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COMMUNITY SERVICE ADVISORY COMMITTEE

MEETING SUMMARY

THURSDAY, SEPTEMBER 8, 2011 AT 2:00 P.M.

1. Welcome and Moment of Silence

Brenda Hoggard, 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 not established. Maria Morales Santiago was removed from the committee because persistent scheduling conflicts have left her unable to attend. Saffiyah Holliday from Newark Emergency Services was in attendance, as sent by Damyn Kelly.

3. Public Testimony and Announcements

Peavy reported that the save the date announcement for Quality Management Training, which will take place on Friday, September 30, 11, from 10 AM – 3 PM, has been distributed. There will be two components to the training, one for Planning Council members (mandatory), and a second in October for the community. This will let the Planning Council and providers get a new perspective on Quality Management, and the October training will let consumers know their role in Quality Management as well.

Brenda Hoggard reported concern about the priorities of youth; some of them appear more concerned with technology and less with their HIV status. She suggested working with youth given the NEMA's current focus on them.

Saffiyah Holliday reported that there is Ryan White funding available to help HIV/AIDS clients with security deposits, back rent, and utilities. Anyone who needs assistance can reach her at (973) 639-2100, extension 277.

4. Approval of Meeting Summaries from July 14, 2011 and August 11, 2011

Due to lack of quorum, the meeting summaries were not presented for approval.

5. Updates from Other Committees

➤ Continuum of Care Committee

Washington reported that the committee met on Thursday September 8, 2011 at 9:30am and was working on several projects. They have submitted a draft of Standards for Mental Health, which they will present to the Planning Council. The COC discussed how it could contribute to grant applications and will present their ideas to the Planning Council. The COC is also working on standards for Medical Nutritional Therapy and Medical Case Management, and has set a goal to have these standards completed by the end of the year. The committee will next meet on October 13, 2011 at 9:30 AM in the NEMA office.

➤ Comprehensive Planning Committee

Washington reported that the CPC met on Friday, August 26, 2011 and is continuing its work on the FY'2012 Priority Setting process. The committee will next meet on Friday, September 9, 2011 at 9:30 AM in the NEMA office.

Later in the meeting, Hoggard asked if the CPC finalized their definition of Medical Case Management and Case Management, and Washington reported that they had done so at the August 26th meeting.

➤ Research and Evaluation Committee

Peavy reported that the REC met on August 15, 2011 and had an update on the Needs Assessment. They reviewed the Provider Survey and worked on the Administrative Mechanism, establishing an online survey using Survey Monkey. The tool allows providers to evaluate the grantee. Input from the providers and grantee regarding the turnaround time for payments (and any other concerns brought up during the process) is then compiled into a report on the Administrative Mechanism. The REC is also working to put together the Needs Assessment and the Executive Summary of the Needs Assessment based on the surveys members of the Planning Council and subcommittees took. The committee will next meet on September 12, 2011 at 10am in the NEMA office.

6. **Old/New Business**

Committee Self-Assessment Tool for FY'2010

Hoggard said that the Committee could not approve the FY'2010 Committee Self-Assessment Tool, due to lack of quorum. Peavy suggested ratifying the Tool, distributing the survey, and calling committee members on the phone. Peavy also suggested having the meeting minutes from the July 14 and August 11 ratified via phone.

Peavy also indicated that any new Self-Assessment information will need to be incorporated into the Executive Summary, which has already been drafted. There is also no language under the Accomplishments section for the CSAC, so this must be added and incorporated into the final draft. This can be finished by early next week; three or four people need to be contacted.

Discuss the 2012 Day of Learning

Every two years the committee puts together a Day of Learning. The event focuses on educating the HIV/AIDS community. There is a speaker, and the different agencies available to help the population send representatives so that consumers know what different resources are available to them. For 2012, the Day of Learning will focus on youth. The date is set for October 19 or 26, 2012, around the time when the younger population is heading back to school but is not overloaded with exams. The theme, venue, etc. need to be established.

A discussion about the youth followed. It is important to reach this group because they are not all receiving the care they need and are engaging in risky behaviors, like unprotected sex. Michael Fowlin does a lot of work with teens, which he has posted online and on YouTube. Hoggard suggested bringing in an entertainer who will draw in a larger crowd; Queen Latifah supports youth and work geared towards them. Shaquille O'Neal, Elton John, Bon-Jovi and their non-profits are also possible collaborators.

A brief discussion about the committee's background was geared towards Holiday. Peavy mentioned that the NEMA restructured its committees two years ago. Since then, the committee has been in transition, with bouts of low attendance and inconsistent attendance by members. Holliday indicated that she will be applying to join the committee.

Peavy emphasized that the CSAC is really the NEMA's tie to the community and would like to recruit new members who can consistently attend meetings. He would also like to recruit help for the committee and for the Day of Learning *now*, even though the event is not scheduled until 2012. Peavy and Holliday discussed some possible venue ideas and brainstormed ways to generate attendance, including letting schools know of the date. The idea of partnering up with another group to help with the Day of Learning was also mentioned, and Peavy encouraged exploring that. Holliday suggested speaking with Celina over at UMDNJ, as she works on projects geared toward youth. UMDNJ has established events that NEMA may be able to get involved with; however some of these are in May and June, when teens are pretty busy with exams. It is important to explore venues for collaboration with other organizations and to reach out to the community for additional CSAC members. Other organizations of interest include the Hyacinth Organization (although they have been forced to let some of their staff go due to the funding situation), United Way, which has a large leadership conference in October, Newark Now, and the Victoria Health Care Foundation. Given the economic landscape, collaboration has never been so important for the NEMA and its clients.

Committee members can take on some responsibility for researching different venues for collaboration. Brenda would like members to be committed to the committee and to come back with some information about the different groups with which the NEMA and CSAC could collaborate. Washington suggested the committee should contact the Victoria Health Care Foundation about funding. The group may be able to help NEMA get certain fees associated with the Day of Learning waived, and may be able to provide some leadership funding.

The group also discussed possibilities for a venue. The venue needs to be accessible to youth and contain ample parking. Rutgers, the Prudential Center, and the Hilton are possibilities, although the Hilton may be too expensive. Peavy suggested getting youth input for the venue and workshops. Washington suggested that NEMA may be able to get some of the funds Facebook promised to the city of Newark.

Hoggard will contact Celina at UMDNJ, Michael Fowlin, and reach out to some entertainers for the event. Holiday will reach out to the Hyacinth Foundation. Washington will reach out to Catholic Charities and High Tops, an organization for youth affected by HIV/AIDS, and look into funds from Newark. Washington provided contact information for Celina Londono at UMDNJ, who works in the Bergen building, G167. Brenda offered to get in touch with her. Dwight will get in touch with person. If need be, the committee may also search for some local talent.

Brenda thanked everyone for a productive meeting and welcomed Saffiyah Holiday to join the committee.

7. **Date of Next Meeting: Thursday, September 8, 2011 at 2:00 p.m.**
8. **Adjournment : 3:30pm**