



**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](mailto:NEWARKEMA@NEWARKEMA.ORG)**

**VISIT US AT [WWW.NEWARKEMA.ORG](http://WWW.NEWARKEMA.ORG)**

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## COMMUNITY SERVICE ADVISORY COMMITTEE

### MEETING SUMMARY

THURSDAY, APRIL 14, 2011 AT 2:00 P.M.

#### 1. **Welcome and Moment of Silence**

Janice Adams-Jarrells, Co-Chair, called the meeting to order and welcomed all in attendance. A moment of silence was observed for those living with HIV/AIDS and for those who have passed on.

#### 2. **Roll Call**

The roll was called and quorum was established.

#### 3. **Public Testimony and Announcements**

None

#### 4. **Approval of Meeting Summary from March 10, 2011**

A motion to accept the summary of the March 10, 2011 meeting was made by Damyn Kelley and seconded by Maria Morales-Santiago. The summary was unanimously approved without further discussion.

#### 5. **Updates from Other Committees**

##### ➤ Continuum of Care Committee

Peavy reported that the committee met April 14<sup>th</sup> at 9:30am. The committee updated their calendar and discussed edits/comments. The committee nominated Kelley Rooney as the Vice-Chair. The committee discussed the CHAMP Sub-committee that will meet the first Thursday of the month. The committee reviewed two presentations, one on prisoner re-entry/discharge planning by Kelley Rooney and one on Quality Management by Brenda Christian. COC will next meet on May 12<sup>th</sup> at 9:30am.

##### ➤ Comprehensive Planning Committee

Washington reported that the CPC met on Friday April 8<sup>th</sup> and continued reviewing the 2009-2011 Comprehensive Health Plan by breaking up into 4 groups and reviewing Part 3, "How Will We Get There?" Part details the Development of the Desired System and Assuring Access to It. The Committee will review Part 4, "How Do We Monitor Our Progress?" at the May Meeting. The committee also began discussion around the fiscal year 2012 Priority Setting and Ranking Process, which included selecting the dates for the 2<sup>nd</sup> monthly meetings in June, July and September. The committee next meets on Friday May 13<sup>th</sup> at 9:30am.

##### ➤ Research and Evaluation Committee

Marcello reported that REC met on March 21, 2011 at 10:00am and discussed progress on the 2011 Needs Assessment. The committee decided that they would maintain a separate Epidemiological Profile from the Needs Assessment. The focus areas for the 2011 Needs

Assessment are 1. Lost to follow-up, 2. Youth and 3. Mental Health. REC will next meet on April 18<sup>th</sup> at 10:00am.

## **6. Old/New Business**

### Review Committee Operating Policy and Procedures (OPPs)

Committee members reviewed the OPPs and Damyn Kelly suggested a change to indicate that services are linguistically appropriate. Committee members agreed. Adams-Jarrells motioned to approve the revision to the OPPs, Pastor Tracey seconded. The revised OPPs were approved without further discussion.

### Discuss a Standard Length for Committee Meetings

Adams-Jarrells discussed setting a goal for the length of committee meetings so that members could properly prepare for complete attendance. Peavy noted that most committees have adopted a meeting length of 1.5 hours. The committee discussed and unanimously agreed to adopt the other committees schedule and set meeting length for 1.5hrs, 2pm to 3:30pm.

### Discuss 2011 Calendar

Adams-Jarrells advised that the calendar is a "living document" and will be a standard agenda item for review/update. Members engaged in discussion and added items to the calendar up to August 2011. Committee members discussed the 2012 Day of Learning and decided that early preparation is required; therefore planning should begin next month (May).

### Discuss feasibility of Town Hall Meeting and possible locations/contact people

Washington reported that Tracey Latta sent an email that noted her suggestions since she was unable to attend. Latta suggested "Essex County College and the Montclair High School or school systems throughout Montclair, they also have seniors and the United Way of West Essex." Peavy discussed the need for the committee to support the Needs Assessment, dealing with reaching out to people that fall within the three target areas. The committee discussed having events at the NEMA office instead of going out to numerous places to engage the community. Adams-Jarrells suggested discussing a town hall in September after the Prayer Conference. Members were reminded to submit their suggestions by next month.

### Discuss 2011 Needs Assessment

Marcello read a statement regarding research around the 2011 Needs Assessment's Areas of Focus:

"Planning Council staff has been discussing the three main areas of focus for the 2011 Needs Assessment with Ryan White providers in order to gain more information about agency experience in these areas: Youth, Lost to Care, Mental Health. Thus far, a concern has been the lack of Youth participation, both in testing and in medical care, in agencies that previously had a more significant number of Youth. It was stated that part of the reason for this seemed to be a lack of referrals from other agencies, which had in the past been a significant source of Youth consumers seeking services. This in itself may be significant, as it raises an issue that has been discussed over the years at Council and Committee meetings, namely a possible lack of cooperation among providers regarding referrals, in an attempt to keep their patient load stable. Agencies experiencing this downturn in the number of Youth they serve are also considering the need to find other ways of attracting younger community members. Funding cuts were also a significant source of concern among agencies, since they were seen as a major reason behind the absence of Youth among those who do seek testing or treatment. It was said that these cuts limit the services an agency is able to offer, and also limits the number of staff they are able to have to serve those who do seek their services. Planning Council staff is continuing to interface with providers to gain further input and to ensure that all three

areas of focus of the 2011 Needs Assessment are discussed. Efforts are also being made to bring in people from provider agencies who will be willing to do presentations on these areas of concern.”

#### Discuss August Prayer Conference

Pastor Tracey disseminated flyers about the Prayer Conference and discussed the planned logistics. Committee members discussed whether to plan for participation and workshop development in a sub-committee or as a whole committee. It was decided to work as a whole committee to plan for the Prayer Conference and add it to the committee calendar. Committee members were requested to submit ideas to NEMA staff on how to participate in the conference; whether by presenting workshops or tabling. Pastor wants to have 2-3 workshops about 1.5hrs long for the Friday of the conference. Peavy asked committee members to submit workshop topic ideas, keeping in mind that the target audience is faith-based.

7. **Date of Next Meeting: Thursday, May 12, 2011 at 2:00 p.m.**
8. **Adjournment : 3:45pm**