



#### **4. APPROVAL OF COUNCIL MINUTES FROM NOVEMBER 18, 2009**

*Carrington motioned to approve the Council Minutes from November 18, 2009. Wheeler Jr. seconded. Motioned unanimously approved without further discussion.*

#### **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 (reported by Dwight) Peavy** reported that the committee met on Thursday December 10<sup>th</sup> and has been following up with the planning of the Day of Learning event for 2010 and how they are going to fund the event, including changing the title/scope of the event due to limited resources. The committee also continues to look at the MSM data. The committee has really been trying to recruit and get members involved and engaged. The Planning Council has been reaching out to the community to recruit, especially our presence at the World AIDS Day Extravaganza.

*The next meeting of the Community Service Advisory Committee is scheduled for Thursday, January 14, 2010 at 11:30 AM.*

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

Moore reported that the committee met on Thursday December 10<sup>th</sup>. The sub-category definitions were finalized and submitted to the Grantee; they were included in the RFP. A date for the next meeting of the sub-committee was not set. The sub-committee will reconvene in about a month to continue with the additional tasks of this committee. At the request of FutureBridge, letters have been sent to all funded agencies requesting their incorporated name for use in the CHAMP system. Discussion of the 2010-2011 Work Plan continued. The committee discussed the various specialty medical needs and screening tests which are necessary but are often difficult to obtain for our clients or too expensive. The committee also discussed the need for Medical Nutritional Therapy and suggested modes of delivering this service. Recommendations from this meeting and subsequent meetings will be compiled and forwarded to the appropriate committees. To assist the Research & Evaluation Committee in completing the Matrix of Estimated Service Needs; letters were sent to all Primary Medical funded agencies, requesting their costs for laboratory testing.

*The next meeting of the Continuum of Care Committee is scheduled for Thursday, January 14, 2010 at 9:30 A.M.*

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

Whittle reported that the committee met on Friday December 11<sup>th</sup>. The committee reviewed their Timeline and Calendar and made substantial revisions to make sure that the committee can submit their final product to the Planning Council in a timely manner. The committee will finalize the Timeline and Calendar at the next meeting. The committee is still discussing potential research topics. The committee is looking forward to filling their membership gaps and will be recruiting.

*The next meeting of the Comprehensive Planning Committee is scheduled for Friday, January 8, 2010 at 9:30 A.M.*

#### **7. Research & Evaluation Committee Report – Deloris Dockrey**

No report as the committee did not meet in December.

*The next meeting of the Research & Evaluation Committee is scheduled for Monday January 6, 2009 at 10:00 A.M.*

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

Alsbrook reported that on Thursday December 10<sup>th</sup>, the Grantee held the annual Technical Assistance Meeting which is mandatory for all providers interested in submitted an application for funding for FY2010. The Grantee reported 10 new providers picked up applications and expressed interest in providing services in our continuum of care. This year, the Grantee focused strictly on the content of the RFP and did not delve into contracting details as it is overwhelming and changes can occur. The Grantee also emphasized the use of CHAMP and requires all applicants to submit a CHAMP Standard Operating Procedure with the expectation that 1. The provider will develop an internal system that ensures that the data is entered within five days of service delivery and 2. that the provider provide a CHAMP contact person/liason who would be responsible for receiving any updates or changes and relaying that

information to other CHAMP users in the agency. Ketlen also reported a change in the Ryan White Cross Part Collaborative and the PCP indicator, or clients with a CD4 below 200 who have been prescribed PCP. The Grantee looked at data from clients who've had at least one visit with a provider with prescribing privileges. When the project first started they gathered data from the 1<sup>st</sup> CD4 count, but after further discussion with medical providers and experts, the Grantee is now gathering data from the 2<sup>nd</sup> consecutive CD4 which created a drastic improvement in the PCP indicator; from 32% to 75.3% in that cycle.

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

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

Peavy reported that the NJHPG did not meet as scheduled on December 10<sup>th</sup>. The meeting was postponed to January 21<sup>st</sup>.

*The next meeting of the NJHPG will be in New Brunswick, NJ on Thursday, January 21, 2010.*

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

Dr. Johnson reported that the council was planning to have a community-wide discussion around National HIV/AIDS Strategy from a request from President Obama and the office of National AIDS Strategy. Although none of the national meetings were held in NJ (the closest was held in NYC), the advisory council decided to invite a group of individuals from around the State for a one day meeting to provide input. The discussion was held on December 10<sup>th</sup> at Broadway House with 75 attendees. Nine Planning Council members were invited and participated; Dwight Peavy, Pat Moore, Maria Irizarry, Bryn Whittle, Ketlen Alsbrook, Deloris Dockrey, Stephen Smith, Carmine Grasso, and Dr. Johnson. The focus of the morning was to look at three questions; 1. What should we do to reduce HIV incidence and what should we do now? 2. What should we do to increase access to care and optimize the care people receive? 3. What should we do to reduce HIV-related health disparities? Dr. Johnson reports that it was a very good discussion and went beyond expectations. The staff from the Rutgers HIV Prevention Community Planning Support and Development Initiative moderated and will be generating a report.

*The next meeting for the GAC will be in the spring of 2010.*

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

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

Dr. Johnson reported that all issues discussed were presented.

### **➤ Report from Treasurer- Bryn Whittle, Esq.**

Whittle reported that she met with Peavy regularly to review the Planning Council spending and budget and is preparing for the FY end report and reconciling everything in order to report on time.

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

Peavy wanted to acknowledge and thank the Council and Committees for all the work that has been done over the year and presented certificates to all PC members. Peavy reported that January 6<sup>th</sup>'s training with HRSA may be rescheduled as the RFP applications are due January 8<sup>th</sup>. Peavy and Ketlen will continue to work with HRSA on finalizing a date and will report updates as soon as they are available. Peavy also advised all PC members to prepare to complete the Committee Self Assessment at the January meeting. Copies were distributed at the November meeting and all members are encouraged to contact the NEMA Office with any questions.

### **➤ Report from Nominations Sub-Committee**

No report.

### **➤ 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**

**13. NEXT MEETING:**

*The next meeting of the Planning Council will be held on **Wednesday, January 13, 2010 @ 1:30pm @ the NEMA Office, Newark NJ.***

**14. ADJOURNMENT**

The meeting adjourned at approximately 2:30 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