

New Jersey HIV Planning Group Integrated Plan Committee Meeting Agenda

Wednesday, January 3rd, 2024
Electronic Meeting via ZOOM Video Conference

George Lowe
Co-Chair

Allison Delcalzo-Berens
Co-Chair

The Integrated Plan Committee supports the development and maintenance of a comprehensive, integrated plan, in partnership with the other grantees that reviews HIV care and prevention services across the State on a 3-year cycle per guidance from CDC & HRSA.

***Please note all times are approximate**

10:00am	Welcome & Moment of Silence Establishment of Agenda Review and Approval of Meeting Minutes	Allison Delcalzo-Berens
10:05 am	Introductions & New Members <i>Name, Organization, & Strength</i>	George Lowe
10:10 am	Evaluation Review	HCPST
10:20 am	New Business <ul style="list-style-type: none">• 2024 Workplan• Review Monitor & Evaluation Guidance• Review & Approve Updated Recommendation Guidance	Allison Delcalzo-Berens & George Lowe
11:45am	Integrated Plan Committee Agenda Next Meeting: February 7th, 2024 General Assembly January 18 th , 2024	Allison Delcalzo-Berens
11:55pm	Evaluation	HCPST
12:00pm	Adjournment	George Lowe

Members of Committee (Quorum: 7): Allison Delcalzo-Berens, Anjettica Boatwright, Carla-Ann Alexander, Jill York, Karen Walker, Kathy Ahearn-O'Brien, Michelle Harvey, Monique Springer, Tameka Allen, Chad Balodis, George Lowe, Martha Chavis



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Cycle 2

Program Activity 1.1: Create and promote public leadership opportunities for people with or who experience risk for HIV. (NHAS 3.3.1)



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Integrated Planning Committee Meeting
Minutes

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ATTENDANCE			
NJHPG Members			
Allison Delcalzo-Berens	P	Martha Chavis	P
Chad Balodis	P	Saquan Stevenson	P
George Lowe	P		
Jaivon Lewis	P		
Committee Member			
Anjettica Boatwright	P	Michelle Harvey	P
Carla-Ann Alexander	P	Monique Springer	P
Jill York	P	Tameka Allen	P
Karen Walker	P		
Kathy Ahearn-O'Brien	E		
Non-Voting Member			
Charla Cousar, Clifford Barnett, Jerome Pipes, Joe Sirak, Karyn Berk, Shwetha Kamath, Yudelka Miseses			
HIV Community Planning Support Team			
Dottie Rains-Dowdell	P	Taylor Lightner	P
Selena Aponte	P		

P- Present; A- Absent; E -Excused; LoA – Leave of absence



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AGENDA	
Item	Discussion
Welcome and Moment of Silence	Allison Delcalzo-Berens began the meeting at 10:05am and welcomed all members & guests. She then followed with a moment of silence to honor those lost to HIV and those still fighting the virus.
Approval of the Agenda	Allison Delcalzo-Berens reviewed the agenda with the Committee. Karen Walker motioned to approve the agenda, seconded by Chad Balodis. HCPST conducted a virtual vote, motion passed.
Approval of Meeting Minutes	Allison Delcalzo-Berens reviewed the December Meeting Minutes with the Committee. Tameka Allen motioned to approve the minutes, seconded by Michelle Harvey. HCPST conducted a virtual vote, motion passed.
Introductions	George Lowe started introductions by asking attendees unmute and introduce themselves.
Evaluation Review	<p>The HCPST presented the December Evaluation. There were 11 responses; 2 NJHPG Member, 6 Committee Members, & 3 Guests.</p> <p>1) What questions do you have for the DOH?</p> <ul style="list-style-type: none"> • N/A, None, None at this time (x7) • When will we actually submit all the work? • I don't have any questions because all my questions were answered today. • How can I support routine testing? • What is the plan to integrate internal systems to align and support the success of the statewide integrated planning? (RFA/NOFA development and distribution, Grant monitoring, Data sharing and collection, etc...) <p>2) What questions do you have for the HIV Community Planning Support Team?</p> <ul style="list-style-type: none"> • N/A, None, None at this time (x9) <p>3) What additional topics would like discussed or featured at future Integrated Plan meetings?</p> <ul style="list-style-type: none"> • N/A, None, None at this time (x5)



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	<ul style="list-style-type: none"> • Homelessness and Transgender communities • Housing Medical • Progress evaluation and monitoring • Not sure <p>4) Final Comments, Questions, Concerns.</p> <ul style="list-style-type: none"> • None, NA, Not at this time (4x) • Nothing to report. • Proud of the work that is being accomplished. • Everything was great! Happy Holidays! • Yes • Today’s meeting was good because it broke down on what each committee focuses on.
<p>New Business</p>	<p>2024 Work Plan</p> <p>George Lowe transitioned to discuss the 2024 Work Plan which shows how the goals and activities were broken down for the different committees. The Integrated Planning Committee will focus on reviewing the Integrated Plan during January & February, then transition to completing Program Activity 1.1 from March to May, and then assign Cycle 3 Activities in June for the last 6 months of 2024.</p> <p>The Support Team announced that NJHPG Leadership repurposed the Data and Research Committee as a resource hub. From this point forward, the 3 working committees can request data/research from the Data and Research Committee to create a more efficient system.</p> <p>The Support Team then asked attendees to share questions and feedback on the Work Plan.</p> <p>George Lowe and Karen Walker stated that this Work Plan is very clear and concise.</p> <p>Review Monitor and Evaluation Guidance</p> <p>George Lowe transitioned to the next part of the</p>



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meeting which was to review the Monitor and Evaluation Guidance.

The Support Team presented and reviewed the draft Monitor and Evaluation Guidance. They opened the floor for questions and feedback.

Carla-Ann Alexander mentioned that this guidance was very thorough and is an important part of the process.

Allison Delcalzo-Berens asked for clarification on the Monitor and Evaluation Framework table and the Accountability section. The Support Team stated that the Expected Action Steps and Desired Deliverables portions of the table will be pulled from the NJHPG recommendations. The Support Team also explained that the Accountability section is a new innovative framework that NJHPG can build from scratch.

Clifford Barnett asked what the committee is trying to get out of the community forums. He recommended a survey to obtain feedback from the community. The possibility of focus groups was mentioned by The Support Team.

Saquan Stevenson asked what the committee is requiring the DOH to report on. The Support Team responded by explaining that the DOH will be reporting based on the Monitor and Evaluation Framework.

Jaivon Lewis suggested changing "DOH" to "NJDOH" and spelling out "New Jersey HIV Planning Group."

Allison Delcalzo-Berens asked if there were any final questions or feedback. She also asked The Support Team to resend the updated guidance & resend it with edits before the February meeting.



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Review and Approve Updated Recommendation Guidance

The Support Team shared and reviewed the updated Recommendation Guidance.

Jaivon Lewis stated that he liked how the original graphic had numbered steps to show people the direction to work in. He said that the new graphic does not show the direction. The Support Team suggested adding numbers to the side of the new graphic. Clifford Barnett agreed adding numbers to the side will make the chart make more sense.

Karen Walker and Michelle Harvey agreed on the look of the new graphic.

Karen Walked made a motion to approve the new graphic. Carla-Ann Alexander seconded the motion. A virtual poll was conducted and the new graphic was approved pending the addition of numbers to the left column.

Committee Feedback

Jaivon Lewis asked attendees for their feedback regarding the progress made toward the goals.

Allison Delcalzo-Berens stated that this was hard to answer without looking at data and asked where data can be accessed.

Karen Walked stated that she believes COVID-19 was a set-back.

George Lowe mentioned that clients at his center will come in to eat or shower, but they are not taking their medication. He stated that it would be helpful to offer monthly injections rather than having the burden of taking a pill every day and following up



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	<p>with frequent appointments.</p> <p>Jaivon Lewis suggested considering bringing the data requests to the Data and Research Committee so that the committee can ensure they are on track with reaching their goals.</p>
<p>Agenda for next meeting February 7th, 2024</p>	<p>Allison Delcalzo-Berens suggested adding Finalizing the Monitor and Evaluation Guidance to the next Meeting Agenda. In addition, she suggested making time to review the data within the Integrated Plan and also creating a section within the agenda for attendees to introduce New Business on their own.</p> <p>The next meeting will be on February 7th from 10am to 12pm.</p>
<p>Evaluation</p>	<p>HCPST shared evaluation link for feedback on today’s meeting. Results will be presented at the next meeting.</p>
<p>Adjournment</p>	<p>George Lowe asked for a motion to adjourn the meeting. Karen Walker motioned, seconded by Anjettica Boatwright. The meeting adjourned at 11:45 am.</p>

Meeting Documents

- Draft Integrated Plan Committee Agenda_1.3.24
- DRAFT NJHPG Integrated Planning Committee Meeting Minutes_12.6.23
- DRAFT NJHPG Monitor & Evaluation Guidance December 2023
- NJHPG Activity Cycle 2 Work plan
- DRAFT SMARTIE Recommendation Guidance January 2024



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