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## EXECUTIVE COMMITTEE

# MEETING SUMMARY

**WEDNESDAY, SEPTEMBER 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 Summary from August 17, 2011

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

### IV. Report from Grantee

Alsbrook reported that the FY'2011 award was received August 29<sup>th</sup> and it was \$14,054,011, a 2.5% reduction from FY'2010. The majority of the reduction was in supplemental, but HRSA said that there was much less money available overall for supplemental in FY 2011. Alsbrook reported that she received the Overall Review Comments and Score (ORC) from HRSA regarding the FY'2011 application. Newark EMA received a score of 89%, as compared to receiving 97% last year; however there were no weaknesses noted in any part of the application.

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

Moore reported that the committee met on Thursday September 8, 2011 and is in the process of developing recommendations to the Grantee with regard to contracting and funding agencies for the 2012 fiscal year. Most of the recommendations at this point are concerning Case Management (non-medical), Medical Case Management and getting the newly diagnosed into medical care. Some of these recommendations, such as defining different levels of case management, will be incorporated into the Standards. These positions could assist in coordination of services and follow-up and other functions which are very time consuming for the Case Manager. The committee also started the initial review of both Case Management Standards. Drafts of the Mental Health and Substance Abuse Standards are available today for your review and approval at next month's meeting.

*The next meeting of the Continuum of Care Committee is scheduled for Thursday, October 13, 2011 at 9:30 A.M.*

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

Washington reported that the CPC met on Friday August 26<sup>th</sup>, September 9<sup>th</sup>, and September 16<sup>th</sup> and completed the FY'2012 Priority Setting and Resource Allocation Report which will be submitted to the subsequent Planning Council meeting for review and approval.

*The next meeting of the Comprehensive Planning Committee is scheduled for Friday, October 13, 2011 at 9:30 A.M.*

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

Dockrey reported that the committee cancelled the September 19<sup>th</sup> meeting. Dockrey noted that there will be Quality Improvement/ Management trainings on September 30<sup>th</sup> for Providers and Planning Council Committee members and on October 28<sup>th</sup> for consumers. Dockrey reported that the 2011 Needs Assessment is complete and will be sent to Planning Council members electronically and will be presented for approval at the October meeting. Sharon Postel will also present highlights of the document at the next PC Meeting. The committee is working on the Assessment of the Administrative Mechanism; Provider Surveys have been distributed via SurveyMonkey.com and the Grantee Surveys have been distributed via MS Word.

*The next meeting of the Research & Evaluation Committee is scheduled for Monday October 17, 2011 at 10:00 A.M.*

**VIII. Old/New Business**

**a. Update from the Ad-Hoc Committee**

Moore reported that the committee has met twice and compiled data on agencies and objectives that have been in the “red” on May, June, July 2011 as compared to May, June, July 2010. Moore reported that 45% of the agencies ran out of money by May 2011, 70% by June 2011, and 74% by July 2011 in at least one of the objectives they were funded for. All of the objectives were “down” as compared to last year. The committee has been assigned agencies to contact in regards to the impact to Primary Medical Care, Transportation, Emergency Financial Assistance, and Housing. Questions were compiled to survey these agencies. Moore notes that the Ad-Hoc hopes to have more information to present at next month’s Executive meeting.

**IX. Date of the next meeting: October 19, 2011 - NEMA Office @ 1:00 PM**

**X. Adjournment: meeting adjourned at 1:25 PM**

**ATTENDANCE:**

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

**NON-VOTING MEMBERS:**

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