



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

E-MAIL: NEWARKEMA@NEWARKEMA.ORG

VISIT US AT WWW.NEWARKEMA.ORG

PLANNING COUNCIL MEETING MINUTES

August 20, 2008 @ 1:30pm

NEMA Office - Newark, New Jersey

1. Meeting was CALLED TO ORDER at 1:30 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 16 members present. Total Council membership is 29 members.

PRESENT:	EXCUSED ABSENCES:	UNEXCUSED ABSENCES:
<ol style="list-style-type: none"> 1. Brenda Hoggard 2. Carmine Grasso 3. Deloris Dockrey 4. Diana Dunker 5. Elena Perez 6. Jason-Cristofe Marcello 7. Kelley Rooney 8. Kendall Clark 9. Maria Irizarry 10. Maria Morales-Santiago 11. Michel Graham-Anderson 12. Patricia Moore 13. Robert L. Johnson, MD 14. Shanon Mettlen 15. Walter Tanks 16. William Wheeler <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. Blair Frost 2. Borys Abulevsko 3. Bryn Whittle, Esq. 4. Diane Silbernagel 5. Glenda Kirkland 6. Orlando Perez 7. Wali Bradley <p>Alex Richardson- Parliamentarian</p>	<ol style="list-style-type: none"> 1. Angel Reyes 2. Frankel Denize 3. James Carrington 4. Janice Adams-Jarrells 5. Stephen M. Smith, MD 6. Yolonda Holmes

3. PUBLIC TESTIMONY

NONE

4. APPROVAL OF COUNCIL MINUTES DATED JULY 16, 2008

Walter Tanks motioned to approve the minutes dated July 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 (D. Peavy reporting)

There was no meeting; therefore there was no report.

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

➤ Report from the Care & Treatment Committee – Patricia Moore

Moore reported that the Committee met on August 14th with eight members present. The committee was informed that this may be the last meeting of this committee depending on the action of the 8/20 Planning Council Meeting. Current members were asked to participate in the Continuum of Care Committee. Policies and Procedures for the new committee have already been approved and will be circulated as soon as the revised by-laws are approved.

The committee was asked for their input on the Medical Case Management Standards, in particular the indicators/performance measures and the definition and essential activities of treatment adherence. These suggestions were further discussed at the Medical Case Management Standards Sub-Committee meeting.

The Medical Case Management Standards Sub-Committee met on July 31 and August 14th. They are in the process of developing the third draft of this document. Moore requests that a non-subcommittee member review this draft. If anyone is interested, Please contact Moore or D. Peavy.

Additional information is requested on connecting non-Ryan White medical patients to medical case management. If anyone has suggestions, please contact Moore and if possible, attend the next meeting.

It is still necessary to develop Medical Nutritional Therapy Standards. Moore hopes to be able to start this subcommittee right after Labor Day. Moore has received a few names of people who are interested in serving on this sub-committee but more are needed, particularly those who have expertise in this area. Please contact the NEMA office if you are interested or know of someone we can contact.

The next meeting of the subcommittee has not been scheduled but members will be contacted. Interested parties can contact Moore or Ka'leef at the Planning Council.

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

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

Morales-Santiago reported that the Committee met on August 13th; the committee reviewed and updated the attendance grid as they have not had quorum the last two meetings. The committee reviewed the survey questions for the substance abuse survey and decided that a short, concise survey was best. The committee extracted the questions regarding needle exchange from the survey, as they wanted to focus on action items they could address. The survey is now down to eight questions. The committee is looking to disseminate the survey in October.

The committee discussed the new Planning Council structure, but still kept the next scheduled meeting on their calendars.

The next meeting of the Substance Abuse Committee is scheduled for Wednesday, October 8 at 9:30 AM.

6. Priority Setting Committee Report – Bryn Whittle, Esq. (B. Black reporting)

Black reported that the committee met on July 25th and August 8th. The committee completed the Service Priorities & Resource Allocations. The committee also prioritized the MAI Service Categories for FY'09. Black noted that the major change was the removal of Inpatient Substance Abuse Services due to HRSA's change in funding. Inpatient has been changed to Residential Substance Abuse under Support Services. Handouts of these finalized documents were distributed for review. Dr. Johnson called for a motion to approve the Service Priorities & Resource Allocations for FY'09. Grasso motioned to approve the Service Priorities & Resource Allocations, Clark seconded the motion. Service Priorities & Resource Allocations for FY'09 were approved without further discussion.

The next meeting of the Priority Setting Committee is scheduled for Friday, September 12, 2008 at 9:30 A.M.

7. Research Committee Report – Deloris Dockrey

Dockrey reported that the committee met on August 18th. In response to the evaluation function of the committee, they have developed methodology to assess the Administrative Mechanism; a Provider Survey and a Grantee Survey. The Provider Survey has been sent out to the 40+ agencies receiving Part-A funds and responses are expected within a week. The Grantee Survey will be sent out to the Newark Ryan White Unit and Union County. A report from these surveys will be disseminated by the end of September.

Sharon Postel presented a PowerPoint presentation that highlighted the main points of the Needs Assessment that was disseminated to Planning Council members. Dr. Johnson advised that the dissemination of the Needs Assessment to Planning Council members is official; as Planning Council members are to review and prepare to vote on at the September meeting.

The next meeting of the Research Committee is scheduled for Monday September 15, 2008 at 10:00 A.M.

8. Grantee Representative Report - Ketlen Alsbrook

Ketlen reported that out of the 35 vendors, 34 contracts have been executed and 32 have been paid or have payments pending for the 1st quarter of FY'08. Ketlen reports that there are weekly meetings with the Grant Writer to prepare for the Ryan White Part-A application which is due on September 29th.

9. COORDINATION WITH OTHER HIV-RELATED SERVICES

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

No report

The next meeting of the Community Planning Group is September 11.

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

Johnson reported that the GAC is meeting on 9/11 in Trenton. This is an open, public meeting. Doug Morgan will be the guest speaker.

The next meeting for the GAC will be on September 11, 2008 in Trenton, NJ.

10. THE PLANNING COUNCIL ADMINISTRATIVE ISSUES

➤ **Report from Executive Committee**

Issues discussed at the Executive Committee have already been presented.

➤ **Report from Treasurer- Bryn Whittle (D. Peavy reporting)**

Peavy reported that everything is on track.

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

Peavy reported that he is participating in the Grant Application meetings with the Ryan White Unit. There will be a mandatory HRSA training on Friday September 26th. Save the date notices have been distributed. Peavy will be attending the HRSA Ryan White Conference from Aug. 24-28, 2008 in

Washington, DC. Peavy also solicited information to be published in our next edition of the NEMA NEWS. Peavy also reported that the NEMA is working on independently controlling the website.

➤ **Report from By-Laws Committee – Diana Dunker**

Dunker presented a PowerPoint presentation to highlight the changes made to the By-laws. Clark motioned to approve and adopt the By-laws as presented, E. Perez seconded. The By-laws were approved and adopted without further discussion. Dr. Johnson advised that the By-laws are effective immediately.

➤ **Report from Grievance Committee**

No report.

➤ **Report from Nominations Committee**

No report.

➤ **Report from Personnel Committee**

No report.

11. STATE AND NATIONAL UPDATE

➤ **CAEAR Coalition Update**

No report.

12. OLD/NEW BUSINESS

➤ **New Planning Council Structure and Committee Meeting Schedule**

Dr. Johnson advised that the new Planning Council Structure is effective immediately; however the Administration has to work on the schedule of the new Committee meetings.

Clark announced the planning of a Housing Symposium. The next meeting is September 11. Anyone interested in assisting with the planning process are to contact him.

Graham-Anderson announced that on Sept. 25th, the Peter Ho Memorial Clinic is hosting Ms. Andrea Williams; the movie “Life Support” was based on her life. The event will be held at Metropolitan Baptist Church. Flyers were disseminated and Graham-Anderson or B. Black can be contacted for more information.

13. NEXT MEETING:

*The next meeting of the Planning Council will be held on **Wednesday, September 17 @ 1:30pm at NEMA Planning Council Office, Newark NJ.***

14. ADJOURNMENT

The meeting adjourned at approximately 2:31 p.m.

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

Robert Johnson, MD –Chair

Date