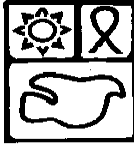


Newark EMA HIV Health Services Planning Council

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PLANNING COUNCIL MEETING MINUTES

May 21, 2008

NEMA Planning Council Office - Newark, New Jersey

1. Meeting was CALLED TO ORDER at 1:50 p.m. Robert L. Johnson, MD, 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 24 members present. Total Council membership is 31 members.

PRESENT:	EXCUSED ABSENCES:	UNEXCUSED ABSENCES:
<ol style="list-style-type: none"> 1. Angel Reyes 2. Borys Abulevsko 3. Bryn N. Whittle, Esq. 4. Deloris Dockrey 5. Diana Dunker 6. Diane Silbernagel 7. Elena Perez 8. Frankel Denize 9. James Carrington 10. Janice Adams-Jarrells 11. Jason-Cristofe Marcello 12. Kelley Bierwirth-Rooney 13. Kendall Clark 14. Maria Morales-Santiago 15. Orlando Perez 16. Patricia Moore 17. Robert L. Johnson, MD 18. Shanon Mettlen 19. Stephen M. Smith, MD 20. Wali Bradley 21. Walter Tanks 22. Wesley Tahsir-Rodriguez 23. William Wheeler 24. Yolonda Holmes <p>Alex Richardson-Parliamentarian</p>	<ol style="list-style-type: none"> 1. Blair Frost 2. Brenda Hoggard 3. Carmine Grasso 4. Glenda Kirkland, PhD. 5. Maria Irizarry 	<ol style="list-style-type: none"> 1. Madeline Corredor 2. Michel Graham-Anderson
<p>Council Staff: Dwight Peavy, Executive Director Ka'leef Washington, Office Manager Deanna Gibson, Staff Support</p>		

3. PUBLIC TESTIMONY

No public testimony.

4. APPROVAL OF COUNCIL MINUTES DATED APRIL 16, 2008

Diane Silbernagel motioned to approve the minutes dated April 16, 2008. Kendall Clark seconded the motion. Motion unanimously approved without further discussion.

5. 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 the Caucus's meeting scheduled for May 8th was cancelled due to lack of quorum.

The next meeting of the Infected/Affected Caucus is scheduled for Thursday, June 12, 2008 at 11:30 AM.

➤ Report from the Care & Treatment Committee – Patricia Moore

Moore reported that there has not been a Care & Treatment Committee meeting since the last Planning Council meeting; however the sub-committee to develop the medical case management standards met on May 8th. It was agreed the committee would meet 2x a month to expedite the process. An in depth discussion was held to establish a working definition for the purposes of establishing the standards. Criteria for agencies/institutions offering this service and connecting the outcomes to the standards. The next meeting of the sub-committee is May 21st at 10am. Dr. Johnson asked if in the past, were participants in Medical Case Management categorized under General Case Management. Moore advised that in the past, participants in Medical Case Management were categorized under Primary Medical and HRSA in the most recent authorization made Medical Case Management a separate category. The Planning Council; after the recent authorization was released, approved a definition for Medical Case Management. Dr. Johnson asked if the Grantee would have to change the job descriptions of people who are currently providing Medical Case Management. Moore advised that it would depend on the finalized Standards and could have an impact, especially with predicted funding reductions for psycho-social case management. Dr. Johnson recommended soliciting input from the providers upon completion of the standards.

The next meeting of the Care and Treatment Committee is scheduled for Thursday, June 12, 2008 at 9:30 A.M.

➤ Report from the Substance Abuse Committee – Maria Morales-Santiago

Morales-Santiago reported that there has not been a Substance Abuse Committee meeting since the last Planning Council meeting, therefore there is no report.

The next meeting of the Substance Abuse Committee is scheduled for Wednesday, June 11, 2008 at 9:30 A.M.

6. Priority Setting Committee Report – Bryn Whittle, Esq.

Whittle reported that the committee met Friday May 9th. The regions presented their new membership rosters and they were voted upon and approved. Beatrice Black was voted in as Vice-Chair of the Priority Setting Committee. The grantee attended and provided a brief update. The Committee reviewed and discussed the consumer questions prepared at the previous meeting and some revisions were made; those questions were considered to be included in the needs assessment consumer survey. The committee also discussed what other research/data may be useful in the priority setting and resource allocation process; that information will be shared with the Research Committee. The New Member Orientation will be held on Friday May 30th from 9:30am to 1pm, all members are invited to attend.

The next meeting of the Priority Setting Committee is scheduled for Friday, June 13, 2008 at 9:30 A.M.

7. Grantee Representative Report - Wesley Rodriguez

Rodriguez reported that on Tuesday May 20th, he had 2 conference calls call with service providers updating them on the process of the sub-grantee contracts with a goal date to have all sub-grantee contracts presented to the City Council of June 18th.

8. COORDINATION WITH OTHER HIV-RELATED SERVICES

➤ Report from Community Planning Group (CPG) – Blair Frost (D. Peavy reporting)

Peavy reported that the CPG met on May 8th and had discussions on Priority Setting and how they are going to put their process in place; including the evaluation of interventions.

The next meeting of the Community Planning Group is June 19, 2008 at 10am.

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

Johnson reported that he did not attend the last meeting. The next meeting for the GAC will be after the summer. Johnson met with the Commissioner of Health to talk about AIDS Services in NJ in general and also securing funds for the 6 cities doing Needle Exchange.

The next meeting for the GAC has been postponed until after the summer.

Silbernagel reported that her agency does the oral swab OraQuick Advance testing and the State advised her that they would have to revert back to the finger-prick OraQuick test as it saves the state \$4 per kit; however it puts a burden on the agency due to medical waste and exposure control as well as discomfort to the client. It is feared that this could be an obstacle to testing. Rodriguez reported that the OraQuick kit comes with the oral swab and finger prick tests so he is unclear about where the cost savings are. The state at one point was looking at UniGold but OraSure is really the standard in testing equipment.

9. THE PLANNING COUNCIL ADMINISTRATIVE ISSUES

Report from Executive Committee

Issues discussed at the Executive Committee have already been presented.

Report from Treasurer- Bryn Whittle

Whittle reported that our fiduciary agent; Bob Saunders, did receive a letter of intent of award from the Grantee in late April and the Planning Council's award letter will be going thru the same timeline of contract approval as all the agencies. Important fiscal needs are being maintained. Bryn will contact Saunders to see if any obstacles/challenges are being discovered.

Report from Personnel Committee –Glenda Kirkland

Peavy reported that Irmide Olibris, MPH the new Health Planner started May 5th and is not present today due to her graduation from Rutgers.

Report from the Research Committee-Deloris Dockrey

Dockrey reported that the Research Committee met on Monday May 19th. Members finalized the methodology to the 2008 Needs Assessment. The draft Consumer Survey was distributed to PC members and all comments/suggestions should go to D. Peavy. At the Executive Committee meeting, they discussed the age demographic question and decided to include the pediatric population. The draft Key Informant Interview Tool was distributed to PC members and all comments/suggestions should go to D. Peavy. Dockrey advised that comments to both documents will be due within one week. Dockrey reported that the committee will be discussing how they are going to develop a process for evaluating the Administrative Mechanism for the Planning Council and Planning Council Committees. Dockrey also reported that the Research Committee needs more members and encourages interested parties to attend the next meeting. Pat Moore was elected Vice-Chair at the last meeting.

The next meeting of the Research Committee is scheduled for Monday June 16, 2008 at 10:00 A.M.

Report from Executive Director – Dwight Peavy

Peavy welcomed our newest Planning Council Member, Dr. Stephen M. Smith from St. Michael's Medical Center. Peavy also reported that the Priority Setting New Member Orientation is Friday May 30th and the invitation is extended to all Planning Council and Priority Setting Committee members. Newark's Needle Exchange program is doing well and they offered to do a 20min presentation at a Planning Council

meeting. Peavy also reported that another Mandated HRSA Planning Council Training will be held sometime in July, so look out for more information.

10. STATE AND NATIONAL UPDATE - CAEAR Coalition Update

Rodriguez reported that the CAEAR Coalition are having nationwide Community Forums to get input into what the community feels are some of the shortcomings of the present Ryan White Care Act and what some of the needs are going forward. They are looking to do a Community Forum in Newark, NJ sometime at the end of June. More information will come upon the finalization of logistics.

11. OLD/NEW BUSINESS

• ***Transition Committee Report –Walter Tanks***

Dr. Johnson requested a motion to approve the Transition Committee report; which would adopt the New Operating Policies and Procedures (OPP) for each of the new Committees. Elena Perez motioned to approve the Transition Committee report, Kelley Rooney seconded the motion. Dockrey advised that there was a revision to Objective 2, item 4 to the Research & Evaluation Committee's OPP and the revision was distributed to all PC members. Elena Perez motioned to include revision to motion, Pat Moore seconded. Motion approved.

Peavy welcomed back Kelley Rooney from the birth of her Twins; she had a boy and a girl.

Kendall Clark announced an event hosted on May 30th by Action In Defense of Self.

Janice Adams-Jarrells announced the St. Clare Health Fair

Orlando Perez announced the 1st National HIV Testing Day in Jersey City on June 27th. Flyers are in the back of the conference room.

Peavy reported that NEMA staff is represented on the planning body for World AIDS Day; Washington reported that this year's World AIDS Day is tentatively going to be held at the Prudential Center. The next World AIDS Day planning meeting will be June 2nd at 11am at NJCRI.

12. NEXT MEETING:

The next meeting of the Planning Council will be held on Wednesday, June 18, 2008 at 1:30 pm, NEMA Office, Newark NJ.

13. ADJOURNMENT

The meeting adjourned at approximately 2:55 p.m.

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

Robert Johnson, MD –Chair

Date