



### 3. PUBLIC TESTIMONY

NONE

### 4. APPROVAL OF COUNCIL MINUTES DATED SEPTEMBER 17, 2008

*Kendall Clark motioned to approve the minutes dated September 17, 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 Community Service Advisory Committee – Walter Tanks

Tanks reported that they are still working out the details on how they will operate in the new structure and are working towards consistent membership. The last meeting was held with 6 people on Thursday November 13th. Al Cunningham gave a presentation on the state of HIV in MSM (men who have sex with men) in Newark and surrounding areas. The committee also had preliminary discussion on the work plan and timeline. Whittle asked about plans for outreach/recruitment for committee membership. Tanks advised that active outreach/recruitment is happening. Discussion was also had about the Day of Learning; committee considering having it in another county besides Essex, such as Warren or Morris.

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

#### ➤ Report from the Continuum of Care Committee – Patricia Moore

Moore reported that the Committee met on Thursday Nov. 13<sup>th</sup>. The committee continued to discuss the work plan and timeline. It was decided to study the barriers to oral health services and possible ways to address this issue. Data was requested from the Research Committee and initial data has been received. The Medical Case Management Standards are being distributed today for your review and comments. They will be up for approval at the December Planning Council meeting. Please send comments to Irmide at the NEMA office. The existing Core Service Standards are being reviewed by the appropriate professionals from each field. Any recommended changes will be submitted to the Planning Council. Whittle advised that a lot of work is put into the creation of documents and everyone is encouraged to review and please submit comments as soon as possible.

*The next meeting of the Continuum of Care Committee is scheduled for Thursday, December 11, 2008 at 9:30 A.M.*

### 6. Comprehensive Planning Committee Report – Bryn Whittle, Esq.

Whittle reported that the committee met on October 11<sup>th</sup> and November 14<sup>th</sup>. They reviewed their OPPs and began a discussion on the Work Plan and Timeline. The committee also began preparing the Comprehensive Health Plan's goals and objectives. A workgroup was convened to complete the Comprehensive Health Plan's goals and objectives that met on October 17<sup>th</sup> to complete the initial draft which was presented back to the Comprehensive Planning Committee for approval. The meeting for December has been cancelled due to the mandatory HRSA Planning Council training. Comprehensive Planning Committee members were encouraged to attend. A workgroup will be convened to complete the committee Work Plan and Timeline. Whittle then thoroughly reviewed the Comprehensive Health Plan's Goals and Objectives which were distributed in advance. Objective 3-A, they removed "Primary Medical Care" in order to review all services. Moore motioned to approve the Comprehensive Health Plan Goals and Objectives as amended, Silbernagel seconded. The motioned was unanimously approved without further discussion.

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

### 7. Research & Evaluation Committee Report – Deloris Dockrey

Dockrey reported that the committee met on Monday November 17<sup>th</sup> and looked at the Goals and Objectives for the Comprehensive Health Plan and made a recommendation that was included in the recent approval. The committee also looked at a component of the Comprehensive Health Plan that looked at where we are now in the epidemic. Sharon Postel put together a report based on Objective 1B. The committee also began working on a Work Plan and Timeline and came up with nine action items.

The committee will also look at the 2007-2009 to decipher the action steps and determine those pertinent to the Research & Evaluation Committee. Dockrey also reported that new members are highly desired. Sharon Postel then presented her data on New Diagnoses; HIV vs. AIDS cases for Objective 1B of the Comprehensive Health Plan. Copies of that report were disseminated to all in attendance.

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

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

Ketlen reports that the 2009 Technical Assistance meeting for the RFP went well with a great turn out. So far, feedback has been positive. In response to suggestions made, the format of the RFP was changed and the Grantee included clinical measures into Primary Medical Care and Medical Case Management data requirements. The Grantee also combined two manuals into one. The Grantee also added sections to the RFP for vendors to better assist them to apply for non-direct services. Once the providers are selected, the Grantee will do something new, and hold another Technical Assistance Meeting to acquaint them with Grantee policies and procedures.

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

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

Peavy reported that the CPG is coming to an end. There will be a meeting on Thursday November 20<sup>th</sup> and a meeting in December. Beginning in January, the CPG will be merging with the State-wide Needs group (SCNS) to form one body with components of Care & Treatment from Part B and Prevention. They are currently asking for names of people who are interested in serving on that new committee.

*The next meeting of the Community Planning Group is scheduled for Thursday, November 20, 2008 10:00 A.M. in New Brunswick NJ*

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

Dockrey reported that the meeting scheduled for Dec. 12<sup>th</sup> was cancelled and the next meeting will be in March.

*The next meeting for the GAC will be in March 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**

Whittle reported that everything is on target.

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

Peavy reported that he has been working with the Newark Syringe Exchange meetings at City Hall. The numbers from the program will be released soon. There is a mandatory HRSA Training on Friday December 12<sup>th</sup> at the NEMA office. NEMA Staff have distributed envelopes with your planners for 2009 and information for the New Year. Dwight requested all the chairs to meet for a few minutes after the council meeting to discuss training for committee chairs, especially new ones.

##### **➤ Report from Nominations Sub-Committee**

No report.

##### **➤ 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**

No report

**12. OLD/NEW BUSINESS**

- Visitors were acknowledged. Kent Staver, HIV Account Manager from Pfizer, Inc. and Terry Davis, Account Manager from Tibotec Therapeutic, Inc.
- Kendall Clark announced the 3<sup>rd</sup> Annual World AIDS Day Extravaganza being held on December 1<sup>st</sup> at Newark Symphony Hall at 4pm.

**13. NEXT MEETING:**

*The next meeting of the Planning Council will be held on **Wednesday, December 17, 2008 @ 1:30pm @ 1:30pm at the NEMA Office, Newark NJ.***

**14. ADJOURNMENT**

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

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

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Bryn Whittle, Esq. – Treasurer

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Date