



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](mailto:NEWARKEMA@NEWARKEMA.ORG)

VISIT US AT [WWW.NEWARKEMA.ORG](http://WWW.NEWARKEMA.ORG)

JOIN US ON FACEBOOK AT [WWW.FACEBOOK.COM/NEWARKEMA](http://WWW.FACEBOOK.COM/NEWARKEMA)

## PLANNING COUNCIL MEETING MINUTES

NOVEMBER 16, 2011 @ 1:30PM

NEMA OFFICE - NEWARK, NEW JERSEY

**1. Meeting was CALLED TO ORDER at 1:30pm by Robert L. Johnson, MD, Chair**

Dr. Johnson, Chair, welcomed all in attendance. Dr. Johnson 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 not established with only 13 members present. The total membership of the Council is currently 28.

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

### 3. PUBLIC TESTIMONY/ANNOUNCEMENTS

None

### 4. APPROVAL OF COUNCIL MINUTES FROM OCTOBER 19, 2011

*The minutes were not presented for approval due to lack of quorum.*

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

➤ **Report from the Community Service Advisory Committee – Brenda Hoggard, Co-Chair**  
Hoggard reported that the CSAC met on November 10<sup>th</sup>. The committee has brought on a new member, Lewis Ellis. Pastor Tracy Gittens resigned after moving to southern NJ. The committee discussed the 2012 Day of Learning, and the subcommittee devoted to the event will meet today after the PC meeting. Hoggard reported that CURA is now performing rapid HIV testing and has secured funds to help individuals pay utility bills. The CSAC will review the Standards of Care in its future meetings and finalize the assignments of tasks for the 2012 Day of Learning.

*The next meeting of the Community Service Advisory Committee is scheduled for Thursday, January 12, 2012 at 2 PM. The December 2011 meeting has been cancelled due to schedule conflicts.*

➤ **Report from the Continuum of Care Committee – Patricia A. Moore, Chair**  
Moore reported that the COC met on November 10<sup>th</sup>. The Committee discussed and finalized their recommendations to the Comprehensive planning Committee and the Grantee. A copy of these recommendations is attached to this report and a copy will be sent to the Grantee. The committee also finalized the Case Management (Non-Medical) Standards, a copy of which is available for your review and comment today.

The CHAMP sub-committee met on November 3<sup>rd</sup>. They discussed the next release of the CHAMP system which will probably be at the end of November. The new release will include some changes to the medical screens and will provide a list of clients that have had no contact in the last nine (9) months. The purpose of this list is to assist the agencies in updating the “status” of clients who have not recently received services. It will also be a tool for the agency to use to “follow-up” clients with the aim of retaining them in care. The next CHAMP sub-committee meeting will be Tuesday, December 6<sup>th</sup> at 10:00am. This is a change of date because of World AIDS Day on December 1<sup>st</sup> the regular meeting date.

*The next meeting of the Continuum of Care Committee is scheduled for Thursday December 8, 2011 at 9:30 AM.*

### 6. Comprehensive Planning Committee Report –Joann McEniry

McEniry reported that the CPC met on November 9<sup>th</sup>. Sharon Postel gave the committee a report on the 2011 Needs Assessment. The committee discussed the Needs Assessment and its membership requirements for the upcoming year. Members of the committee were asked to seek out non-Ryan White providers and consumers who could be helpful. The Committee drafted the 2012 CPC Work Plan and discussed completing the Comprehensive Health Plan in the most efficient and timely fashion.

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

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

Dockrey reported the REC last met on October 17<sup>th</sup>. The REC approved the 2011 Needs Assessment. The committee has produced a final draft of the Executive Summary on the Assessment of the Administrative Mechanism and will give a complete report of their findings at the December Planning Council meeting. By changing the methodology for the Assessment, the

REC was able to get 73% of providers to respond to requests for information. More information about the new methodology will be presented at the next PC meeting. Dr. Johnson asked about the methodology change.

Dockrey explained that REC stopped using anonymous surveys to allow for follow-up with providers and switched from a PDF survey to using SurveyMonkey.com, a survey website. The old methodology received responses from 25 providers (~50%), whilst the new received responses from 32 (73%). Dr. Johnson asked if any information was lost since the responses were no longer anonymous – Dockrey does not believe so, and Peavy believes the REC got even more information from the agencies and more comments from them. Agencies were also reassured that the responses they gave would be reported confidentially. Dr. Johnson and Dockrey commented that there may be some barriers to finishing the survey, and Peavy reported that staff spent a good deal of time fielding questions from agencies on how to complete the survey. Dockrey is aiming for a 100% response rate next year.

On October 29<sup>th</sup>, Daniel Tietz from the National Quality Center facilitated a training on Quality Management/Quality Improvement. The REC would like to arrange more Quality Management/Quality Improvement for the upcoming year.

Dr. Johnson asked the Ad Hoc Committee formed to research the impact of funding delays on Ryan White grantees to present its findings. The final report, available at the meeting, will be presented to the Governor's Council on HIV/AIDS on December 8<sup>th</sup>. Moore indicated that only one minor change will be made to it, and provided an overview of the ad hoc committee's findings and a review of why the committee was formed initially. The change will involve the wording around layoffs – it appears that no agencies laid-off staff *directly* due to problems receiving Ryan White funds. Johnson suggested considering sending the committee's report and findings to department directors and the mayor in Newark – doing so could be helpful. A discussion about the committee's findings followed. Alsbrook mentioned that agencies are somewhat used to funding delays and uncertainties and also operate on a reimbursement system. The delays become more problematic in the second quarter, when the agencies are waiting on cash to arrive. Johnson explained that a lot of the funding irregularities stem from problems with the federal budget and suggested also speaking with Grantees.

*The next meeting of the Research & Evaluation Committee is scheduled for Monday December 19, 2011 at 10:00 A.M.*

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

Alsbrook reported that she briefed the Executive Committee on changes made to the FY'2012 RFP (Request for Proposals). The RFP is normally released around now for the next year's (i.e. 2012) grant application cycle. The grant application was due later than usual this year, so the RFP release has been delayed slightly. The RFP has been reviewed in its entirety and altered to streamline the document, remove redundancies, and incorporate changes in response to EIIHA. The RFP contains a lot of information about how the Ryan White program and HIV prevention services in this area work together. Alsbrook plans to meet with the Comprehensive Planning Committee once the RFP has been released, and the Planning Council will receive an update as well.

The Cross Part Collaborative Project is moving into its third phase and is reviewing performance indicators. Some indicators will be dropped, while viral load screening and suppression will be added. The project will also incorporate the indicators released as part of the in+care Campaign from the National Quality Center, which put forth four measures that will also be incorporated into the new list of performance measures. Dockrey mentioned that she will be able provide the PC with information from the consumer side of the in+care campaign later.

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

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

Peavy reported that the NJHPG met on October 20<sup>th</sup>. There was a presentation on the Priority Setting Process; interventions this year will focus on gap analysis. The formulas used to examine gaps in services around the state will be examined. For instance, there are pilot syringe exchange programs in NJ, but no funding has been allocated for them. The Committee voted to Concur with Reservations the application for funding based upon syringe exchange and the lack of funds available at the state level. The Committee will also be voting on a new community chair and members at its November 17<sup>th</sup> meeting. Additionally, a workgroup is working on bringing together the Care and Treatment side with the Prevention side. The group is putting together a narrative for providers around the state, letting them know how these services are linked. A model is in place, and Peavy will release that to the PC shortly. A draft a summary of the group's work will be finished by the end of the year.

*The next meeting date for the New Jersey HIV Planning Group is November 17, 2011.*

### **➤ Report from the Governor's Advisory Council on HIV/AIDS & Other Blood-Borne Pathogens (GAC) – Robert L. Dr. Johnson, MD**

Since the Council meets quarterly, there has not been another meeting since the last Planning Council meeting. The next meeting will feature a brief presentation by Deloris Dockrey and will be open to the public.

*The next meeting date for the Governor's Advisory Council on HIV/AIDS & Other Blood-Borne Pathogens will be December 8, 2011 at 10 AM.*

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

### **➤ Report from Executive Committee – Robert L Dr. Johnson, MD**

Dr. Johnson reported that all issues have been presented.

### **➤ Report from Treasurer- Dwight Peavy for Bryn Whittle, Esq.**

The Planning Council has had to readjust its budget due to cut of approximately \$29,000. The line items related to travel and supplies were adjusted and the office is on track to close the fiscal year within budget.

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

Jason-Cristofe Marcello ("JC") has been promoted to Office Manager. A copy of the NEMA News is available. Peavy is working on planning a retreat for the Planning Council in February. A Save the Date notice will go out soon. Peavy is also working with Nancy Riley on a networking and recruitment project. Dr. Johnson presented Marcello with an award recognizing his prior service on the Planning Council.

Dockrey noted that the 19<sup>th</sup> International AIDS conference will be taking place in Washington, DC from July 22-27<sup>th</sup> 2012. The theme for the conference is "Turning the Tide." Dockrey presented PC members with a fact sheet about the conference. Some scholarships are available to attend. Registration opens 12/1/2011 and ends 2/3/2012, after which there is a late fee. Anyone interested who cannot attend the conference can register to setup or participate in a "hub" and get material from the conference. Dockrey is part of the committee organizing the conference and Co-Chair of the Community committee and can provide anyone interested with more information. Peavy encouraged PC members to work together with the EMA and pull together resources for anyone interested in attending.

Dockrey mentioned that there will also be a presentation “Living 2012” geared towards individuals living with HIV/AIDS. Scholarships will be available.

➤ **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**

No updates.

**12. OLD/NEW BUSINESS**

None.

**NEXT MEETING:**

*The next meeting of the Planning Council will be held on **Wednesday, December 21, 2011 1:30pm @ NEMA Office, Newark NJ.***

**13. ADJOURNMENT**

The meeting adjourned at approximately 2:19 p.m.

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

---

Robert L. Dr. Johnson, MD – Chair

Date