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## PLANNING COUNCIL MEETING MINUTES

JANUARY 19, 2011 @ 1:30PM

NEMA OFFICE - NEWARK, NEW JERSEY

**1. Meeting was CALLED TO ORDER at 1:30pm by Bryn N. Whittle, Esq., Treasurer**  
 Bryn N. Whittle, Esq., Treasurer, welcomed all in attendance. Whittle requested a moment of silence be observed for those living with HIV/AIDS and for those that have passed on.

**2. ROLL CALL**

Roll was called and quorum was established with 19 members present. The total membership of the Council is currently 29.

PRESENT:	EXCUSED ABSENCES:	UNEXCUSED ABSENCES:
1. Borys Abulevsko 2. Brenda Hoggard 3. Bryn N. Whittle, Esq. 4. Carmine Grasso 5. Deloris Dockery 6. Diane Silbernagel 7. Franckel Denize 8. James Carrington 9. Jason-Cristofe Marcello 10. Javon Daniels 11. Kelley Rooney 12. Kendall Clark 13. Ketlen Alsbrook 14. Michel Graham-Anderson 15. Patricia Moore 16. Shanon Mettlen 17. Stephen M. Smith, MD 18. Wali Bradley 19. William Wheeler, Jr  <b>Council Staff:</b> Dwight Peavy, <i>Executive Director</i> Ka'leef Washington, <i>Health Planner</i> Torrian Baskerville, <i>Office Manager</i>	1. Angel Reyes 2. Cuthbert Ashby 3. Elena Perez 4. Glenda Kirkland 5. Janice Adams-Jarrells 6. Michael V. Folger 7. Robert Armstrong 8. Robert L. Johnson, MD	1. Brenda Christian 2. Maria Irizarry

### **3. PUBLIC TESTIMONY/ANNOUNCEMENTS**

Jason-Cristofe Marcello made an announcement soliciting article submissions for the NEMA News. Dwight Peavy welcomed new Office Manager, Torrian Baskerville to the NEMA Staff.

### **4. APPROVAL OF COUNCIL MINUTES FROM DECEMBER 15, 2010**

*Kendall Clark moved to approve the Council Minutes from December 15, 2010. William Wheeler, Jr. seconded. Motion unanimously approved without further discussion.*

### **5. DEMOGRAPHICS AND ASSESSMENT OF THE NEEDS OF PEOPLE WITH HIV/AIDS IN THE NEWARK EMA**

#### **➤ Report from the Community Service Advisory Committee – Ka’leef Washington**

Washington reported that the committee last met on December 9<sup>th</sup>. However, due to so many members with excused absences, the January 13<sup>th</sup> meeting was cancelled.

*The next meeting of the Community Service Advisory Committee is scheduled for Thursday February 10, 2011 at 2:00 PM.*

#### **➤ Report from the Continuum of Care Committee – Patricia A. Moore, Chair**

Moore reported that the committee last met on January 13<sup>th</sup>. The committee reviewed the Goals and Objectives of the Continuum of Care Committee. Minor changes were suggested. These suggestions were submitted to the Planning Council.

*Moore moved to approve the changes made to the objectives of the Continuum of Care Committee. Diane Silbernagel seconded. Motion unanimously approved without further discussion.*

The Committee also reviewed the Action Steps in the 2009-2011 Comprehensive Plan to determine which of the tasks the Committee has completed and which tasks are not done so they can be incorporated into the 2011-12 work plan. To the committee’s credit; most of the tasks have been completed. The one particular area which has not been addressed is the evaluation of existing programs and recommendations for prisoner re-entry programs. This will be included in the 2012 work plan. The majority of the meeting was spent on developing the 2012 work plan.

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

### **6. Comprehensive Planning Committee Report – Ka’leef Washington**

Washington reported that the CPC met on Friday January 14<sup>th</sup> and briefly reviewed their 2011 calendar before voting to unanimously approve it. The committee broke into three groups to discuss and review section 1 of the 2009-2011 Comprehensive Health Plan. Each of the groups reviewed assigned portions from section 1 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.

Sharon Postel, NEMA Consultant, presented an overview of the Matrix of Estimated Service Needs; reviewing the structure, geography, utilization, and need of the Matrix. Postel led a discussion around the importance of the Matrix and the next steps needed to complete the Matrix. The committee presented and approved the 2011 regional membership slates.

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

## **7. Research & Evaluation Committee Report – Deloris Dockrey**

Dockrey reported that the committee last met Monday December 20th. Dockrey reported that the committee is required to do a comprehensive Needs Assessment this year. COC presented topics for discussion; some topics raised were youth, Latinos and African-Americans. The committee also discussed early intervention services and further research on mental health; such as what levels of therapy are needed and what is provided currently. There were also questions on smoking cessation. Moreover, the committee spoke about looking at the immigrant population and looking to see if there are any barriers present in them accessing services.

The EPI profile, normally done as a part of the needs assessment, will be created as a separate document because it can be used for the needs assessment and for the development of the comprehensive health plan at the end of the year. Dockrey further reported that the committee discussed the Matrix and is examining what was accomplished this year and deciding what the committee wants to achieve for the next calendar year.

*The next meeting of the Research & Evaluation Committee is scheduled for Monday January 24, 2011 at 10:00 A.M.*

## **8. Grantee Representative Report - Ketlen Alsbrook**

Alsbrook reported that FY'2011 proposals were received by the grantee on January 6<sup>th</sup> from 50 applicants. Alsbrook reported that although there are two (2) new applicants, we lost one (1) provider. The Grantee is in the process of evaluating the proposals; a panel will meet on February 8<sup>th</sup>-9<sup>th</sup> for discussion and assessment of proposals. Applicants will be notified of their funding status by Mid-February; while amounts will not be made at that point. Alsbrook projects that the allocation of funds will happen by March 1<sup>st</sup> according to the recommendations given by the Planning Council.

Alsbrook reported that HRSA has contracted with a consulting firm to do a fiscal management training to work with the Newark EMA. The curriculum will consist of fiscal management for those who are not accountants or do not have a financial background. This training is to take place two days in March, tentatively the 24<sup>th</sup>-25<sup>th</sup>, with a follow-up session in May. The training is going to focus on grants management and compliance, non-profit accounting, auditing, sliding scale fees and tracking program income.

Alsbrook reported that the Quality Management team is set to meet on January 31<sup>st</sup>. The team plans to go over the most recent updates to the CHAMP system, primarily the clinical indicators that are used to track and assess agencies performance. An email was sent out asking for input on how to improve the system's indicators that are used by the HIV/AIDS Bureau. A meeting with all providers, primarily those who do medical care and medical case management, will take place in February to discuss the clinical indicators that will be tracked, to give an overview of how that information is going to be collected in the CHAMP system and show how to extract the information needed to help improve the level of service provided and any corrective actions as needed.

## **9. COORDINATION WITH OTHER HIV-RELATED SERVICES**

### **➤ Report from New Jersey HIV Planning Group (NJHPG) – Dwight Peavy**

Peavy reported that the NJHPG will meet on January 20<sup>th</sup>. They did not have their December 9<sup>th</sup> business meeting. The NJHPG are in the process of electing two (2) community co-chairs and identifying (2) chairs and vice chairs for the Issues committee and Governance committee.

## **Report from the Governor's Advisory Council on HIV/AIDS & Other Blood-Borne Pathogens (GAC) – Deloris Dockery**

Dockery reported that the next GAC meeting is March 3rd<sup>th</sup> from 10am-12pm in New Brunswick.

*The next meeting date for the Governor's Advisory Council on HIV/AIDS & Other Blood-Borne Pathogens is scheduled for Thursday March 3, 2011 at 10:00 A.M.*

### **10. THE PLANNING COUNCIL ADMINISTRATIVE ISSUES**

#### **➤ Report from Executive Committee – Bryn N. Whittle, Esq.**

Whittle reported that the Executive Committee began discussion about the proposed budget for 2011-2012. The proposed budget will be presented next month to the Planning Council. To close out this fiscal year's budget; Whittle and Peavy will be meeting with the Grantee's office in February.

#### **Report from Treasurer- Bryn N. Whittle, Esq.**

Report is included in the Executive Committee report.

#### **➤ Report from Executive Director – Dwight Peavy**

Peavy reported the arrival of the new Office Manager, Torrian Baskerville, Planning Council welcomed him to the NEMA staff. Peavy also mentioned that there is a certain amount of training that is mandated by HRSA. Peavy solicited help from the Planning Council to become more proactive in the process of developing the trainings through giving ideas for topics, as well as the importance of showing up to the Planning Council meetings.

#### **➤ Report from Nominations Sub-Committee**

No report.

#### **➤ Report from By-Laws Sub-Committee**

No report.

#### **➤ Report from Grievance Sub-Committee**

No report.

#### **➤ Report from Personnel Sub-Committee**

No report.

### **11. STATE AND NATIONAL UPDATE- Deloris Dockery**

Dockery reported that a hearing in the Senate will take place on January 20th at 12pm, regarding the Syringe Access Bill which allows for syringes to be sold over the counter. The bill is a companion bill to the Syringe Exchange Bill. This bill will allow anyone to purchase 10 syringes over the counter. The bill is presented by Senators Weinberg and Vitale.

Dockery reported that nationally, in the House there is a vote to repeal health care reform legislation. Dockery proposed that those who are against the repeal should reach out to their respective legislative representatives. Ryan White comes up for reauthorization in 2013 and Dockery reports that the White House has said that there is a role for Ryan White and that it will support Ryan White. She further reports that in 2014 they are expanding Medicaid; however only to those whose income eligibility is 130% of the Federal poverty level, which she explains would not cover a lot of the HIV positive demographic.

**12. OLD/NEW BUSINESS**

**NEXT MEETING:**

*The next meeting of the Planning Council will be held on **Wednesday, February 16, 2011 @ 1:30pm @ NEMA Office, Newark NJ.***

**13. ADJOURNMENT**

The meeting adjourned at approximately 2:47 p.m.

I, as Planning Council Chair, hereby certify the accuracy of the above minutes:

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Robert L. Johnson, MD – Chair

Date