



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

EXECUTIVE COMMITTEE MEETING SUMMARY

WEDNESDAY, FEBRUARY 16, 2011 AT 1:00 P.M.

NEMA OFFICE- NEWARK, NJ

I. **Welcome and Moment of Silence**

Bryn Whittle, Esq.; Treasurer 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 Summary from January 19, 2011**

Moore motioned to approve the meeting summary as presented, Perez seconded. Minutes were approved without further discussion.

IV. **Report from Grantee**

Alsbrook reported that there was a HRSA call on 2/3 that provided a heads-up regarding the notification of award for FY'2011. The continuing resolution expires March 4th, so EMAs/TGAs will receive 50% of their formula and MAI award from FY'2010 until a final congressional budget appropriation is approved. The Fiduciary Agent RFP ad was placed in the newspaper the 2nd week of February and the RFP was released February 14th and is due February 25th. The 1st annual Provider Meeting will be held at Broadway House on Friday February 25th.

V. **Report from Continuum of Care Committee--- Pat Moore**

Moore reported that the committee met on February 10th and approved its Operating Policies and Procedures (OPPs) and reviewed the 2nd draft of the 2011-2012 Work Plan. A list of pharmacies and other outlets where medications can be obtained for free or small co-pay has been compiled. The list of email addresses will be sent to all case managers. A list of the specific medications will be available, upon request, from the Planning Council. The committee discussed Part 1 of the 2009-2011 Comprehensive Health Plan to better understand what will be needed to develop the 2012-2014 Plan. Members also started to compile a directory of services which will be included in the Plan. The committee initiated a new aspect to the meetings by discussing functions of the Planning Council for about 5-10 minutes at each meeting. At the February meeting, Dwight Peavy outlined the make-up of the Council and its responsibilities.

The next meeting of the Continuum of Care Committee is scheduled for Thursday, March 10, 2011 at 9:30 A.M.

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

Washington reported that the committee met on Friday February 11th and engaged in a lively discussion around research topics for the 2011 Needs Assessment. Topics discussed included:

1. The need for supportive services for people living with HIV/AIDS
2. Clients that seek out Support Services but not Core Services
3. EIIHA

4. sub populations: older (55+), syringe users, and MSM

The committee broke into three groups to discuss and review Part 2 of the 2009-2011 Comprehensive Health Plan. Part 2 discusses "Where Do We Need to Go? The Desired Continuum of Care". Each of the groups reviewed assigned portions from Part 2 and discussed the implications of the data to our current continuum of care, identified the information that needed to be updated for the 2012-2014 CHP, and suggested revisions; such as additional data to include. After the group discussions, each group reported back to the committee as a whole on their findings.

On Friday March 11th, there will be a New Member Orientation after the regular CPC meeting. All CPC Members are invited to attend, but must RSVP as soon as possible.

The committee will next meet on Friday March 11, 2011 at 9:30am at the NEMA Office.

The next meeting of the Comprehensive Planning Committee is scheduled for Friday, March 11, 2011 at 9:30 A.M.

VII. Report from Research and Evaluation Committee---Dwight Peavy

Report will be made at the Planning Council Meeting. Members met on January 24th and discussed the 2011 Needs Assessment and drafted topics to be covered in the needs assessment and will finalize the topics at the February meeting.

The next meeting of the Research & Evaluation Committee is scheduled for Monday February 28, 2011 at 10:00 A.M.

VIII. Old/New Business

a. Budget – Whittle distributed the revised draft 2011 Budget for review. Whittle reported that after discussion with Dwight Peavy regarding the Personnel line, it was recommended to remove the Associate Researcher/Evaluator position and allocate \$10,000 for a part time Associate Health Planner. Alsbrook reported that the Grantee was able to respond to the request for additional funds for the FY'2010 budget year. The request for additional funds for FY'2010 were to assist in the shortfall for the following budget lines: Travel & Reimbursement, Contractual, Postage, and Capacity Building. The Executive Committee decided to present the budget to the Planning Council at the March 2011 meeting.

b. Needs Assessment – will be discussed at the Planning Council

c. ADDP – Peavy reported that the State is looking for the EMA/TGAs to help support the shortfall the State is having. The other State TGAs are offering support to the State. After some discussion about the budgetary constraints; it was decided that it would be difficult for the Newark EMA to offer any financial assistance as this time. Moore and Irizarry reported that in the past, the Newark EMA funded prescription assistance with the State through a RFP process. Members concluded that once the ADDP shortfall is known the Council would be in a better position to address the recommended support.

IX. Date of the next meeting: February 16, 2011 - NEMA Office @ 1:00 PM

X. Adjournment: meeting adjourned at 1:52 PM

Attendance:

Name	Present	Excused	Absent
1. Bryn Whittle	X		
2. Deloris Dockrey	X	X	
3. Elena Perez	X		
4. Pat Moore	X		
5. Maria Irizarry	X		

6. Robert Johnson, Chair		X	
--------------------------	--	---	--

Non-Voting Members:

Name	Present	Excused	Absent
Ketlen Alsbrook	X		
Sharon Postel	X		
Shanon Mettlen	X		