

New Jersey HIV Planning Group Strategic Planning Committee Meeting Agenda

Wednesday, September 2nd, 2026
10am-12pm

Tameka Allen
Co-Chair

Angela Petrone
Co-Chair

The Strategic Planning Committee supports the development and maintenance of the statewide Integrated HIV Prevention and Care Plan in alignment with CDC and HRSA guidance. This Committee is responsible for developing actionable recommendations and refining and assigning activities to the working Committees each cycle. The addition of the Program Development Sub-Committee marks a shift toward a new path of strategic planning, enhancing its ability to more effectively address the evolving landscape of service delivery.

***Please note all times are approximate**

10:00am	Welcome & Moment of Silence Establishment of Agenda Review and Approval of Meeting Minutes	Tameka Allen
10:10am	Introductions • <i>Name & Organization</i>	Tameka Allen
10:20am	Evaluation Review & NJHPG Overview	HCPST
10:30am	DOH Report Out	DOH
10:45am	Old Business • Review Local Boards of Health Survey Results • Determine Next Steps for Policy Activity 5.5	Tameka Allen
11:15am	New Business • Recruitment Strategies for both NJHPG and Strategic Planning Committee • Co-Chair Nominations • Integrated Plan Conversation	Tameka Allen & HCPST
11:40am	Draft Strategic Planning Committee Agenda <i>Next Meeting: October 7th, 2026</i>	Tameka Allen



The NJHPG is maintained by the Division of Syndemics and Substance Use Services (DSSUS) with support from the HIV Community Support and Development Initiative – Jefferson Health.

11:45am	Committee Announcements & Public Comments	Tameka Allen
11:55am	Evaluation	HCPST
12:00pm	Adjournment	Tameka Allen

Members of Committee (Quorum: 3): *Allison Delcalzo-Berens, Angela Petrone, Tameka Allen, Karen Walker*



New Jersey HIV Planning Group
Strategic Planning Committee Meeting Minutes
Wednesday, September 2nd, 2026

ATTENDANCE

NJHPG Members

Allison Delcalzo-Berens	P	Tameka Allen	P
Karen Walker	P	Saquan Stevenson	
Luis Otano	P		

Committee Member

Non-Voting Member

Chad Boladis, Charla Cousar, Luce Morgan, Melanie Mercado-Miller, Tonia Pressley, Mary Nolan, Melissa Eley, K Barish, Stephanie Choi, Jerry Dillard, Mira Zakhary, Monique Springer, Starlet Gomez

HIV Community Planning Support Team

Dottie Rains-Dowdell	P	Deyona Pope	P

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



AGENDA	
Item	Discussion
Welcome and Moment of Silence	Tameka Allen opened the meeting 10:05am and welcomed all attendees. A moment of silence was held to honor individuals lost to HIV/AIDS and recognize the resilience of people living with HIV while continuing efforts to reduce HIV stigma and transmission.
Approval of the Agenda & Meeting Minutes	Tameka Allen reviewed the agenda and past meeting minutes with the committee. The Committee reviewed and approved the meeting agenda and May 6, 2026 Strategic Planning Committee meeting minutes through virtual motions and voting. Luis Otano moved to approve the agenda, and Saquan Stevenson seconded the motion. The agenda was approved by poll. Saquan Stevenson reviewed the May 6, 2026 meeting minutes. Monique moved to approve the minutes, and Allison Delcalzo seconded the motion. The minutes were approved by poll.
Introductions	Committee members, NJHPG support staff, Department of Health representatives and guests introduced themselves and shared their organizational affiliations and roles.
Evaluation Review	The support team reviewed evaluation feedback from the May meeting. Eleven responses were received: three NJHPG members, one community member, and seven guests. Respondents reported no questions for the Department of Health or the HIV Community Planning Support Team and described the meeting and discussion positively.



NJHPG Overview

The Support Team next presented the Strategic Planning Committee Overview PPT. They walked the Committee through a PPT. The information is listed below.

Goal of NJHPG

- We are a planning body that works through the NJ Integrated Plan with the goal of ending the transmission of HIV within the state of New Jersey.
- The 120+ Activities listed within the Integrated plan explains what need to happen to achieve the goal of ending the epidemic.
- It is up to the individual committees to inform the Department of Health how they would like these activities to be implemented.
- NJHPG fulfills that role of planning through the completion of SMARTIE Recommendations.

Priority Populations

- Black, Hispanic, White MSM- 25 years old - 44 years old
- Males who inject drugs
- Black & Hispanic Heterosexual Females- 25 years old - 44 years old
- Transgender Women
- Youths
- Others; Sex workers, Immigrants, Older Adults, Disabled & Justice Involved Individuals

Purpose & Objectives of the Strategic Planning Committee

- The Strategic Planning Committee supports the development and maintenance of the statewide Integrated HIV Prevention and Care Plan in alignment with CDC and HRSA guidance.
- This Committee is responsible for developing actionable recommendations and refining and assigning activities to the working Committees each cycle.
- SMARTIE Recommendation Process-
<https://public.3.basecamp.com/p/7g2s3WaZraXKypVUmFewPwmG>



**DOH Report-
Out**

Mary Nolan reported that invitations had been sent to partners interested in the AgeWise pilot project. Training was scheduled for September 4, 2026, and participants were directed to contact Melanie at Jefferson for additional information. Charlotte Cousar reported no additional updates.



Old Business

The committee reviewed results from a 16-response survey developed to inform Policy Activity 5.5, which focuses on collaboration with New Jersey Local Boards of Health to provide educational training on HIV screening. Responses represented several municipalities and addressed current HIV prevention practices, linkage to screening and care, and needed supports.

- Reported needs included HIV services and screening education, on-site screening resources, HIV prevention resources, referral and linkage resources, and information about NJHPG participation.
- The survey did not clearly connect each reported need to a specific jurisdiction or identify the role of each respondent.
- Members noted that Local Boards of Health, county health departments, and contracted providers may have different responsibilities, which may have affected how respondents interpreted the questions.
- Members recommended refining the questions and conducting targeted follow-up to identify who needs support, what services already exist, and where referral networks need strengthening.
- The committee discussed using existing trainings to create a recommended pathway rather than developing an entirely new curriculum. Trauma-informed care should be included where appropriate.
- NJHPG can encourage participation, recommend resources, and request training attendance information, but it does not have direct regulatory authority over Local Boards of Health.
- The Office of Local Public Health is in a different Department of Health division; collaboration and relationship-building were identified as more practical than funding-related enforcement.

The committee agreed to revisit the discussion during the next committee coordination call, gather the recommendations raised, reconnect with Amber from the Office of Local Public Health, and determine the appropriate next steps.



New Business

- The committee has a vacant co-chair position following Angela Patron's departure. Tameka Allen continues to serve as co-chair.
- Karen Walker graciously declined the nomination.
- Allison Delcalzo offered temporary meeting facilitation support for October through December while the committee recruits an eligible co-chair. Saquan Stevenson also offered support as needed.
- The NJHPG team will develop an outreach strategy for eligible committee members and NJHPG leadership to fill the co-chair vacancy.
- Individuals who have attended two committee meetings may be eligible to apply for committee membership, subject to confirmation under the bylaws.
- Recruitment strategies discussed included the community vending kit, electronic or mini outreach kits for partner events, referrals through the Community Engagement Committee liaison, promotion at committee meetings and General Assemblies, printed applications, a QR code linked directly to the membership application, and dedicated application time during a General Assembly.
- The next General Assembly was announced for October 15, 2026, in New Brunswick, with details to follow by email.
- The committee discussed the need for members to become familiar with the updated New Jersey Integrated HIV Prevention and Care Plan before planning and assigning 2027 activities. The plan had been distributed with the meeting reminder, and committee-level review will continue while statewide distribution is coordinated.



Community Announcement And Public Comments	Tameka Allen asked the Committee to share any announcements. Luce Morgan shared that NJTACD has provided plan overviews for the PrEP and community health worker workforces and can offer technical assistance to NJHPG members and planning councils. Luce agreed to work with the support team on an integrated plan overview for the Strategic Planning Committee.
Agenda for next meeting	Next meeting on October 7th from 10am to 12pm. Members reviewed the draft agenda for the October 7 meeting. Proposed topics included a deeper review of the integrated plan, the status of GAC activities, follow-up on Local Boards of Health survey findings and outreach to Amber from the Office of Local Public Health, recruitment of committee members, and recruitment of a co-chair
Evaluation	HCPST shared evaluation link for feedback on today's meeting. Results will be presented at the next meeting.
Adjournment	Tameka Allen asked for a motion to adjourn. Karen Walker made a motion to adjourn and Alison Delcazo-Berrens second. The meeting adjourned at 12:00pm.
Meeting Documents	
• Draft Strategic Planning Committee Agenda • DRAFT NJHPG Strategic Planning Committee Meeting Minutes • Committee Evaluation	



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Decisions and Action Items

Responsible Party	Action
NJHPG Support Team and committee leadership	Compile feedback from the Policy Activity 5.5 discussion and review next steps during the next coordination call.
Committee leadership	Review prior notes and reconnect with Amber from the Office of Local Public Health and regional public health liaisons.
NJHPG Support Team and partners	Refine follow-up questions so reported needs can be connected to specific jurisdictions, respondent roles, existing services, and referral gaps.
Luce Morgan and training partners	Explore a recommended pathway using existing training resources, including trauma-informed care and technical assistance options.
Allison Delcalzo	Provide temporary facilitation support, as available, while an official co-chair is recruited.
NJHPG leadership	Develop and implement outreach to eligible members and committee participants for the co-chair vacancy.
Deyonna Pope and Community Engagement leadership	Share liaison information and support electronic or scaled-down outreach materials for partner events.
NJHPG Support Team	Consider printed applications, an application QR code, and dedicated application time at the October General Assembly.



The NJHPG is maintained by the Divisions of HIV, STD, and TB Services (DHSTS) with support from the South Jersey AIDS Education and Training Center (AETC) – Jefferson Health.