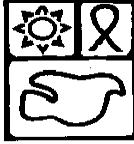


Newark EMA HIV Health Services Planning Council

315 North 6th Street, 2nd Floor, P.O. Box 7007
Newark, NJ 07107

Phone: 973-485-5220 Fax: 973-485-5085



Email: newarkema@newarkema.org

www.newarkema.org

PLANNING COUNCIL MEETING MINUTES

June 18, 2008

NEMA Planning Council Office - Newark, New Jersey

1. Meeting was CALLED TO ORDER at 1:34 p.m. by Robert L. Johnson, MD, 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 31 members.

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

3. PUBLIC TESTIMONY

No public testimony.

4. APPROVAL OF COUNCIL MINUTES DATED MAY 21, 2008

Dr. Smith motioned to approve the minutes dated May 21, 2008. Diane Silbernagel 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 met on June 12th. The Movie Subcommittee briefed the Caucus on the logistics for the June 28th Movie event being held at NJCRI (393 Central Ave., Newark) from 3-6pm. The Caucus also discussed a Balloon Memorial Event in Branch Brook Park to be held later in the year.

The next meeting of the Infected/Affected Caucus is scheduled for Thursday, July 10, 2008 at 11:30 AM.

➤ Report from the Care & Treatment Committee – Patricia Moore

Moore reported that the Committee met on June 12th and Vice-Chair Dr. Smith moderated in her absence. Updates from the Clinical Case Management Standards Sub-committee were provided to the members. The sub-committee has had two meetings and is in the process of developing a definition for Medical Case Management. The next Sub-committee meeting is June 19th at 9:30am at NEMA. Members discussed the establishment of the Medical Nutritional Therapy Sub-Committee who would research and recommend standards; including nutritional criteria. It was suggested that NEMA staff send an email to C&T committee members soliciting names of dietitians and nutritionists who would like to participate on the subcommittee. Dr. Johnson requested further elaboration on the Medical Nutritional Therapy Sub-Committee. Moore advised that in response to the new objectives, the Care & Treatment Committee determined the need to create standards for Medical Case Management and Medical Nutritional Therapy. Dr. Johnson advised that there is a national discussion on what Nutritional Therapy for people with HIV would entail; is it based on caloric intake or does it include herbal supplements.

The next meeting of the Care and Treatment Committee is scheduled for Thursday, August 14, 2008 at 9:30 A.M.

➤ Report from the Substance Abuse Committee – Maria Morales-Santiago (D. Peavy reporting)

Peavy reported that the Substance Abuse Committee met on June 11, 2008 to finalize the questions for the substance abuse survey. The committee also discussed planning an activity for the fall. The committee was brief with low attendance.

The next meeting of the Substance Abuse Committee is scheduled for Wednesday, August 13, 2008 at 9:30 A.M.

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

Whittle reported that the committee met on June 13, 2008. A state representative presented on HIV Epidemiology in the Newark EMA. Handouts were distributed. Members discussed service category definitions. It was recommended that In-Patient Substance Abuse Services was made its own category. The definitions were approved with that recommendation to be presented to the Planning Council. A brief update was provided by the grantee. Members reviewed updates to the Priority-setting calendar. An updated version will be distributed electronically to members shortly. Members were encouraged to begin planning their regional meetings in light of the August 8th regional presentations. The new members' orientation was held on Friday May 30th. Topics discussed included the Planning Council Structure, Priority Setting members' role in the process and parliamentary procedures. There were new members and some existing members in attendance.

The next meeting of the Priority Setting Committee is scheduled for Friday, June 27, 2008 at 9:30 A.M.

7. Grantee Representative Report - Wesley Rodriquez

Rodriguez reported that on May 21, the grantee had two conference calls with Service Providers updating them on the status of contracts. During that call, providers were given a June 18th date when contracts will be presented to the City Council; unfortunately, due to legal issues, the grantee will not be able to present

at that date and are looking to present contracts on July 2nd. Grantee implemented a referral system for Service Providers through CHAMP. Grantee will present a report on the progress of the referral system at the next Planning Council meeting. HOPWA information has also been incorporated into the CHAMP system in March and agencies are currently being trained. Grantee is working with St. Michael's Peter Ho Memorial Clinic to integrate their Electronic Medical Record (EMRs) with CHAMP. The launch will be this week. Grantee would like to replicate that project with other providers who have EMRs.

Dr. Johnson went back to discuss the exceedingly serious problem that \$14 million in Ryan White Part – A Funds have not been dispersed to awardees by the Grantee as of yet and may not occur until September. Dr. Johnson noted that the last fiscal year ended February 29th and a lot of providers are not able to expend other funds to cover this lag in funding. Dr. Johnson noted that this is at least, failure to diligently manage the grant. The Executive Committee met and decided to officially send the Mayor a letter addressing their concerns with this issue; especially highlighting the last time this occurred in 1994 when the State almost took control of the grant.

Kimi Nakata and Brenda Christian from the AIDS Education and Training Center (AETC) gave a Quality Management Presentation on Primary Medical Care. Handouts were distributed and copies are available via the Planning Council office.

8. COORDINATION WITH OTHER HIV-RELATED SERVICES

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

Peavy reported that Blair is under the weather but is improving. The CPG is on break and will have a retreat in July.

The next meeting of the Community Planning Group is a rereat scheduled for July 31, 2008.

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

Johnson reported that the next meeting of the GAC will be in the fall in Trenton. GAC is planning to look at how HRSA is intending to change, given the change in the epidemic. GAC has invited Doug Morgan from HRSA to come and present at the next meeting. GAC is also taking a careful look at Needle Exchange; looking at successes and the differences in program design/activities in different cities. Preliminary data shows Patterson to be the best performer and Newark to be the worst performer. The Commissioner of Health has asked the GAC to look at Needle Exchange in preparation for a report to the Legislature. GAC is also looking at the effectiveness of Rapid Testing.

The next meeting for the GAC has been postponed until the fall.

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 everything is status quo; our fiscal conduit is waiting for an executed contract before funds can be reimbursed to them, however all necessary expenses are being covered by our fiscal conduit.

Report from Personnel Committee –Glenda Kirkland

No issues to report.

Report from the Research Committee-Deloris Dockrey (*Vice-Chair P. Moore, reporting*)

Moore reported that the committee met on June 16th. Sharon Postel, consultant, reported on Part 1 of the 2008 Needs Assessment, Need for Core Medical Services.

A. HIV+ Women's Issues and Mental Health

Conclusion: Although CHAMP is an extremely useful tool for determining utilization of service, it cannot provide data on the needs of those receiving Ryan White services. Client level data for the purposes of research needs to be collected by other means.

Recommendation: Standardized reporting form in the grant application for those agencies requesting renewal funding and/or use of provider client level satisfaction surveys.

B. HIV Rapid Testing

Conclusion: Almost 93% of those diagnosed in the last four years are living and in need of medical care. It does not appear that the use of rapid testing has significantly increased the number of newly diagnosed PLWHA in the NEMA.

Recommendation: Priority and resource allocation should reflect the expected medical and health needs of the newly diagnosed.

Tools previously used to assess the administrative mechanism and a proposed form to assess committee progress was distributed. The committee was asked to review them and offer suggestions at the next meeting. Key informant interview forms and copies of the consumer survey were distributed and discussed. Interviewers were given their assignments. Pat Moore highly suggests that everyone read Sharon's report as the information is extensive and cannot be fully reported during PC meetings.

The next meeting of the Research Committee is scheduled for Monday July 21, 2008 at 10:00 A.M.

Report from Executive Director – Dwight Peavy

Peavy introduced Irmide Olibris, the new Health Planner who was absent last PC meeting due to her graduation. Peavy advised PC members that the new goals and objectives for the new council committees, the key informant survey, and consumer survey forms are all available at the back table.

Report from By-Laws Committee – Diana Dunker

Dunker reported that the By-Laws committee met May 22 and June 13. They are drafting the actual language to amend the By-Laws. They intend to vote on the changes at the next meeting and present them to the Planning Council at the next meeting.

The next meeting of the By-Laws Committee is scheduled for Tuesday July 8, 2008 at 2 P.M.

Report from Nominations Committee – Elena Perez (D. Peavy reporting)

Peavy reported that they are looking at applications to fill the two vacant spots. A meeting will be convened in July.

The next meeting of the Nominations Committee will be held in July.

10. STATE AND NATIONAL UPDATE - CAEAR Coalition Update

Rodriguez reported that he is working with D. Peavy on scheduling a Community Forum to garner input from the consumers on their feelings about the current Ryan White Modernization Act.

11. OLD/NEW BUSINESS

Adams-Jarrells reported that due to the I/A Caucus participation at the St. Clair's Social Services annual Health Fair on May 31st, the NEMA Planning Council was presented with a Certificate of Appreciation.

12. NEXT MEETING:

The next meeting of the Planning Council will be held on Wednesday, July 16th @ 4pm at Broadway House, Newark NJ.

13. ADJOURNMENT

The meeting adjourned at approximately 2:30 p.m.

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

Robert Johnson, MD –Chair

Date