



### 3. PUBLIC TESTIMONY

NONE

### 4. APPROVAL OF COUNCIL MINUTES DATED NOVEMBER 19, 2008

*William Wheeler motioned to approve the minutes dated November 19, 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 Community Service Advisory Committee – Walter Tanks & D. Peavy

Peavy reported that the committee last met on Thursday December 11<sup>th</sup> and continued the discussion around the issues around Oral Health and the collaborative effort with the Continuum of Care Committee. The other item of discussion was the “Day of Learning”. The committee decided to have the Day of Learning for FY 2009 and is now deciding the location, possibly in the other regions of the EMA; such as Morris, Sussex or Warren. One of the biggest issues is the attendance issues with this committee.

*The next meeting of the Community Service Advisory Committee is scheduled for Thursday, January 8, 2009 at 11:30 AM.*

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

Moore reported that the committee met on Thursday December 11<sup>th</sup> and hosted Jason Petteway from Futurebridge in providing a CHAMP Overview, the referral process in CHAMP and the ad hoc capabilities of CHAMP. The committee members were very pleased with the demonstration and Moore encouraged all members to go to a CHAMP training. Futurebridge conducts trainings every Wednesday and members are encouraged to contact Futurebridge for more information. The first draft of the Resource Provider Directory was distributed for comments and corrections. The initial data which the committee will use to evaluate the barriers to oral health care has been received and will be following up with the Research & Evaluation Committee. Sharon Postel also gave a trend analysis on the CD4 and Viral Load counts from the 2005 and 2007 data. Moore made a motion to adopt the Medical Case Management Standards, Kendall Clark seconded the motion. The Medical Case Management Standards were unanimously adopted without further discussion.

*The next meeting of the Continuum of Care Committee is scheduled for Thursday, January 8, 2009 at 9:30 A.M.*

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

Peavy reported that the committee did not meet in December but members participated in the Mandatory HRSA Planning Council Training on December 12<sup>th</sup>. The committee is working on formulating their workplan for the year.

*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 (P. Moore reporting)

Moore reported that Committee met on Monday December 15<sup>th</sup>. The committee worked on the Workplan and Time Line and formulated seven tasks for this year. Moore made a motion to transfer the responsibility for the completion of the Needs Assessment from the Comprehensive Planning Committee to the Research & Evaluation Committee. Wheeler seconded the motion. The motion was unanimously approved without further discussion. The Research & Evaluation Committee is having a training on March 12<sup>th</sup> and more information will be distributed shortly. All Planning Council and Committee members are encouraged to attend. Dr. Johnson noted that this training might be lucrative for agencies that have research & evaluation people who may want to “brush up” on some of these skills.

*The next meeting of the Research & Evaluation Committee is scheduled for Monday January 12, 2009 at 10:00 A.M.*

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

Ketlen reports that the HRSA mandate for Client Level Data Reporting is on target. NJ was selected to be a part of the five-state Ryan White collaborative initiated by HRSA and will be collecting data from their medical providers on the clinical outcomes. On December 19<sup>th</sup>, the Ryan White unit is expecting approximately 60 proposals for the FY2009 Ryan White funding.

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

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

Peavy reported that the CPG had their last business meeting in December and are transitioning to a new collaborative planning group.

*The meeting of the new Planning Group will be in January 2009.*

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

Dr. Johnson reported that the next meeting will be in March. The Council is still seeking new members.

*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**

Peavy reported that everything is on target. Whittle and Peavy have been meeting to put together the FY2009 budget and will be presenting it soon.

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

Peavy reported that updated Comprehensive Health Plan is in draft format and is asking some members to take a copy, read it, and provide comments for editing. Please respond to staff within a week with your suggestions. The Plan is due to HRSA on February 5, 2009. Peavy has been working with the State on the SCNS document and all information for the Newark EMA has been submitted. The last HRSA Planning Council training was held on Friday December 12<sup>th</sup> and focused on cross-committee collaboration with consideration on Oral Health. The first Chairs Meeting was held following the Research & Evaluation Committee meeting on Monday December 15<sup>th</sup>. The Chairs Meetings will be held quarterly. NEMA now has increased access to conference call services and now can accommodate up to 15 members. Online conferencing services are also available and will be implemented soon. Peavy reported that the NEMA News will be put together again and is asking committees to prepare submissions to highlight the great work that everyone is doing.

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

Elena Perez reports that a meeting will be scheduled for late January 2009 to review the applications and fill available spots.

### **➤ 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**

**13. NEXT MEETING:**

*The next meeting of the Planning Council will be held on **Wednesday, January 21, 2009 @ 1:30pm @ 1:30pm at the NEMA Office, Newark NJ.***

**14. ADJOURNMENT**

The meeting adjourned at approximately 2:40 p.m.

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

\_\_\_\_\_  
Robert L. Johnson, MD – Chair

\_\_\_\_\_  
Date