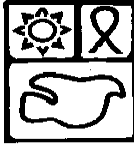


Newark EMA HIV Health Services Planning Council

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PLANNING COUNCIL MEETING MINUTES February 20, 2008 Broadway House - Newark, New Jersey

1. Meeting was CALLED TO ORDER at 4:00 p.m. Dr. Robert 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 established with 19 members present. Total Council membership is 30 members.

Present:	Excused absences:	Unexcused absences:
<ol style="list-style-type: none"> 1. Blair Frost 2. Brenda Hoggard 3. Bryn Whittle, Esq. 4. Carmine Grasso 5. Diana Dunker 6. Diane Silbernagel 7. Elena Perez 8. Glenda Kirkland 9. Janice Adams- Jarrells 10. Kendall Clark 11. Maria Irizarry 12. Orlando Perez 13. Patricia Moore 14. Robert L. Johnson, MD 15. Shanon Mettlen 16. Wali Bradley 17. Walter Tanks 18. Ketlen Alsbrook (For Wesley) 19. William Wheeler <p>Alex Richardson-Parliamentarian</p> <p>Council Staff: Dwight Peavy, Executive Director Ka'leef Washington, Office Manager Deanna Gibson, Staff Support</p>	<ol style="list-style-type: none"> 1. Deloris Dockrey 2. James Carrington 3. Kelly Rooney Bierwirth 4. Maria Morales-Santiago 5. Yolonda Holmes 	<ol style="list-style-type: none"> 1. Angel Reyes 2. Borys Abulevsko 3. Frankel Denize 4. Jason-Cristofe Marcello 5. Madeline Corredor 6. Michel Graham-Anderson

3. PUBLIC TESTIMONY

Nadine Williams spoke about the difficulties in obtaining transportation to appointments that are outside of Essex County; especially noting that Medical Transportation only takes you within Essex County.

Bob Baxter spoke about the new Syringe Exchange Program at NJCRI called Project ACCESS. Flyers with more information were distributed. Baxter also announced the Harm Reduction training being provided to community based organizations around Syringe Exchange.

Lesvy Kosek spoke about the Newark Technical Assistance Project (NTAP) at NJCRI with services for community based organizations (CBOs). Flyers with more information were distributed.

4. APPROVAL OF COUNCIL MINUTES DATED DECEMBER 19, 2007 AND JANUARY 16, 2008

Maria Irizarry motioned to approve the minutes dated December 19, 2007. Glenda Kirkland seconded the motion. Motion approved.

William Wheeler motioned to approve the minutes dated January 16, 2008. Janice Adams-Jarrells seconded the motion. Motion approved.

5. APPROVAL OF PLANNING COUNCIL BUDGET AND PLANNING COUNCIL RESTRUCTURE

Copies of the Planning Council budget were distributed. Whittle explained that the budget provides a snapshot of the operational costs for running the Planning Council. The budget will be modified, if necessary, once the Ryan White Part A award is received and the actual grant amount is provided. The fiscal year is March 2008 to February 2009. Dr. Johnson explained that although the grant award notice is announced at the end of February or early March, the budget is prepared and approved in advance. When the award notice is known, the City will advise the Council of the awarded amount. At that point, the Executive Committee will prepare and approve a modified budget in lieu of the Planning Council. The Planning Council will then ratify the approved budget.

Elena Perez motioned to approve the budget. Janice Adams- Jarrells seconded the motion. Motion approved.

Proposed new Council structure was distributed. Dr. Johnson discussed the origins of the restructuring process and reiterated the mission, purpose and responsibilities of the Planning Council. He explained the proposed new structure and facilitated a brief discussion around the new structure. Council members agreed that the new structure was good. No vote was taken as Dr. Johnson as chair has the authority to alter the council structure as per the By-Laws. The Council is in agreement to accept the new structure. Dr. Johnson requested the By-Laws Committee to convene and charged them to rewrite the By-Laws accepting this new structure. The Transition/Restructuring Committee will be charged with modifying the Operating Policies and Procedures. Dr. Johnson estimates the transition process to take about 1-2 months and then members will be re-assigned to the new committees.

Meeting returned to public testimony from Bob Baxter and Lesvy Kosek.

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

➤ Report from the Infected/Affected Caucus – Wali Bradley

Bradley reported that at their last meeting on February 14th, they reviewed the Operating Policies and Procedures and debriefed their family day event which was the screening of the movie “Life Support”.

The next meeting of the Infected/Affected Caucus is scheduled for Thursday, March 13, 2008 at 11:30 AM.

➤ **Report from the Care & Treatment –Patricia Moore**

Moore reported that at the last C&T meeting, reference material packets were distributed to all members. The committee revised the Standards of Care and the Operating Policies and Procedures. Sharon Postel provided a presentation on HRSA /HAB initial five Clinical Outcomes. The Standards of Care and Operating Policies and Procedures were distributed to Council members for their review and approval at the March 19th Council meeting. Questions and comments are to be directed to Moore or Peavy.

The next meeting of the Care and Treatment Committee is scheduled for Thursday, April 10, 2008 @ 9:30AM.

➤ **Report from the Substance Abuse – Dwight Peavy (reporting for chair)**

Peavy reported that the committee met on February 13th and discussed the development of the Survey Tool. Members also reviewed the Operating Policies and Procedures. The membership and attendance policy was discussed and recommendations were made. Their calendar was developed and a sequence of activities was selected.

The next meeting of the Substance Abuse Committee is scheduled for Wednesday, April 9, 2008 at 9:30 A.M.

7. Priority Setting Committee Report - Bryn Whittle, Esq.

Whittle reported that they met Friday February 8th. They had public testimony regarding Transportation needs in and around Essex County. Membership was discussed and regions provided updates on their membership process as they have been meeting separately. Membership and voting is expected to be finalized at the March meeting. There are no further 2008 Membership Training needs discussed. Two members agreed to assist in the development of the Consumer Survey tool. It was announced that the Vice-Chair resigned; they hope to have a replacement by the April meeting.

The next meeting of the Priority Setting Committee is scheduled for Friday, March 14, 2008 at 9:30 A.M.

Dr. Johnson moved the conversation to discuss transportation needs and what services people in Essex County are going outside of the county for. Alternative/Holistic services are not funded in Essex County so clients have to go to Union County to get Ryan White funded services. Alternative/Holistic services in Essex County have not been funded in many years. If clients are getting Alternative/Holistic services in Essex County, transportation is not available as it is not a Ryan White funded activity. There are no medical standards for Complementary/Alternative/Holistic services. Dr. Johnson suggests the Care and Treatment Committee create standards for these services. In turn the Planning Council could consider recommending funding for these services in Essex County..

8. Grantee Representative Report - Ketlen Alsbrook (reporting for Wesley Rodriquez)

Ketlen Alsbrook reported that 49 proposals were received for FY2008 Ryan White funding; the internal and external evaluation process has been completed. Once the Ryan White Unit receives the HRSA award notice, agencies will receive a funding letter. The Grantee is working on the MAI grant application that is due March 7th.

9. COORDINATION WITH OTHER HIV-RELATED SERVICES

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

Frost reports that the last CPG meeting was a business meeting, therefore there was no report.

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

Johnson did not attend the last GAC meeting however Assistant Commissioner Laurence Ganges did attend and advised the Council that representatives from Paterson, Newark, Camden and Atlantic City Syringe Exchange Programs were in attendance and provided progress reports.

10. THE PLANNING COUNCIL ADMINISTRATIVE ISSUES

Report from Executive Committee

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

Report from Treasurer- Bryn Whittle

Planning Council operational budget for FY 2008 was approved. Bryn and Dwight are continuing to close out the financials for FY 2007 and will provide a report at the next meeting.

Report from Personnel Committee –Glenda Kirkland

Health Planner interviews have been conducted and there is one candidate of interest. The council is awaiting final notice on the Planning Council Staffing award amount before making an offer to the candidate.

Report from the Research Committee-Deloris Dockrey

No report. Committee did not meet.

Report from Executive Director – Dwight Peavy

Peavy announced that the new edition of NEMA News is available. Peavy encouraged Council Members to work with NEMA Staff to create the Spring edition of NEMA News.

At the March 14th Priority Setting Meeting, there will be a brief presentation on Parliamentary Procedures given by Alex Richardson and Planning Council members are encouraged to attend.

11. STATE AND NATIONAL UPDATE - Carmine Grasso

No Report

12. OLD/NEW BUSINESS

None

13. NEXT MEETING: The next meeting of the Planning Council will be held on **Wednesday, March 19, 2008 at 1:30 pm, NEMA Office, Newark NJ.**

14. ADJOURNMENT

The meeting adjourned at approximately 5:15 p.m.

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

Robert Johnson, MD -Chair

Date