

New Jersey HIV Planning Group
Data and Research Committee Meeting
Agenda

Wednesday, July 24th, 2024
 Electronic Meeting via ZOOM Video Conference

Angela Brandle
 Co-Chair

Rosie Ruiz
 Co-Chair

The Data and Research Committee takes the lead in requesting data from the State and then analyzing and understanding the data received. The Committee is a resource for all other committees and their data needs.

*Please note all times are approximate		
10:00 am	Welcome & Moment of Silence	Angela Brandle
10:05 am	Establishment of July's Agenda* Review and Approval of June Meeting Minutes*	Angela Brandle
10:10 am	Introductions <i>Name & Expertise/Type of Work</i>	Angela Brandle
10:20 am	June Evaluation	HCPST
10:25 am	Cycle 2 Recap & Cycle 3 Look Ahead	HCPST
10:35 am	New Business <ul style="list-style-type: none"> • System 3.3 Education Didactic • Draft System 3.3 	Angela Brandle
11:40 am	Announcements <ul style="list-style-type: none"> • <i>Data Request Volunteer Report-Out</i> 	Angela Brandle
11:50 am	Data and Research Committee Agenda Next Meeting: August 28, 2024	Angela Brandle
11:55 am	Meeting Evaluation	HCPST
12:00 pm	Adjournment*	Angela Brandle

HCPST – HIV Community Planning Support Team

Members of Committee (Quorum: 4): Angela Brandle, Debbie Mohammed, Michelle Harvey, Rosie Ruiz, Steve Dunagan & Tameka Allen



Reminder: Please raise your hand or use the chat box to contribute to the conversation.

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.

New Jersey HIV Planning Group
Data and Research Committee Meeting Minutes

Wednesday, June 26, 2024

Electronic Meeting via ZOOM Video Conference

ATTENDANCE

NJHPG Member

Angela Brandle	P		
Rosie Ruiz	LoA		
Michelle Harvey	P		
Monique Springer	P		

Committee Member

Debbie Mohammed	P	Tameka Allen	P
Steven Dunagan	P		

Non-voting Attendees

Ayo, Rekha Damaraju, Shwetha Kamath

HIV Community Planning Support Team

Dottie Rains-Dowdell	P	Taylor Lightner	P
Selena Aponte	A		

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



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AGENDA	
Item	Discussion
Welcome and Moment of Silence	Angela Brandle welcomed attendees and began the meeting at 10:06am followed by a moment of silence to honor those lost to HIV and those still fighting the virus.
Approval of Agenda & Meeting Minutes	<p>Angela Brandle reviewed the meeting Agenda. Michelle Harvey motioned to approve the Agenda, seconded by Tameka Allen. The Agenda was voted on and approved.</p> <p>The Support Team reviewed the May Meeting Minutes. Tameka Allen motioned to approve the Meeting Minutes, seconded by Michelle Harvey. The Meeting Minutes were voted on and approved.</p>
Introductions	Angela Brandle asked attendees to introduce themselves and share their expertise/area of work.
New Business	<p>Angela Brandle then transitioned to Old Business to finalize and approve the PEP and Self-Testing Kit Directories.</p> <p>The Committee started by looking at the HIV Self-Test Kit Directory. The Support Team shared that since the last meeting, individuals from the DOH provided more resources to add to this document. They also reviewed the Airtable survey where resources can be submitted throughout the year.</p> <p>Angela Brandle read through the current resources and asked the Committee if anyone had anything else they would like to add. She then asked for a motion to approve this directory. Monique Springer motioned to approve the Self-Test Kit Directory, seconded by Tameka Allen.</p>



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	<p>The Committee then moved on to review the PEP Directory. Again, the Support Team shared that additional resources have been added since the last meeting.</p> <p>Angela Brandle the asked the Committee what they think should be listed in the "Requirements" column. She asked if they are looking for certain populations or specific documents. Steve Dunagan stated that he likes how the requirements listed for SkyHeart Medical are very specific so that individuals know what is needed from them.</p> <p>The Support Team suggested adding a description to the Airtable survey question that asks if there are any requirements. It can ask individuals to be specific and list any required documents or steps that are needed to be taken before obtaining PEP.</p> <p>After this discussion, Angela Brandle asked for a motion. Tameka Allen motioned to approve the PEP Directory, seconded by Debbie Mohammed.</p> <p>After both directories were approved, Angela Brandle led the conversation regarding how the Committee would like these directories organized once more agencies are added. The Committee discussed that sorting alphabetically by County is a best practice, so that is what should be done with these 2 documents.</p>
<p>Data Request Volunteers</p>	<p>Angela Brandle next transitioned the Committee to begin deciding who would like to volunteer to fulfill Data Requests in July.</p> <p>The Support Team briefly reviewed the process and shared the table which listed each of the Committees, their meeting times, and their</p>



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	<p>assigned Activities. The Volunteers for the month of July are listed below.</p> <p>Integrated Planning Committee:</p> <ol style="list-style-type: none"> 1. Debbie Mohammed 2. Monique Springer <p><i>*Steve Dunagan volunteered to be a back-up.</i></p> <p>Priority Setting Committee:</p> <ol style="list-style-type: none"> 1. Tameka Allen 2. Michelle Harvey <p><i>*Debbie Mohammed volunteered to be a back-up.</i></p> <p>Community Engagement Committee:</p> <ol style="list-style-type: none"> 1. Angela Brandle 2. Steve Dunagan <p><i>*Debbie Mohammed volunteered to be a back-up.</i></p>
<p>Announcements</p>	<p>Angela Brandle transitioned to ask the attendees if there are any new announcements.</p> <p>The Support Team announced that the General Assembly is happening on July 18th at the Hilton Garden Inn in Camden. They shared that the registration link will be coming soon.</p> <p>They also shared that anyone who volunteered to fulfill Data Requests will be receiving an email with all necessary information</p>
<p>Data and Research Committee Agenda Next Meeting: July 24, 2024</p>	<p>The next meeting will be on July 24th from 10am to 12pm. HCPST shared the meeting agenda for this meeting.</p>



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Meeting Evaluation	HCPST shared meeting evaluation link for attendees to complete.
Adjournment	Angela Brandle adjourned the meeting at 11:08 am. Motioned by Tameka Allen, seconded by Michelle Harvey.
Meeting Documents	
<ul style="list-style-type: none"> • Draft Data and Research Meeting Minutes_5.22.24.pdf • NJHPG Data and Research Committee Agenda_6.26.24.pdf • DRAFT PEP Directory • DRAFT Self-Testing Kit Directory 	



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