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## COMPREHENSIVE PLANNING COMMITTEE

# MEETING SUMMARY

**FRIDAY, SEPTEMBER 16, 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

None.

### 4. Approval of the Meeting Summary from September 9, 2011

Shapiro motioned to approve the minutes from September 9, 2011, Wheeler Jr. seconded the motion. The minutes were unanimously approved without further discussion.

### 5. Grantee Report

Mettlen reported that there was an initial meeting to begin work on the HRSA Ryan White Part A application. On September 1, HRSA extended the due date from October 18<sup>th</sup> to November 1<sup>st</sup>.

### 6. Grantee Presentation on FY'2011 Allocations

Alsbrook will present this information at the next meeting.

### 7. Presentations : Regional Percentage Allocations

Shapiro presented the Morris/Sussex/Warren (M/S/W) Regional Percentage allocations as follows:

SERVICE CATEGORY	ALLOCATION
1. Primary Medical Care (PMC)	23.5%
2. Local AIDS Pharmaceutical Assistance (LAPA)	0%
3. Early Intervention Services (EIS)	3%
4. Mental Health Services (MH)	12%
5. Outpatient Substance Abuse Services (OSAS)	5%
6. Oral Health Care (OH)	5%
7. Medical Nutrition Therapy (MNT)	0%
8. Medical Case Management (MCM)	18%
9. Health Insurance Premium and Cost-sharing Assistance (HIPCA)	0%
10. Housing Services (HS)	5%

11. Medical Transportation (MT)	<b>18%</b>
12. Case Management Services Non-Medical (CMSNM)	<b>10.5%</b>
13. Residential Substance Abuse Treatment (RSAT)	<b>0%</b>
14. Emergency Financial Assistance (EFA)	<b>0%</b>
15. Food Bank/ Home-Delivered Meals (FBHM)	<b>0%</b>
16. Legal Services (LS)	<b>0%</b>
17. Outreach Services (OS)	<b>0%</b>
18. Respite Care (RC)	<b>0%</b>

Wheeler Jr. motioned to accept/approve the M/S/W Regional Percentage allocations, Folger seconded. Eight (8) members voted to approve, zero (0) members opposed, and three (3) members abstained. The M/S/W Regional Percentage allocations were accepted/approved without further discussion.

Mettlen presented the Union County Regional Percentage allocations as follows:

<b>SERVICE CATEGORY</b>	<b>ALLOCATION</b>
1. Primary Medical Care (PMC)	<b>28%</b>
2. Local AIDS Pharmaceutical Assistance (LAPA)	<b>0%</b>
3. Early Intervention Services (EIS)	<b>3%</b>
4. Mental Health Services (MH)	<b>8%</b>
5. Outpatient Substance Abuse Services (OSAS)	<b>21%</b>
6. Oral Health Care (OH)	<b>5%</b>
7. Medical Nutrition Therapy (MNT)	<b>1%</b>
8. Medical Case Management (MCM)	<b>13%</b>
9. Health Insurance Premium and Cost-sharing Assistance (HIPCA)	<b>0%</b>
10. Housing Services (HS)	<b>5.5%</b>
11. Medical Transportation (MT)	<b>2%</b>
12. Case Management Services Non-Medical (CMSNM)	<b>7%</b>
13. Residential Substance Abuse Treatment (RSAT)	<b>0%</b>
14. Emergency Financial Assistance (EFA)	<b>0.6%</b>
15. Food Bank/ Home-Delivered Meals (FBHM)	<b>3.4%</b>
16. Legal Services (LS)	<b>2.5%</b>
17. Outreach Services (OS)	<b>0%</b>
18. Respite Care (RC)	<b>0%</b>

Khosla motioned to accept/approve the Union County Regional Percentage allocations, McCullough seconded. Nine (9) members voted to approve, zero (0) members opposed, and three (3) members abstained. The M/S/W Regional Percentage allocations were accepted/approved without further discussion.

McCullough presented the Essex County Regional Percentage allocations as follows:

<b>SERVICE CATEGORY</b>	<b>ALLOCATION</b>
1. Primary Medical Care (PMC)	<b>25% 30%</b>
2. Local AIDS Pharmaceutical Assistance (LAPA)	<b>0%</b>
3. Early Intervention Services (EIS)	<b>1.5% 1.75%</b>
4. Mental Health Services (MH)	<b>11% 10%</b>
5. Outpatient Substance Abuse Services (OSAS)	<b>9% 7%</b>

6. Oral Health Care (OH)	4%
7. Medical Nutrition Therapy (MNT)	1.75%
8. Medical Case Management (MCM)	<del>25%</del> 23%
9. Health Insurance Premium and Cost-sharing Assistance (HIPCA)	<del>0.25%</del> 0%
10. Housing Services (HS)	9%
11. Medical Transportation (MT)	1.5%
12. Case Management Services Non-Medical (CMSNM)	5%
13. Residential Substance Abuse Treatment (RSAT)	1.5%
14. Emergency Financial Assistance (EFA)	1%
15. Food Bank/ Home-Delivered Meals (FBHM)	2%
16. Legal Services (LS)	2.5%
17. Outreach Services (OS)	0%
18. Respite Care (RC)	0%

After the presentation, members discussed a concern that the Primary Medical Care allocation may be too low, as it is an 8% drop from last year. The committee discussed the rationale behind the allocations and brainstormed ways to compensate and re-adjust the allocations. The agreed changes were made and Wheeler Jr. motioned to accept/approve the Essex County Regional Percentage allocations, Bocard seconded. Five (5) members voted to approve, zero (0) members opposed, and five (5) members abstained. The Essex County Regional Percentage allocations were accepted/approved without further discussion.

**8. Review and Finalize FY'2012 Priority Setting and Resource Allocation Report**

McEniry led the committee in reviewing the FY'2012 report via large monitor screen, page by page, to notate any additions, subtractions, or corrections made. After review, the committee noted no changes and therefore, McEniry called for a motion. Khosla motioned to approve the FY'2012 Priority Setting and Resource Allocation Report, Folger seconded. The motion was unanimously approved without further discussion. The report will be presented to the Planning Council at the September 21<sup>st</sup> meeting.

**9. Old Business**

None

**10. New Business**

None

**11. Date for the next meeting: Friday, October 14, 2011 at 9:30 a.m.**

**12. Meeting adjourned @ 11:30am.**