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EXECUTIVE COMMITTEE MEETING SUMMARY

WEDNESDAY – DECEMBER 21, 2011 AT 1:00 P.M.
NEMA OFFICE - NEWARK, NJ

I. Welcome and Moment of Silence

Dr. Robert Johnson, Chair welcomed all members in attendance. A moment of silence was observed for individuals living with HIV/AIDS and for those who have passed on.

II. Roll Call

The roll was called and quorum was established.

III. Approval of Meeting Summaries from October 19, 2011 and November 16, 2011

Bryn Whittle, Esq. motioned to approve the meeting summaries of October 19th and November 16th, Deloris Dockrey seconded. The meeting summaries were unanimously approved without further discussion.

IV. Report from Grantee

Alsbrook reported that the FY2012 Request for Proposal (RFP) Manual was released Mon. 12/5/11. Technical Assistance Meeting was held Thurs., 12/16 in the Municipal Council Chambers at City Hall. Attendance was mandatory and the only opportunity for applicants to ask questions regarding content and direction. Potential applicants were given an overview of the RFP requirements, the purpose, goals and objectives of the grant, and our 2012 priority initiatives. They are:

- Early Intervention (to reduce unaware population)
- Referral to Medical Care for emerging populations, especially:
 - Recently released and incarcerated
 - PLWHA 45 and older
- Retention in Care (to reduce unmet need)
- Co-location of Services
 - EIS→ MCM→ PMC → Other Core Services
 - Support Services → MCM→ PMC
- Oral Health (under-utilized)
- Mental Health & Substance Abuse treatment and counseling (co-located or COD)

As part of their FY2012 Service Plan, applicants must demonstrate “membership” to one of five EIRC’s (Essex, 3; Union 1; Tri-County 1). EIRC’s (Early Intervention and Retention Collaborative) are an integrated planning body of Prevention & Treatment providers, charged with addressing unaware and unmet need populations. Providers of testing, outreach, prevention, treatment, counseling and retention (Ryan White and non-Ryan White Service Providers) will have an opportunity to discuss services, methods, issues, best practices and barriers (legal, social, etc.) related to their programs. HIV testing and awareness data will be shared to identify gaps,

implement corrective actions, and measure performance and ability to identify, inform, refer and link PLWHA to medical care. Retention in Care will also be addressed to emphasize that engagement (as a means to viral load suppression) is the target health outcome of every linkage.

The FY2012 RFPs are due on Thurs., 1/12/12, no later than 2pm (DCFWD Ryan White Office, Room 209). Based on the TA Attendance Record and Letters of Intent we received, the Newark EMA can expect 52 proposals for grant funding (46 continuing, 2 returning and 4 new). We will be losing two currently funded programs (failure to attend TA and/or submit letter of intent). This may impact the EMA's ability to provide Residential Substance Abuse Services. Ranking (#13) and level of funding (1.35%) is low. Approximately 19 clients served during FY2010. Do we have alternatives? What are they? How will this impact their inpatient/ outpatient clients?

V. Report from Continuum of Care Committee--- Dwight Peavy for Pat Moore

Peavy reported that the COC met on December 8th. The Committee continued discussing updating the Standards of Care. The Case Management Services Non-Medical Standards of Care are up for a vote.

The next meeting of the Continuum of Care Committee is scheduled for Thursday, January 12, 2012 at 9:30 A.M.

VI. Report from Comprehensive Planning Committee---Ka'leef Washington

Washington reported that the CPC met on December 9th to continue the creation of the 2012 Calendar and reviewed a presentation by Sharon Postel on preparing an action plan to complete the 2012-2014 Comprehensive Health Plan.

The next meeting of the Comprehensive Planning Committee is scheduled for Friday, January 13, 2012 at 9:30 A.M.

VII. Report from Research and Evaluation Committee---Deloris Dockrey

Dockrey reported that the REC met on December 19th and focused on the 2011 Evaluation of the Administrative Mechanism. Sharon Postel is going to review the key findings from the report at the Planning Council meeting. The document was already sent out to Planning Council members via email. The committee also reviewed their 2011 Calendar and began developing tasks for the 2012 calendar.

The next meeting of the Research & Evaluation Committee is scheduled for Monday January 9, 2012 at 10:00 A.M.

VIII. Old/New Business

IX. Date of the next meeting: January 25, 2012 - NEMA Office @ 1:00 PM

X. Adjournment: meeting adjourned at 1:25 PM

ATTENDANCE:

NAME	PRESENT	EXCUSED	ABSENT
1. Bryn Whittle, Esq.	X		
2. Deloris Dockrey	X		
3. Elena Perez		X	
4. Glenda Kirkland, Ph.D.		X	
5. Maria Irizarry			X
6. Pat Moore			X
7. Robert Johnson, MD; Chair	X		

NON-VOTING MEMBERS:

NAME	PRESENT	EXCUSED	ABSENT
1. Ketlen Alsbrook	X		
2. Sharon Postel	X		
3. Shanon Mettlen	X		