



**NEWARK EMA HIV HEALTH SERVICES PLANNING COUNCIL**

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**PLANNING COUNCIL MEETING MINUTES  
September 17, 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 19 members present. Total Council membership is 28 members.

PRESENT:	EXCUSED ABSENCES:	UNEXCUSED ABSENCES:
1. Carmine Grasso 2. Diane Silbernagel 3. Elena Perez 4. Frankel Denize 5. Glenda Kirkland 6. James Carrington 7. Janice Adams-Jarrells 8. Kelley Rooney 9. Kendall Clark 10. Maria Morales-Santiago 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. Walter Tanks 19. William Wheeler	1. Blair Frost 2. Borys Abulevsko 3. Brenda Hoggard 4. Bryn Whittle, Esq. 5. Deloris Dockrey 6. Jason-Cristofe Marcello	1. Angel Reyes 2. Maria Irizarry 3. Yolonda Holmes
Alex Richardson- Parliamentarian  <b>Council Staff:</b> Dwight Peavy, Executive Director Ka'leef Washington, Office Manager Irmide Olibris, Health Planner Deanna Gibson, Staff Support		

### 3. PUBLIC TESTIMONY

NONE

### 4. APPROVAL OF COUNCIL MINUTES DATED AUGUST 20, 2008

*Janice requested the correction of her attendance to EA. Dwight requested PC members to sign-in at all meetings and to contact the NEMA office if there are any attendance corrections and NEMA staff will be happy to respond. Bill Wheeler motioned to approve the minutes dated August 20, 2008. James Carrington 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 Committee (now the Community Service Advisory Committee) – Wali Bradley

There was no meeting; therefore there was no report.

*The next meeting of the Community Service Advisory Committee is scheduled for Thursday, October 9, 2008 at 11:30 AM.*

#### ➤ Report from the Continuum of Care Committee (formerly the Care & Treatment Committee) – Patricia Moore

Moore reported that the Committee has not met since the last Planning Council meeting.

The Medical Case Management Standards Sub-Committee has met and will have their next meeting on October 2<sup>nd</sup>. They are in the process of developing the third draft of this document and hope to submit the draft to the Continuum of Care Committee on October 9<sup>th</sup> and then to the Planning Council.

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

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

There was no meeting; therefore there was no report.

*There will no longer be a Substance Abuse Committee. Members are requested to join the Continuum of Care Committee which will meet on Thursday, October 9 at 9:30am.*

### 6. Comprehensive Planning Committee Report (formerly the Priority Setting Committee) – Bryn Whittle, Esq. (D. Peavy reporting)

Peavy reported that the committee met on September 12, and the Essex County region re-presented their allocation numbers and made the adjustment to justify the changes they made based upon the percentages. There was a discussion around the Priority Setting Process and notated adjustments for the future based upon this year's experience. The next meeting in October may be a training to address some of the needs mentioned at the September meeting.

The Priority Setting & Resource Allocation Report was disseminated to PC members and Peavy provided a brief overview of its contents. Dr. Stephen Smith motioned to approve the Priority Setting & Resource Allocation Report. Bill Wheeled seconded the motion. The Priority Setting & Resource Allocation Report was approved without further discussion.

*The next meeting of the Comprehensive Planning Committee is scheduled for Friday, October 10, 2008 at 9:30 A.M.*

### 7. Research & Evaluation Committee Report – Deloris Dockrey (P. Moore reporting)

Sharon Postel presented a PowerPoint presentation on the Provider Survey Report for the 2008 Assessment of the Administrative Mechanism. Kendall Clark motioned to receive the Provider Survey Report; Janice Adams-Jarrells seconded the motioned. The Provider Survey Report was accepted without further discussion.

P. Moore reported that the Research & Evaluation Committee met on September 15<sup>th</sup>. The committee reviewed the evaluation outline of the Administrative Mechanism. The committee reviewed the 2008

Needs Assessment and Moore made a motion to approve the 2008 Needs Assessment. Bill Wheeler seconded the motion. The 2008 Needs Assessment was approved without further discussion.

*The next meeting of the Research & Evaluation Committee is scheduled for Monday October 20, 2008 at 10:00 A.M.*

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

Ketlen reports that there are regular meetings to prepare for the Ryan White Part-A application which is due on September 29<sup>th</sup> and they are actually ahead of their schedule. They are awaiting information from the State and information regarding Prisoner Re-entry. The recommendations made to the Ryan White Unit from the providers have been received and a response was sent to the Planning Council. Efforts are being made to address those issues.

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

##### **➤ Report from Community Planning Group (CPG) – Dwight Peavy**

Peavy reported that the CPG was off for the summer and had their first meeting on September 10<sup>th</sup>. They are moving forward with discussion on collaboration with the SCNS and the CPG into an HIV Services Group.

*The next meeting of the Community Planning Group has not been announced.*

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

Johnson reported that the GAC met on 9/11 in Trenton. The meeting agenda was packed and went 45min over time. Doug Morgan was the guest speaker. The GAC will now meet quarterly and in Trenton. Dr. Johnson provided the following information on three key issues received from that meeting. The State is leading the nation with making Rapid Testing more available; however there is an inadequate amount of people coming back for confirmatory testing. The State is soon to test a process where the Rapid Test is confirmed with another Rapid Test. The Needle Exchange program reported 1250 un-duplicated participants in four sites across NJ; however the retention rates are poor due to many different factors. Grasso reported that the State ADAP is projecting a \$4 million deficit this coming year for the first time in many years. Grasso reported that with multiple funding sources, both state and federal, and overlapping fiscal years, they are expecting a big pot of Ryan White Part B money in April to carry the program through the fiscal year. The State will be asking the Legislature for an increase in the ADAP appropriate for the next fiscal year. This year the appropriation was \$5.7 million, down from last year's \$9 million appropriation. The appropriations were reduced because they were not spending it. The State will be asking for \$10 million for the next year. A discussion was also had around the nationwide EMA/TGA formulation and how it may affect New Jersey.

*The next meeting for the GAC will be in December 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 over the last few weeks, he has worked closely with the Ryan White Unit on the HRSA grant application process. It has been a wonderful partnership and they are ahead of schedule.

##### **➤ Report from Nominations Sub-Committee – Dwight Peavy**

Peavy reported that the committee will meet to fill open membership on the Planning Council.

➤ **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**

Dr. Johnson reported that at the last CAEAR Coalition foundation meeting, they discussed the fact that there is not enough training of providers with expertise in HIV. They also discussed the current Ryan White Treatment Modernization Act of 2006 and how it sunsets in September of 2009. If there is no Congressional action, the CARE Act will disappear. There are some ideas being discussed but nothing definitive.

**12. OLD/NEW BUSINESS**

➤ **Planning Council Training**

Peavy reminded everyone of the Mandatory Planning Council Training being held at NEMA on Friday September 26, 2008 from 9:30am to 4pm.

**13. NEXT MEETING:**

*The next meeting of the Planning Council will be held on **Wednesday, November 19 @ 4:00pm at Broadway House, Newark NJ.***

**14. ADJOURNMENT**

The meeting adjourned at approximately 2:45 p.m.

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

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Robert Johnson, MD –Chair

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Date