approve the Council Minutes from August 19, 2009. Carrington seconded. Motioned unanimously approved without further discussion.

"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."

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** (*Dwight Peavy reporting*)
Peavy reported that the committee met Thursday Sept. 10th and reviewed the MSM Focus Group results from the focus group that Sharon Postel facilitated in August. The committee also reviewed/updated their committee calendar. The committee also had two beneficial training sessions in which the committee requested more training sessions to assist them with the committee process. The MSM Focus Group results are included in the 2009 Needs Assessment Update.

The next meeting of the Community Service Advisory Committee is scheduled for Thursday, October 8, 2009 at 11:30 AM.

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

Moore reported that the committee met on Thursday Sept. 10th and reviewed the 2007-2008 Primary Care Quality Management report and requested a copy of the 2008-2009 Report and a comparison of the two years from Brenda Christian. The committee also reviewed the MSM health survey and the Needs Assessment Update. The sub-committee to review the CHAMP system continues to meet and has additional meetings scheduled. The sub-committee has reviewed the current fields in the CHAMP system and continues to review and define the sub-categories. The next sub-committee meeting is scheduled for Sept. 29th. The committee discussed possible projects for the coming year. There was a lengthy discussion about the unavailability of specialty care and the fact that when screenings are performed, it's difficult to refer the clients for further care. The committee will try to identify the most needed medical services unavailable to our clients as one of next year's projects. Another idea that came from the Executive Committee is to look into the Charity Care structure and how that is working with the specialty care referrals. It was also suggested to ask the Medical Case Managers what their findings are as to the specialty areas they find difficult to refer to. Hopefully there will be some information in a couple of months.

The next meeting of the Continuum of Care Committee is scheduled for Thursday, Oct. 8, 2009 at 9:30 A.M.

6. Comprehensive Planning Committee Report – Bryn Whittle, Esq. (*Dwight Peavy reporting*)

Peavy reported that they did not meet on September 11th. At their last meeting, the committee provided the update on the FY2010 Priority Setting and Resource Allocation Report which was given to PC members last month for review. Peavy reviewed the changes to the report; the updated definition of Medical Nutritional Therapy and the deletion of Permanency Planning. All changes were distributed prior to the meeting for membership review. Carmine Grasso moved to approve the FY2010 Priority Setting and Resource Allocation Report, Kendall Clark seconded. Motion unanimously approved without further discussion.

The next meeting of the Comprehensive Planning Committee is scheduled for Friday, October 9, 2009 at 9:30 A.M.

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

Moore reported that although a very small group met, there was a very valuable and productive discussion. The committee discussed the Matrix that Sharon Postel is developing to help determine the priorities and allocations for next year. The committee discussed Mental Health being a possible topic for the Needs Assessment update for 2010. Moore moved to accept the 2009 Needs Assessment Update, Perez seconded. The 2009 Needs Assessment Update was unanimously approved without further discussion. Dr. Johnson requested more detail on the Mental Health components that are suggested to be looked at for 2010. Moore deferred to Postel. Postel reported that one topic is looking at the prevalence of Mental Health issues among HIV+ population. Results from QM chart review report showed that 41% of the clients had a history of mental illness. Postel suggested that we look at that data more to find out what kinds of issues do they find and how they are connected with treatment and how we define mental health. Dr. Johnson discussed UMDNJ's participation in a SAMSHA project that they still collect data on. The project found that the Mental Health treatment worked best when it was co-

located with the Medical Care services. Peavy encouraged more PC members to join the Research & Evaluation Committee.

The next meeting of the Research & Evaluation Committee is scheduled for Monday October 19, 2009 at 10:00 A.M.

8. Grantee Representative Report - Ketlen Alsbrook

Alsbrook reported that on Sept 11, the Grantee received the 2010 Guidance from HRSA. The team will begin working on preparing the application by the Oct 30th deadline. Although there is less time to complete the application than in the past, there are no significant changes except for the new methodology in the Maintenance of Effort requirement and to renew the IGAs. The HRSA Project Officer recommended the development of a uniform Ryan White Grievance Procedure for all providers for clients to use when they have issues with their providers. The development of these procedures may be a team or subcommittee effort. Alsbrook advised that this recommendation will be further discussed on the executive level. Concerns were raised that if the Grantee created the policy without provider input, it could be detrimental. Is there a need for an HIV care ombudsman or an independent party to handle grievance procedures? Alsbrook noted that the Grantee will definitely solicit input from management from providers. The grantee had a Primary Medical Care Roundtable in August, 12 of the 13 Medical Providers attended as well as the Quality Management team (AETC) and Planning Council representation. The focus was to look at the processes used to enter info into the CHAMP system and discuss issues that providers are having with the CHAMP system. Alsbrook reported that they received great feedback and recommendations. Alsbrook also extended a special thanks to the AETC for conducting a full-day training with Grantee Program Monitors to enhance effectiveness.

9. COORDINATION WITH OTHER HIV-RELATED SERVICES

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

Peavy reported that the NJHPG has been off all summer, but will have their first meeting for the Fall tomorrow. There will be a panel to provide an update on the reauthorization of the Ryan White Treatment Modernization Act of 2006.

The next meeting of the NJHPG will be in New Brunswick, NJ on Thursday, September 17, 2009.

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

No report. They have not met since March 2009. The report on Needle Exchange is in review.

Dr. Johnson reported that they will be meeting within the next two weeks. There is a slate of individuals to recommend for the council and it is currently in the Governor's office for review. The report on Needle Exchange is still being reviewed by the Commissioner's office.

The next meeting for the GAC was not disseminated.

10. THE PLANNING COUNCIL ADMINISTRATIVE ISSUES

➤ Report from Executive Committee

Dr. Johnson reported that the Swearing-in Ceremony is tentatively planned for October. All other issues have been discussed.

➤ Report from Treasurer- Bryn Whittle, Esq.

Peavy reported that the budget is on target and he will be meeting with Whittle, Esq. within the next few weeks.

➤ Report from Executive Director – Dwight Peavy

Peavy reported that in reviewing the recent surveillance data from Dec. 31, 2008, HIV prevalence has gone down a bit. Further discussion will be had in committee.

➤ Report from Nominations Sub-Committee

Perez reported that the names were submitted and approved by the Mayor's office; we are awaiting the Swearing-In Ceremony.

- **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**

Grasso reported that Lautenberg has developed a Senate version of the Ryan White Bill and they are working towards approval. There is a House version that has been out for a while. The House sponsored a hearing last week with 4 people, including HRSA, testifying.

12. OLD/NEW BUSINESS

Peavy reported that there is a new term; COD (co-occurring disorder), which is a new politically-correct catch phrase for MICA from the Division of Addiction Service. Peavy requested the CofC committee to review the documentation for possible consideration to include it into our definitions.

Kendall Clark announced the Housing Symposium being held on October 31. Please contact him for more details.

Wheeler, Jr. announced the formation of the UMDNJ MSM Support Group; contact Michael Folder, Kendall Clark or Bill Wheeler, Jr. for more details.

Carmine Grasso asked for those that are having ADAP issues to please let him know. Members noted that ADAP is asking for more documentation to certify; such as income tax returns, and is now taking a lot longer to process applications. Grasso reported that there has been a shortage of staff who reviews applications for ADAP. People have been reassigned from other State departments to help complete the ADAP process; maybe the people who never done this before don't want to make mistakes and are being completely by the book. Grasso notes that senior ADAP staff report that the quality of applications are going down; there applications are incorrectly completed or missing information. Grasso asks for all to be more cognizant and correctly complete the ADAP application to expedite the review process.

13. NEXT MEETING:

*The next meeting of the Planning Council will be held on **Wednesday, October 21, 2009 @ 4:00pm @ Broadway House, Newark NJ.***

14. ADJOURNMENT

Carmine Grasso motioned to adjourn, seconded by Elena Perez. The meeting adjourned at approximately 2:30 p.m.

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

Robert L. Johnson, MD – Chair

Date