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## COMPREHENSIVE PLANNING COMMITTEE

# MEETING SUMMARY

FRIDAY, MARCH 11, 2011 AT 9:30 A.M.

### 1. Welcome/Introductions and Moment of Silence

Joann McEniry, Interim Chair, welcomed all members and visitors in attendance. McEniry asked members and visitors in attendance to do brief introductions. A moment of silence was observed for people living with HIV & AIDS and those who have passed on as well as those affected by the devastating earthquake and tsunami in Asia, Hawaii, and the West Coast.

### 2. Roll Call

The roll was called and quorum was established.

### 3. Public Testimony/Announcements

None

### 4. Approval of the Meeting Summary from February 11, 2011

Shapiro motioned to approve the minutes from February 11, 2011, Wheeler, Jr. seconded. The motion was unanimously approved without further discussion.

### 5. Updates on other Committees

#### • **Continuum of Care** (Report by Pat Moore)

Moore reported that the committee met on Thursday March 10<sup>th</sup>. The NEMA consultant, Sharon Postel, reviewed the available epidemiological data profile for the EMA. The committee discussed the possible areas to be emphasized in the Comprehensive Plan and Needs Assessment. The directory of services is being verified and amended. It will be ready for inclusion in the Comprehensive Plan. Moore reported that she received a list of Case Managers in the EMA. The list of medications available at no cost or small co-pay will be sent to all case managers. Moore requested assistance in obtaining e-mail addresses of the Case Managers and if anyone in attendance had case managers on their staff, please provide their e-mail addresses. The committee reviewed their workplan and will make it available for the CPC to review. The CHAMP Sub-committee has been reactivated. The sub-committee will meet at Future Bridge from 10:00am to 1:00pm on March 24<sup>th</sup>, April 7<sup>th</sup> and then every 1<sup>st</sup> Thursday of the month. The committee would appreciate hearing any comments, questions, or problems with the CHAMP system. It would also be in interest to hear of any special requests, or "wish list" for future updates. The next meeting will be on Thursday April 14, 2011 at 9:30am.

#### • **Community Service Advisory** (Report by Dwight Peavy)

Peavy reported that the committee met on March 11<sup>th</sup> and basically reviewed the calendar for 2011 and had discussions around how to support the upcoming Needs Assessment. The committee also discussed various activities regarding the community and identified specific populations to engage in community relations with. Brenda Hoggard reported that the

committee would like to meet with Deloris Dockrey, the chair of the Research & Evaluation Committee, to discuss collaborating for community engagement. The next meeting will be on Thursday April 14, 2011 at 2:00pm.

• **Research and Evaluation** (Report by Dwight Peavy)

Peavy reported that the committee met on February 28<sup>th</sup> and concluded the Matrix of Estimated Service Needs from 2010 and will be moving forward with the Matrix for 2011. The committee continued to discuss the Needs Assessment; this year it will be a full comprehensive needs assessment, so they have been really focusing on specific topic areas. The committee also reviewed their committee calendar and is planning to revise the committee self-assessment tools. The next meeting is Monday March 21<sup>st</sup>.

**6. Grantee Report**

Alsbrook reported that they received their partial award for FY'2011 on February 22<sup>nd</sup>. Due to the Congressional Budget not being appropriated, the partial award is for 50% of the FY'2010 Formula and MAI award, which amounts to approximately 37% of the entire FY'2010 award. Alsbrook hopes to receive the balance by the end of March/early April when the final appropriations are expected to be completed. Alsbrook reported that the Notification of Awards are being distributed and contracts are being worked out. There were 50 applications with 47 providers funded. Moving forward, once the notification is received by the provider, each program will be discussing with the Grantee their expected budget needs and contract negotiations will occur. Alsbrook reported that the 1<sup>st</sup> Annual Ryan White Provider's Meeting was held on February 25<sup>th</sup>. There were multiple discussions around EIIHA and CHAMP with an invitation extended to providers to be a part of the CHAMP Sub-committee for the Quality Management process. There will be a strong push to compare chart review results from site visits and monitoring with the chart info from the CHAMP system.

**7. PRESENTATION: 2010 Epidemiological Profile - Sharon Postel**

NEMA Consultant, Sharon Postel, presented the 2010 Epidemiological Profile for the Newark EMA. McEniry reminded attendees that this information is important the Priority Setting and Resource Allocation process, and that the data presented is important. A copy of the presentation is attached to these minutes.

**8. PRESENTATION: Needs Assessment (discuss progress and relevant points)**

NEMA Consultant, Sharon Postel, presented the three areas of focus for the 2011 Needs Assessment:

1. Study of Ryan White Clients lost to follow-up – why did approximately 900 RW clients leave services and not come back? There will be a longitudinal study to see who received services in 2008, who did not receive services in 2009, and who returned for services in 2010.
2. Study of Youth – there is a concern that the EMA is not getting a handle on HIV+ youth. The study will look at the period between initial diagnosis and entry into care. The study will also look to see if there is an increase of transmission amongst young men who have sex with men (YMSM) and young transgendered (YTG).
3. Mental Health – look at the first year of new data on the Mental Health (MH) categories in CHAMP based upon the changes made from past MH CHAMP updates and research. Look at the MH service providers to see if there are any gaps such as waiting lists, and what extent does RW funding help to meet the need.

**9. 2009-2011 Comprehensive Health Plan (CHP) – Begin discussion and review of Part 3 to identify the implications and suggest revisions for the 2012-2014 CHP.**  
Due to the time constraints, this section will be moved and added to April's meeting agenda.

## 10. Old Business

- 2011 Membership Roster Review
  - Washington presented Erika Kay as an Alternate for Essex County. Shapiro motioned to approve Erika Kay's membership as an alternate for Essex County, Khosla seconded. Essex County members abstained. Union, Morris, Sussex and Warren members in attendance unanimously approved without further discussion.
  - Mettlen presented Borys Abulevsko as a Community member for Union County. Questions arose regarding Abulevsko's attendance history. Mettlen reported that Abulevsko met with Peavy and Mettlen to discuss his revised situation. Clark motioned to approve Borys Abulevsko's membership as a community member for Union County, Shapiro seconded. Union County members abstained. Essex, Morris, Sussex, and Warren members in attendance unanimously approved without further discussion.

## 11. New Business

None

12. Date for the next meeting: **Friday, April 8, 2011 at 9:30 a.m.**

13. Meeting adjourned @ 11:11am.