

# New Jersey HIV Planning Group Integrated Plan Committee Meeting Agenda

Wednesday, February 7<sup>th</sup>, 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
10:05am	Introductions & New Members <i>Name, Organization, &amp; Strength</i>	George Lowe
10:10am	Evaluation Review- <i>Committee Conversation</i>	HCPST
10:40am	Old Business <ul style="list-style-type: none"><li>Finalize &amp; Approve Monitor &amp; Evaluation Guidance</li></ul>	Allison Delcalzo-Berens & George Lowe
11:00am	New Business <ul style="list-style-type: none"><li>Review the Data within the Integrated Plan</li></ul>	Allison Delcalzo-Berens & George Lowe
11:30am	Committee Announcements & Public Comments	George Lowe
11:45am	Integrated Plan Committee Agenda <b>Next Meeting: March 6<sup>th</sup>, 2024</b>	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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# New Jersey HIV Planning Group Integrated Planning Committee Meeting Minutes

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<b>ATTENDANCE</b>			
<b>NJHPG Members</b>			
Allison Delcalzo-Berens	<b>P</b>	George Lowe	<b>P</b>
Amir Gatlin-Colon	<b>P</b>	Jaivon Lewis	<b>P</b>
Anjettica Boatwright	<b>P</b>	Johanne Rateau	<b>P</b>
Chad Balodis	<b>P</b>	Monique Springer	<b>P</b>
<b>Committee Member</b>			
Carla-Ann Alexander	<b>A</b>	Kathy Ahearn-O'Brien	<b>P</b>
Jill York	<b>P</b>	Tameka Allen	<b>P</b>
Karen Walker	<b>A</b>		
<b>Non-Voting Member</b>			
Carol Vincent, Charla Cousar, Gabrielle Ferrigno, Jerome Pipes, June Dowell-Burton, Lara Dykstra, Manny Gamarra, Mary Nolan, Renee Cirillo, Victoria Murray, Yudelka Miseses			
<b>HIV Community Planning Support Team</b>			
Dottie Rains-Dowdell	<b>P</b>	Taylor Lightner	<b>P</b>
Selena Aponte	<b>P</b>		

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



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## AGENDA

Item	Discussion
<b>Welcome and Moment of Silence</b>	Allison Delcalzo-Berens began the meeting at 10:07am 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.
<b>Approval of the Agenda</b>	Allison Delcalzo-Berens reviewed the agenda with the Committee. Tameka Allen motioned to approve the agenda, seconded by Chad Balodis. HCPST conducted a virtual vote, motion passed.
<b>Approval of Meeting Minutes</b>	Allison Delcalzo-Berens reviewed the January Meeting Minutes with the Committee. Tameka Allen motioned to approve the minutes, seconded by Chad Balodis. HCPST conducted a virtual vote, motion passed.
<b>Introductions</b>	George Lowe started introductions by asking attendees unmute and introduce themselves.
<b>Evaluation Review</b>	<p>The HCPST presented the January Evaluation. There were 16 responses; 6 NJHPG Member, 7 Committee Members, &amp; 3 Guests.</p> <ol style="list-style-type: none"> <li>1) What questions do you have for the DOH? <ul style="list-style-type: none"> <li>• N/A, None, No (x12)</li> <li>• Update on data plan</li> <li>• What are some possible ways to collaborate on accountability as it relates to monitoring, evaluation and recommendations? Who do we count on to help make the process seamless?</li> <li>• Housing updates</li> <li>• Does anyone from the DHSTS attends the integrated planning meetings?</li> </ul> </li> <li>2) What questions do you have for the HIV Community Planning Support Team? <ul style="list-style-type: none"> <li>• N/A, None, None at this time (x15)</li> <li>• When will the goals set forth be met?</li> </ul> </li> <li>3) What additional topics would like discussed or</li> </ol>



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	<p>featured at future Integrated Plan meetings?</p> <ul style="list-style-type: none"> <li>• N/A, None, None at this time (x12)</li> <li>• A quarterly progress report which outlines the progress of the work completed or in progress.</li> <li>• Continue to look at the monitoring process.</li> <li>• Housing</li> <li>• How do we better understand the wants and needs of community separate from our own wants/agenda</li> </ul> <p>4) Final Comments, Questions, Concerns.</p> <ul style="list-style-type: none"> <li>• None, NA, No (x8)</li> <li>• You are all right on track!</li> <li>• Looking forward to seeing what other great things that will come from this committee.</li> <li>• Great meeting and participation!</li> <li>• Nothing...but it was a good meeting.</li> <li>• Making great progress...</li> <li>• I would love to see more community involvement,</li> <li>• The more we meet the more I understand the goals but understanding and seeing the changes are two different things.</li> <li>• Great kick off to 2024</li> </ul>
<p><b>Old Business</b></p>	<p>George Lowe transitioned to Old Business. The Support Team then shared the DRAFT Monitor and Evaluation Guidance for attendees to review and discuss.</p> <p>The Support Team briefly reviewed the document for new attendee.</p> <p><b>Committee Feedback:</b>  <i>Jaivon Lewis mentioned that although these recommendations may go to DHSTS, other stakeholders may be the ones actually implementing them. George Lowe suggested still stating that the DOH is responsible for completing the recommendations since they are the ones determining who is completing them. Johanne</i></p>



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	<p><i>Rateau agreed with keeping DOH listed rather than listing agency stakeholders.</i></p> <p><i>Kathy Ahearn-O'Brien mentioned that the Monitor and Evaluation Framework Table might be a good place for the DOH to input any challenges they may be having completing the recommendations, such as an issue with outside stakeholders.</i></p> <p><i>Kathy Ahearn-O'Brien brought up a concern with the "Independent Oversight" section of the guidance. She mentioned that the DOH may not have the funds to hire a liaison to monitor the implementation. Changed to "Additional Oversight Option."</i></p> <p><i>Allison-Delcalzo-Berens suggested defining the word "stakeholder" when doing this work.</i></p> <p><i>Allison-Delcalzo-Berens clarified that the way DOH decides to implement the recommendations will vary, but the deliverables/outcomes are what will be reported. Time-frame and Action Items may not follow the recommendation exactly based on funding/capacity. Because of this, she mentioned that the first column of the table is not needed. She also suggested adding a column for baseline data, progress update, and changed the data column to 2 separate columns (responsibility and data tracking).</i></p>
<p><b>Community Announcements and Public Comments</b></p>	<p>George Lowe announced to the Committee that this will be a new section added to the agenda to allow attendees to have a space to talk about concerns or anything that they feel needs to be addressed.</p> <p>He started by announcing that his organization recently contracted with an IOP and they are now a</p>



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	<p>satellite for an Intensive Outpatient Program. They now no longer have to refer clients out. They also wrote a grant for the Opioid Settlement Fund and have an electric van to transport their clients to various locations for services/treatment. They also put in a grant for HOPWA research project/pilot program.</p> <p>Kathy Ahearn-O'Brien announced that Hyacinth has applied for the State for 2 HOPWA grants.</p>
<p><b>Agenda for next meeting</b> March 6<sup>th</sup>, 2024</p>	<p>Allison Delcalzo-Berens suggested adding the Review of the Integrated Plan Data to the next meeting agenda due to time. She also suggested adding time to revisit the Monitor and Evaluation Guidance at the next meeting to allow new attendees more time to review the document and give feedback. George Lowe asked attendees to review the document and send any feedback to The Support Team within 2 weeks.</p> <p>The next meeting will be on March 6th from 10am to 12pm.</p>
<p><b>Evaluation</b></p>	<p>HCPST shared evaluation link for feedback on today's meeting. Results will be presented at the next meeting.</p>
<p><b>Adjournment</b></p>	<p>George Lowe asked for a motion to adjourn the meeting. Anjettica Boatwright motioned, seconded by Monique Springer. The meeting adjourned at 12:00 pm.</p>

## Meeting Documents

- Draft Integrated Plan Committee Agenda\_2.7.24
- DRAFT NJHPG Integrated Planning Committee Meeting Minutes\_1.3.24
- DRAFT NJHPG Monitor & Evaluation Guidance



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