

**New Jersey HIV Planning Group**  
**Integrated Plan Committee Meeting**  
**Agenda**

**Wednesday, October 2<sup>nd</sup>, 2024**  
**10am-12pm**

**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. This Committee is assigned fulfilling recommendations and assigning activities to the working committee each cycle.*

**\*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 &amp; Organization</i>	George Lowe
10:20am	Evaluation Review Overview of NJHPG & Cycle 3 Workplan	HCPST
10:45am	New Business • Finalize Recommendation for System 4.6	Allison Delcalzo-Berens
11:30am	Draft Integrated Plan Committee Agenda <i>Next Meeting: November 5<sup>th</sup>, 2024</i>	George Lowe
11:40am	Committee Announcements & Public Comments	Allison Delcalzo-Berens
11:45am	Evaluation	HCPST
12:00pm	Adjournment	George Lowe

**Members of Committee (Quorum: 4):** Allison Delcalzo-Berens, Amir Gatlin-Colon, Jill York, Kathy Ahearn-O'Brien, Tameka Allen, Chad Balodis, George Lowe



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### Cycle 3 Assigned Activities

**System Activity 4.5:** Promote the expansion of existing programs and initiatives designed to increase the numbers of non-White research and health professionals. (NHAS 3.5.1)

**System Activity 4.6:** Increase support for the implementation of mentoring programs for individuals from diverse cultural backgrounds to expand the pool of HIV research and health professionals. (NHAS 3.5.2)

July 2024 - December 2024						
TASKS	Goals 3 & 4; 11 Activities					
	July	Aug.	Sept.	Oct.	Nov.	Dec.
<b>Integrated Plan Committee</b>						
System Activity 4.5						
System Activity 4.6						
Combine Activities from Goal 5						
Assign Activities from Goal 5						
<b>Priority Setting Committee</b>						
System Activity 3.1						
System Activity 3.2						
System Activity 3.4						
<b>Community Engagement Committee</b>						
System Activity 4.1 & 4.3						
System Activity 4.2						
System Activity 4.4						
<b>Data &amp; Research Committee</b>						
System Activity 3.3						
System Activity 3.5						
Data Request Volunteers						



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# New Jersey HIV Planning Group Integrated Planning Committee Meeting Minutes

**Wednesday, October 2<sup>nd</sup>, 2024**  
Electronic Meeting via ZOOM Video Conference

<b>ATTENDANCE</b>			
<b>NJHPG Members</b>			
Allison Delcalzo-Berens	<b>P</b>	Jaivon Lewis	<b>P</b>
Amir Gatlin-Colon	<b>P</b>	Luis Otano	<b>P</b>
Johanne Rateau	<b>P</b>	Monique Springer	<b>P</b>
Chad Balodis	<b>P</b>	Tameka Allen	<b>P</b>
George Lowe	<b>P</b>		
<b>Committee Member</b>			
Jill York	<b>P</b>	Kathy Ahearn-O'Brien	<b>P</b>
Karen Walker	<b>LOA</b>		
<b>Non-Voting Member</b>			
Jerome Pipes, Carol Vincent, Cliff Barnet, Charla Cousar, Emmanuel Gamarra, Steve Dunagan, Renne Cirillo, Lara Dykstra, June Dowell-Burton, Shwetha Kamath, Joe Sirak, Rekha Damaraju			
<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; LoA – Leave of absence*



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<b>AGENDA</b>	
<b>Item</b>	<b>Discussion</b>
<b>Welcome and Moment of Silence</b>	Allison Delcalzo-Berens began the meeting at 10:05 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.
<b>Approval of the Agenda</b>	Allison Delcalzo-Berens reviewed the agenda with the Committee. Monique Springer motioned to approve the agenda, seconded by Jill York. HCPST conducted a vote, and the motion passed.
<b>Approval of Meeting Minutes</b>	Allison Delcalzo-Berens reviewed the past Meeting Minutes with the Committee. Luis Otano motioned to approve the minutes, seconded by Jill York. HCPST conducted a vote, the motion passed.
<b>Introductions</b>	George Lowe started introductions by asking attendees to unmute and introduce themselves.
<b>Evaluation Review</b>	<p>The HCPST presented the past Evaluation. There were 11 responses; 4 NJHPG Members, 4 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>• No</li> <li>• None</li> <li>• No questions at this time. (2x)</li> <li>• N/A (x2)</li> <li>• When will one of the goals/activity be implemented in real time?</li> <li>• How are we addressing tracking the progress of the activities on the Integrated Plan?</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</li> <li>• None at this time</li> <li>• None</li> <li>• No questions at this time</li> </ul> </li> <li>3) What additional topics would like discussed or featured at future Integrated Plan meetings?</li> </ol>



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	<ul style="list-style-type: none"> <li>• N/A</li> <li>• None at this time</li> <li>• No suggestions at this time</li> <li>• Housing</li> <li>• How can we increase PrEP/Prevention Awareness within young groups? I.E. adolescents, young adults, and mid-late aged adults. How can we increase inter generational collaboration.</li> <li>• Realistic tracking and evaluation</li> </ul> <p>4) Final Comments, Questions, Concerns.</p> <ul style="list-style-type: none"> <li>• Nothing to Report</li> <li>• None</li> <li>• Great Meeting</li> <li>• N/A (3x)</li> <li>• I have not attended a technical assistance meeting as of yet. However, I will be in the near future.</li> <li>• I would attend NJHPG technical assistance if the topic were relevant</li> </ul>
<p><b>Work Plan Review</b></p>	<p>The Support Team next presented the Integrated Plan Committee Workplan for the remainder of the year. They walked the Committee through a PPT the information is listed below.</p> <p><u>Goal of NJHPG</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The 120+ Activities listed within the Integrated plan explains what need to happen to achieve the goal of ending the epidemic.</li> <li>• It is up to the individual committees to inform the Department of Health how they would like these activities to be implemented.</li> <li>• NJHPG fulfills that role of planning through the completion of SMARTIE Recommendations.</li> </ul> <p><u>Priority Populations</u></p> <ul style="list-style-type: none"> <li>• Black, Hispanic, White MSM- 25 years old - 44 years old</li> <li>• Males who inject drugs</li> <li>• Black &amp; Hispanic Heterosexual Females- 25 years old - 44 years old</li> </ul>



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	<ul style="list-style-type: none"> <li>• Transgender Women</li> <li>• Youths</li> <li>• Others; Sex workers, Immigrants, Older Adults, Disabled &amp; Justice Involved Individuals</li> </ul> <p><u>Purpose &amp; Objectives of the Integrated Plan Committee</u></p> <ul style="list-style-type: none"> <li>• 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 &amp; HRSA.</li> <li>• This Committee is assigned with fulfilling recommendations and assigning activities to the working committee each cycle.</li> <li>• SMARTIE Recommendation Process- <a href="https://public.3.basecamp.com/p/7g2s3WaZraXKypVUmFewPwmG">https://public.3.basecamp.com/p/7g2s3WaZraXKypVUmFewPwmG</a></li> </ul> <p><u>Assigned Activities for Cycle 3</u></p> <ul style="list-style-type: none"> <li>• System Activity 4.5: Promote the expansion of existing programs and initiatives designed to increase the numbers of non-White research and health professionals. (NHAS 3.5.1)</li> <li>• System Activity 4.6: Increase support for the implementation of mentoring programs for individuals from diverse cultural backgrounds to expand the pool of HIV research and health professionals. (NHAS 3.5.2)</li> </ul>
<b>New Business</b>	<p>Allison Delcalzo-Berens &amp; George Lowe transitioned the Committee to New Business and shared the current drafted recommendation for <b>System Activity 4.6: Increase support for the implementation of mentoring programs for individuals from diverse cultural backgrounds to expand the pool of HIV research and health professionals. (NHAS 3.5.2)</b> <b>Realistic</b> plan to achieve this includes the following activities, stakeholders, time, resources, and capacity.</p> <ol style="list-style-type: none"> <li>1. Action StepReview findings from needs assessment that was recommended in System 4.5       <ol style="list-style-type: none"> <li>a. <i>Stakeholders Involved/Needed</i> DHSTS and NJHPG</li> </ol> </li> </ol>



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	<p>b. Is this task <b>measurable</b>? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <i>Deliverables;</i>  <i>Present/Disseminate findings of the needs assessment to NJHPG. (due date for the needs assessment was end of 2025)</i>  <i>Highlight the baseline numbers of the workforce.</i></p> <p>c. <i>Due by;</i> Click or tap to enter a date. April 2026</p> <p>2. Action Step Provide Technical Assistance/Resource Hub for Best Practices in Mentorships provided to providers (HIV service providers)</p> <p>a. <i>Stakeholders Involved/Needed</i>  HIV service providers, TACD/AETC, HEI (Higher Education Institutions)</p> <p>b. Is this task <b>measurable</b>? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <i>Deliverables;</i>  <i>Technical Assistance</i></p> <p>1. Include barriers to recruitment</p> <p>a. Engagement Strategies- incentive programs, provide resume addition for experience, include conferences/webinars/trainings,</p> <p>2. Include cultural competence</p> <p>3. Include trauma informed approaches/ methods</p> <p>4. Include resources for the use of language and verbiage</p> <p>5. What does supervision look like?</p> <p>6. What does evaluation look like? Provide evaluation tools?</p> <p>7. How to select and prepare mentors</p> <p>a. Identify skills, qualities, and capacity for good mentors</p> <p>b. Identify best pairing methods</p> <p>Resource Hub</p> <p>1. One-stop-shop to access all the resources provided in the technical assistance.</p> <p>c. <i>Due by;</i> Click or tap to enter a date. January 2026/December 2025</p> <p>3. Action Step Provide Technical Assistance/Resource</p>
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	<p>Hub for Best Practices in Internships</p> <p>a. <i>Stakeholders Involved/Needed</i> HIV Service Providers, AETC/TACD</p> <p>b. Is this task <b>measurable</b>? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Deliverables;</i> <i>Technical Assistance Training</i></p> <ol style="list-style-type: none"> <li>1. Address barriers of required teaching licensure</li> <li>2. Include barriers to recruitment</li> <li>3. Engagement Strategies- incentive programs, provide resume addition for experience, include conferences/webinars/trainings,</li> <li>4. Include cultural competence</li> <li>5. Include trauma informed approaches/ methods</li> <li>6. Include resources for the use of language and verbiage</li> <li>7. What does supervision look like?</li> <li>8. What does evaluation look like? Provide evaluation tools?</li> </ol> <p>Resource Hub</p> <ol style="list-style-type: none"> <li>1. One-stop-shop to access all the resources provided in the technical assistance.</li> </ol> <p>c. <i>Due by;</i> Click or tap to enter a date. January 2026/December 2025</p>
<b>Community Announcement and Public Comments</b>	George Lowe then asked attendees to share any updates or announcements. There were no announcements.
<b>Agenda for next meeting</b> November 6 <sup>th</sup> , 2024	Next meeting on November 6th from 10am to 12pm, the committee will be determining the activities for Cycle 4.
<b>Evaluation</b>	HCPST shared evaluation link for feedback on today’s meeting. Results will be presented at the next meeting.
<b>Adjournment</b>	George Lowe asked for a motion to adjourn the meeting. Luis Otano motioned, seconded by Jill York. The meeting adjourned at 11:43am.



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## Meeting Documents

- Draft Integrated Plan Committee Agenda
- DRAFT NJHPG Integrated Planning Committee Meeting Minutes
- Integrated Plan Committee Cycle 3 Workplan
- Education Didactic- System 4.6
- Draft Recommendation- System 4.6



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