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PLANNING COUNCIL MEETING MINUTES

SEPTEMBER 21, 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 established with 17 members present. The total membership of the Council is currently 28.

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

3. PUBLIC TESTIMONY/ANNOUNCEMENTS

Nancy Reilly, Research Program Manager at the Infectious Disease practice at UMDNJ, coordinates clinical trials at UMDNJ. The National Institutes of Allergy and Infectious Diseases have provided her office with funding for outreach, so the office is using some of the funding to hold a community dinner forum on HIV research explaining the START study. The dinner will

take place at the Priory Restaurant and Jazz Club on Wednesday, October 12, from 5:30-7:30 PM. Dr. Sally Hodder will speak about the current state of HIV research and will address some unanswered questions. Dr. Swaminathan will speak about the START study, and other speakers will address patient and community perspectives. There will be raffles and giveaways.

Michael Folger, who helped plan the event, and James Carrington have a stack of flyers available for Planning Council members interested in attending. PC members were encouraged to give out flyers to any interested parties at their various agencies. Anyone interested in attending, or with any questions, should contact Nancy at 973-973-1268 or reillyna@umdnj.edu. It is imperative that all those interested in attending RSVP as soon as possible.

4. APPROVAL OF COUNCIL MINUTES FROM AUGUST 17, 2011

Wheeler Jr. motioned to approve the Council Minutes from August 17, Carrington seconded. The motion was 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 – Brenda Hoggard, Co-Chair**
Hoggard reported that the committee last met on September 8, and because of lack of quorum, the committee engaged in discussion about the 2012 Day of Learning, which is tentatively scheduled for Friday October 19 or 26, 2012. The committee discussed which entertainers to contact and discussed bringing another organization onboard to help with planning and costs. Dr. Johnson suggested collaborating with schools, and Hoggard agreed and said she would like middle school, high school, and college students to attend.

The next meeting of the Community Service Advisory Committee is scheduled for Thursday October 13, 2011 at 2:00 PM.

➤ **Report from the Continuum of Care Committee – Patricia A. Moore, Chair**
Moore reported that the committee last met on Thursday September 8th. The committee 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 levels of case management, will be incorporated into the Standards. These positions could assist in the 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. Moore submitted drafts of the Mental Health and Substance Abuse Standards to the Planning Council for review and approval at the October meeting.

The next meeting of the Continuum of Care Committee is scheduled for Thursday, September 8, 2011 at 9:30 A.M.

6. Comprehensive Planning Committee Report – Ka'leef Washington/ Joann McEniry

Washington reported that the CPC met on Friday September 9th, and September 16th and completed the FY'2012 Priority Setting and Resource Allocation Report which the CPC Chair, Joann McEniry will review with the PC.

Joann McEniry reviewed the FY'2012 Priority Setting and Resource Allocation Report with the Planning Council and submitted it for the PC's review and approval for the October meeting.

The next meeting of the Comprehensive Planning Committee is scheduled for Friday, October 14, 2011 at 9:30 A.M.

7. Research & Evaluation Committee Report – Deloris Dockery

Dockrey reported that the committee cancelled the September 19th meeting. Dockrey noted that there will be Quality Improvement/ Management trainings on September 30th for Providers and Planning Council Committee members and on October 28th 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.

8. Grantee Representative Report - Ketlen Alsbrook

Alsbrook reported that the FY'2011 award was received August 29th 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. Alsbrook reported that the Grantee is working on the FY'2012 HRSA Ryan White Part A application which is due on November 1, 2011.

9. COORDINATION WITH OTHER HIV-RELATED SERVICES

➤ Report from New Jersey HIV Planning Group (NJHPG) – Deloris Dockrey

Dockrey reported that the NJHPG met on September the 15th and reviewed a presentation on the new Centers for Disease Control and Prevention (CDC) Health Department Funding Opportunity Announcement (FOA) #PS12-1201 and how the NJ State Department of Health and Senior Services planned response. The NJHPG also had a presentation on the different HIV Testing methodologies used in NJ.

The next meeting date for the New Jersey HIV Planning Group was not disclosed.

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

Dr. Johnson reported that GAC has not met since the last Planning Council meeting.

The next meeting date for the Governor's Advisory Council on HIV/AIDS & Other Blood-Borne Pathogens is scheduled for Thursday October 6, 2011 at 10:00 A.M.

10. THE PLANNING COUNCIL ADMINISTRATIVE ISSUES

➤ Report from Executive Committee – Robert L Johnson, MD

Dr. Johnson reported that all issues have been presented.

➤ Report from Treasurer- Bryn Whittle, Esq.

No report

➤ Report from Executive Director – Dwight Peavy

No report

➤ 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

No old/new business.

NEXT MEETING:

*The next meeting of the Planning Council will be held on **Wednesday, October 19, 2011**
1:30pm @ NEMA Office, Newark NJ.*

13. ADJOURNMENT

The meeting adjourned at approximately 2:11 p.m.

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

Robert L. Johnson, MD – Chair

Date