



**NEWARK
EMA**

**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

JOIN US ON FACEBOOK AT WWW.FACEBOOK.COM/NEWARKEMA

COMPREHENSIVE PLANNING COMMITTEE

MEETING SUMMARY

FRIDAY, MAY 13, 2011 AT 9:30 A.M.

1. Welcome/Introductions and Moment of Silence

Joann McEniry, Interim Chair, welcomed all members and visitors in attendance. A moment of silence was observed for people living with HIV & AIDS and those who have passed on.

2. Roll Call

The roll was called and quorum was established.

3. Public Testimony/Announcements

Folger announced the Newark-Essex Pride Week from June 6-12, 2011; he invited members to go to www.newarkessexpride.org for more information about the week events.

McEniry announced that NJAS is hiring a Community Education and Relations Specialist and a Mental Health Therapist. Please visit the website for the job postings at www.njas-inc.org

4. Approval of the Meeting Summary from April 8, 2011

Jacobus motioned to approve the minutes from April 8, 2011, Shapiro seconded. The motion was unanimously approved without further discussion.

5. Updates from other Committees

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

Moore reported that the committee met on Thursday May 12, 2011 and reviewed the 2011 Calendar/Workplan and started discussion around the FY2010 Committee Self-Assessment Tool. Moore reported that the primary discussion was around the changes to Medicaid effective July 1st. The committee is planning to have representatives from the 4 HMOs and/or the State to come and explain the changes. The next meeting will be on Thursday June 9, 2011 at 9:30am.

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

Peavy reported that the committee met on Thursday May 12, 2011 and reviewed the 2011 Calendar/Workplan and started discussion around the FY2010 Committee Self-Assessment Tool. The committee was asked to participate in a Faith-Based Conference in August and is continue to determine the level of participation at that event. The committee also discussed the Day of Learning and how it may be implemented in 2012. The committee approved a change in their OPPs. The next meeting will be on Thursday June 9, 2011 at 2:00pm.

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

Peavy reported that they met on Monday April 18, 2011 and discussed progress on the 2011 Needs Assessment including updates from Sharon Postel, the NEMA Consultant. The

committee discussed the 2011 Matrix of Estimated Service Needs and what is required to complete that document. The next meeting will be on Monday May 16, 2011 at 10:00am.

6. Grantee Report

Alsbrook reported that the Grantee has not received the balance of award from HRSA and will be on a Program Update Conference Call on May 17th that will hopefully provide further information on when the balance of award will be distributed.

7. Discuss progress on the 2011 Needs Assessment

Committee members discussed the two surveys that were recently distributed and some of the technical challenges that some have faced. Members were reminded that the surveys were distributed by the Grantee's office and all client-based questions can be addressed to the Grantee; however, technical support questions can be addressed to Ka'leef at the NEMA Office.

8. Review CPC Self-Assessment Tool for FY'2010.

McEniry advised committee members of the importance of the Self-Assessment and the instructions on how to complete it. Members received the completed FY'2009 Self-Assessment Tool and the completed FY'2010 calendar to use as a reference. McEniry advised members to prepare for the completion of the FY'2010 Self-Assessment Tool at the June meeting.

9. 2009-2011 Comprehensive Health Plan (CHP) – Begin discussion and review of Part 4 to identify the implications and suggest revisions for the 2012-2014 CHP.

McEniry advised that Part 4 is entitled "How Do We Monitor Our Progress? Plans for Implementation, Monitoring, and Evaluation." McEniry divided the attendees into three (3) groups;

- Group 1 reviewed section 1 – Implementation of the Newark EMA Comprehensive Health Plan
- Group 2 reviewed section 2 – HRSA/HAB Expectations for Monitoring and Evaluation
- Group 3 reviewed section 3 – Newark EMA Monitoring and Evaluation Plan

McEniry instructed groups to determine the following:

1. What is the goal?
2. How is the goal to be carried out?
3. What is missing and should be added, or doesn't apply and should be removed?

The following was reported back from the groups:

Group 1 – Section 1

Armstrong from Group 1 reported that section 1 discusses the principles that guide the implementation, monitoring and evaluation of the CHP; the structure of the Planning Council and committees, including the delegation of tasks to various committees; the plan being a living document and the need for continual review and updates as needed; and that regular progress reports are to be part of scheduled Council and committee meetings. Section 1 also describes the yearly planning cycle. Group 1 made recommendations to continue including the information currently provided, just update as needed.

Group 2 – Section 2

McEniry from Group 2 reported that section 2 discusses HRSA/HAB expectations for Monitoring and Evaluation. This section describes the process on how the EMA tracks the changes in the epidemic, community service needs, provider capacity and resources, legislative/regulatory/treatment guidelines. The group questioned how the EMA tracks treatment guidelines and reports those findings. Committee members discussed how numerous

documents are updated and distributed to Council/Committee members and providers, but it usually goes to the management of the provider agency and doesn't always "trickle down" to the front-line staff. Committee members also discussed how these updates to documents are posted on the NEMA website. The committee members also discussed the need to determine ways to increase provider awareness of the ability to utilize the NEMA website to find the most updated documents. Alsbrook noted that the Grantee references numerous documents in the RFP and advises applicants to reference the NEMA website to access these documents.

Group 3 – Section 3

Jacobus from Group 3 reported that section 3 discusses how the Newark EMA monitors and evaluates the Comprehensive Health Plan, including the delineation of assignments and responsibilities.

10. Begin discussion on the FY'2012 Priority Setting and Ranking Process

McEniry advised members in attendance to keep in mind the importance of the Priority Setting season, and advised the regions to begin meeting to prepare regional recommendations with supportive data.

11. Old Business

Members were reminded of the additional meeting dates of June 24, July 29 and September 23.

12. New Business

None

13. Date for the next meeting: Friday, June 10, 2011 at 9:30 a.m.

14. Meeting adjourned @ 11:43am.