

New Jersey HIV Planning Group Integrated Plan Committee Meeting Agenda

Wednesday, May 1st, 2024

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
10:10am	Introductions • <i>Name, Organization, & Strength</i>	George Lowe
10:20am	Evaluation Review	HCPST
10:35am	Unfinished Business • Finalize Recommendation for Program 1.1	Allison Delcalzo-Berens
11:35am	Committee Announcements & Public Comments • <i>Evaluation Conversation</i>	George Lowe
11:45am	Integrated Plan Committee Agenda Next Meeting: June 5th, 2024	Allison Delcalzo-Berens
11:55pm	Evaluation	HCPST
12:00pm	Adjournment	George Lowe

Members of Committee (Quorum: 5): Allison Delcalzo-Berens, Carla-Ann Alexander, Jill York, Karen Walker, Kathy Ahearn-O'Brien, Tameka Allen, Chad Balodis, George Lowe



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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)

JANUARY - JUNE 2024 Workplan

TASKS	Goals 1 & 2; 7 Activities					
	January	February	March	April	May	June
Integrated Plan Committee						
Integrated Plan Review						
Program Activity 1.1						
Assign Cycle 3 Activities						
Priority Setting Committee						
System Activity 1.1						
Program Activity 2.1						
Program Activity 2.2						
Community Engagement Committee						
Stigma Activity 1.1						
Program Activity 1.2						
Program Activity 1.3						



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New Jersey HIV Planning Group Integrated Planning Committee Meeting Minutes

Wednesday, May 1st, 2024
Electronic Meeting via ZOOM Video Conference

ATTENDANCE			
NJHPG Members			
Allison Delcalzo-Berens	P	George Lowe	P
Amir Gatlin-Colon	A	Jaivon Lewis	P
Anjettica Boatwright	P	Monique Springer	
Chad Balodis	P		
Committee Member			
Carla-Ann Alexander	A	Kathy Ahearn-O'Brien	P
Jill York	P	Tameka Allen	P
Karen Walker	P		
Non-Voting Member			
Alex Flores, Charla Cousar, Clifford Barnett, Gabrielle Ferrigno, Jerome Pipes, Lara Dykstra, Karyn Berk, Manny Gamarra, Mary Nolan, Rekha Damaraju, Swetha Kamath, Tri Nguyen			
HIV Community Planning Support Team			
Dottie Rains-Dowdell	P	Taylor Lightner	P
Selena Aponte	P		

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



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AGENDA

Item	Discussion
Welcome and Moment of Silence	Allison Delcalzo-Berens began the meeting at 10:03 am 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. Anjettica Boatwright motioned to approve the agenda, seconded by Tameka Allen. HCPST conducted a virtual vote, motion passed.
Approval of Meeting Minutes	Allison Delcalzo-Berens reviewed the past Meeting Minutes with the Committee. Anjettica Boatwright motioned to approve the minutes, seconded by Tameka Allen. HCPST conducted a virtual vote, motion passed.
Introductions	George Lowe started introductions by asking attendees to unmute and introduce themselves.
Evaluation Review	<p>The HCPST presented the past Evaluation. There were 14 responses; 4 NJHPG Members, 5 Committee Members, & 5 Guests.</p> <p>1) What questions do you have for the DOH?</p> <ul style="list-style-type: none"> • N/A (x5) • None at this time (x3) • None (x2) <p>2) What questions do you have for the HIV Community Planning Support Team?</p> <ul style="list-style-type: none"> • N/A (x5) • None at this time (x3) • None (x2) <p>3) What additional topics would like discussed or featured at future Integrated Plan meetings?</p> <ul style="list-style-type: none"> • N/A (x3) • None at this time (x3) • None (2x)



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	<ul style="list-style-type: none"> • Treatment Adherence • How to make the transgender feel more comfortable coming to meetings etc <p>4) Final Comments, Questions, Concerns.</p> <ul style="list-style-type: none"> • N/A (x3) • None(x3) • None at this time (x3) • This meeting was awesome I love how Alex Flores spoke I think it bought a lot to the meeting
<p>Unfinished Business</p>	<p>Allison Delcalzo-Berens transitioned the Committee to Unfinished Business to finalize their recommendations for Program Activity 1.1.</p> <p>The finalized recommendation is listed below.</p> <p>Program Activity 1.1; Create and promote public leadership opportunities for people with or who experience risk for HIV. (NHAS 3.3.1)</p> <p>Action Step 1: Collect information of what positions individuals with lived experience may be interested in. <i>Lived Experience can include- those who are affected by HIV, people living with or at risk of HIV, individuals related to or are caretakers of people with HIV, people who have experience using RW, people who utilize prevention and treatment services, harm reduction, and/or certified peer recovery advisors.</i></p> <p>a. Stakeholders Involved/Needed</p> <ul style="list-style-type: none"> • D&R Committee, People who are providing programs for people with lived experience, people who have previously completed lived experience trainings/education, people with lived experience already working in the field, long term survivors/people getting treatment/testing <p>b. Is this task measurable? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Deliverables;</i></p> <p>1. D&R will provide a set of questions to identify</p>



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where individuals would want to work within this field. *(First Report Out- August 2024)*

2. Utilize events and outreach to collect information/interests from individuals *(February 2025)*

3. Record the data and develop a process to distribute the information back to NJHPG & the community. *(May 2025)*

4. DOH will take steps towards evolving RFPs to include public leadership pathways for people with lived experience. *(July 2025)*

c. Due by; 7/31/2025

Committee Feedback:

Anjettica Boatwright suggested that the due date for this Action Step should be January of 2025.

A guest suggested it would make sense to have due dates for each step listed under the deliverables.

Allison Delcalzo-Berens reminded the Committee that it does take the NJHPG Executive Committee time to review the SMARTIE Recommendations and submit them to the DOH. She said that this would most likely take another month after the recommendation is finalized.

Following this conversation, the Committee decided it would be best to have a due date for each deliverable.

Action Step 2: Create a model that supports the ideology of having people with lived experience in leadership positions.

a. Stakeholders Involved/Needed

- D&R Committee, People who are providing programs from people with lived experience, people who have previously completed lived experience trainings/education, people with lived experience already working in the field, long term survivors/people getting



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treatment/testing, counselors
b. Is this task **measurable**? Yes No

Deliverables;

1. Obtain models/best practices/information/consult organizations who already operationalize programs for people with lived experience. (*Data & Research Committee*)
2. Develop a Guidance Tool/Policy Procedure Tool to use as a statewide training device.
3. Train agencies on how to recruit individuals with lived experience. This training will also provide resources and protocols for the site to properly prepare their organization/agency.
4. Incorporate Mentorship Programs & training/education for career development.

c. Due by; 7/31/2025

Committee Feedback:

A guest suggested that the Data and Research Committee could be utilized to obtain information, models, and best practices from agencies that currently operationalize programs for people with lived experience.

Allison Delcalzo-Berens suggested that this should be the first step listed under the deliverables. She also stated that the second step should be to develop a Guidance Tool or Policy and Procedure Tool to use as a training device for agencies.

A guest added that counselors should be listed as a deliverable.

Kathy Ahearn-O'Brien reminded the Committee this recommendation must align with the employment laws.

In response to this, Allison Delcalzo-Berens suggested changing the first deliverable to also include "consult with experts on employment law." She shared that this



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	<p><i>information would then be added into the Guidance Tool.</i></p> <p><i>George Lowe added that there are examples of how organizations create opportunities like this across New Jersey. He stated that this is something they could as the Data and Research Committee to look into as well.</i></p> <p><i>A guest shared that when creating opportunities for people who lived experience, it is important to recognize that we often only look at it through one lens. They also shared that it is important to identify non-traditional ways to tackle some of these issues.</i></p> <p><i>Karen Walker reiterated the importance of understanding the legality of this. She also stated that there may also already be individuals with lived experience in leadership positions, but they do not want to disclose that information.</i></p> <p><i>A guest then reminded the Committee that lived experience does not always mean a person living with HIV.</i></p>
<p>Community Announcement and Public Comments</p>	<p>Allison Delcalzo-Berens transitioned the Committee to the next section of the agenda and asked attendees to share any updates or announcements.</p> <p>There were no attendee announcements at the time.</p> <p>Allison Delcalzo-Berens then refocused the Committee on some of the items mentioned in the previous evaluation. One of the comments was about how to make the transgender community feel more comfortable in meetings. Allison Delcalzo-Berens opened the floor to the Committee to discuss this comment.</p> <p>Jaivon Lewis stated that his first thought was “are our meetings not comfortable for people to come to?” He shared that he does believe we make the meetings comfortable, but that is just the first thing that popped into</p>



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	<p>his mind.</p> <p>Tameka Allen stated that it could have just been one bad experience or one person who made them feel uncomfortable which can make the entire space/meeting feel uncomfortable.</p> <p>Karyn Berk shared that it is very difficult for the transgender community to find services in New Jersey. She asked if it would be possible to create a list of available services for these individuals. The Support Team shared that there is a resource listed on the NJHPG website from the TDOL.</p> <p>George Lowe also reminded attendees that the DHSTS Questions in the evaluations get sent directory to the DOH and are answered at the next General Assembly.</p>
<p>Agenda for next meeting June 5th, 2024</p>	<p>Next meeting on June 5th from 10am to 12pm, the committee will be assigning the Cycle 3 Activities.</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. Anjettica Boatwright motioned, seconded by Jill York. The meeting adjourned at 11:35 am.</p>

Meeting Documents

- Draft Integrated Plan Committee Agenda_5.1.24
- DRAFT NJHPG Integrated Planning Committee Meeting Minutes_4.3.24
- DRAFT SMARTIE Recommendation for Program Activity 1.1



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