

# New Jersey HIV Planning Group Integrated Plan Committee Meeting Agenda

**Wednesday, August 7th, 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**

2:00pm	Welcome & Moment of Silence Establishment of Agenda Review and Approval of Meeting Minutes	George Lowe
2:10pm	Introductions • <i>Name &amp; Organization</i>	George Lowe
2:20pm	Evaluation Review	HCPST
2:35pm	New Business • Review Cycle 3 Workplan • Data & Research Request Response • Finalize Recommendation for System 4.5	George Lowe
3:35pm	Committee Announcements & Public Comments	George Lowe
3:45pm	Integrated Plan Committee Agenda Next Meeting: September 4 <sup>th</sup> , 2024	George Lowe
3:55pm	Open Co-Chair Nominations Evaluation	HCPST
4:00pm	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

### 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)



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**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, August 7th, 2024**  
Electronic Meeting via ZOOM Video Conference

<b>ATTENDANCE</b>			
<b>NJHPG Members</b>			
Allison Delcalzo-Berens	<b>A</b>	George Lowe	<b>P</b>
Amir Gatlin-Colon	<b>P</b>	Jaivon Lewis	<b>P</b>
Abraham Corsino	<b>P</b>	Luis Otano	<b>P</b>
Johanne Rateau	<b>P</b>	Monique Springer	<b>P</b>
Chad Balodis	<b>A</b>	Tameka Allen	<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>			
Mary Nolan, Karyn Berk, Emmanuel Gamarra, Charla Cousar, June Dowdell-Burton, Swetha Kamath, Rekha Damaraju, Tri Nguyen, Jacques Joseph, Jerome Pipes, Joe Sirak			
<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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## AGENDA

Item	Discussion
<b>Welcome and Moment of Silence</b>	George Lowe began the meeting at 10:04 am and welcomed all members & guests. He 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>	George Lowe reviewed the agenda with the Committee. Jill York motioned to approve the agenda, seconded by Monique Springer. HCPST conducted a vote, the motion passed.
<b>Approval of Meeting Minutes</b>	George Lowe reviewed the past Meeting Minutes with the Committee. Monique Springer motioned to approve the minutes, seconded by Tameka Allen. 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 6 responses; 2 NJHPG Members, 2 Committee Members, &amp; 2 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</li> <li>• Do our organizations take part in local career fairs and pre-professional clubs at colleges and universities? If so, are we targeting career fairs and pre-professional clubs specifically for underrepresented populations?</li> </ul> </li> <li>2) What questions do you have for the HIV Community Planning Support Team? <ul style="list-style-type: none"> <li>• None at this time</li> <li>• None</li> <li>• No questions.</li> <li>• how do we get to support the team more</li> </ul> </li> <li>3) What additional topics would like discussed or featured</li> </ol>



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	<p>at future Integrated Plan meetings?</p> <ul style="list-style-type: none"> <li>• N/A</li> <li>• None at this time</li> <li>• None</li> <li>• how to get transgender community more involved</li> </ul> <p>4) Final Comments, Questions, Concerns.</p> <ul style="list-style-type: none"> <li>• Nothing to Report</li> <li>• None</li> <li>• None at this time</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> <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</li> </ul>



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	<p>services across the State on a 3-year cycle per guidance from CDC &amp; HRSA.</p> <ul style="list-style-type: none"> <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>
<p><b>New Business</b></p>	<p>George Lowe transitioned the Committee to New Business and shared the Data &amp; Research Request for System Activity 4.5.</p> <p><u>Medical Providers &amp; Medical School Enrollment Statistics:</u> According to a longitudinal study, declining racial and ethnic representation in clinical academic medicine across 16 U.S. medical specialties. However, recent data shows improvements in diversity, especially in medical school enrollment (2021 data).</p> <ul style="list-style-type: none"> <li>• <a href="#">Medical School Enrollment More Diverse in 2021   AAMC</a></li> <li>• <a href="#">Advancing Diversity, Equity, and Inclusion in Medical Education   AAMC</a></li> </ul> <p>These 2 sources give some insight into racial and ethnic diversity across all fields of medicine, but it was difficult to find information specific to HIV providers. There was also no easily accessible information on HIV researchers. This is a gap that this Committee may want to consider.</p> <p><u>Key Takeaways</u></p> <ul style="list-style-type: none"> <li>• Racial Majority of Individuals who identify as White or Black/African Americans as of 2022</li> <li>• There was a decline of diversity in medical school</li> </ul>



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- but as of 2021 they are beginning to rise
- The lack of easily accessible information on HIV researchers is missing which could be a possible recommendation- *Action Step 2; Deliverable 1*

After reviewing, George Lowe transitioned the Committee to finalizing the recommendation for System Activity 4.5. The current state of the recommendation that was formed is listed below;

1. Action Step When DOH reviews the criteria for funding, encourage agencies to build relationships and partnerships with universities and colleges

a. Stakeholders Involved/Needed- DOH, Higher Education Institutions, Medical Institutions, Agencies Conducting Research, Teaching Programs

b. Is this task measurable?  Yes  No

c. Deliverables; Provide reasons/benefits of building these partnerships.

- Offer/Recommend Internships for any entities conducting research to inspire students to get into the field.

- o Create awareness for internships, observer, or pipeline training programs

- o Create Relationships with groups running/leading internships, observer, or pipeline programs

- Add these reasons to build relationships to funding streams that conduct research or the above listed programs
- o To Follow Their Research & Collaborate by Sharing Data & Trends

- o Engage their student body in programs being launched New Jersey HIV Planning Group State Recommendation Tool Electronic Meeting via ZOOM Video Conference Reminder These are recommendations for NJ Department of Health. The activities were created and



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	<p>laid out in the Integrated Plan based off of current HIV statistics. The activities have been assigned amongst each of the six committees along with a 5 year timeline for them to be completed.</p> <ul style="list-style-type: none"> <li>o Bridge the gap of medical mistrust with the experience of the data collection (reduce making the client feel used)</li> <li>o Promote a new way of data collection- Participatory Research</li> </ul> <ul style="list-style-type: none"> <li>• Identify funding streams for research to help expand and collect research on the current programs.</li> </ul> <p>d. Due by; 2/7/2025</p> <p>2. Action Step Create a needs assessment/gap analysis to determine the diversity of the workforce of HIV Services/State Funded Agencies.</p> <ul style="list-style-type: none"> <li>a. Stakeholders Involved/Needed DOH, State Funded Agencies &amp; Organizations, Higher Education Institutions (HBCUs, Universities with Transgender Populations/Programs, etc.)</li> <li>b. Is this task measurable? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>c. Deliverables; <ul style="list-style-type: none"> <li>1. Create digestible up to date data on the diversity of the workforce within NJ and list the barriers to recruitment.</li> <li>2. Include the collection of data from the community and highlight/seek responses specifically from the priority populations</li> <li>3. Identify the Gaps of Diversity in the Workforce, Unknown Knowledge, and Cultural Competence <ul style="list-style-type: none"> <li>- Ensure the community matches the workforce</li> </ul> </li> </ul> </li> <li>d. Due by; 12/22/2025</li> </ul> <p>3. Action Step Use the information collected from the needs assessment/gap analysis to help increase diversity in the workforce &amp; level of education/understanding.</p>
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	<p>a. Stakeholders Involved/Needed Rutgers, Higher Education Institutions, Medical Institutions, Agencies Conducting Research, Teaching Programs, association of black social workers, groups for latinx physicians, affinity groups)</p> <p>b. Is this task measurable? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. Deliverables;</p> <ol style="list-style-type: none"> <li>1. Provide TA to the agencies/facilities struggling with recruiting diverse staff <ol style="list-style-type: none"> <li>a. help with targeted strategies or interventions for recruitment</li> <li>b. utilize best practices/strategies from successful programs/higher education institutions (language, materials)</li> </ol> </li> <li>2. Provide training to individuals, agencies, and or facilities struggling with education, understanding, and or cultural competence</li> </ol> <p>d. Due by; _____</p> <p>Jaivon Lewis asked whether action steps 2 and 3 were necessary to fulfill the Activity’s Recommendation, however the committee ran out of time. George Lowe asked individuals to please review the Recommendation to send in their feedback by August 9<sup>th</sup> so the Co-Chairs &amp; Committee can be prepared to finalize the recommendation at the start of the meeting.</p> <p>The committee then open the floor for nominations; Tameka Allen, Allison Delcalzo-Bernes, &amp; Luis Otano were nominated. The Support Team will reach out to each nominee to allow them to accept or decline the nomination.</p>
<p><b>Community Announcement and Public Comments</b></p>	<p>George Lowe transitioned the Committee to the next section of the agenda and asked attendees to share any updates or announcements. Tameka Allen shared their National Healthcare week will be rescheduled for next Wednesday (8/14) &amp; Thursday (8/15). Kathy O’Brien shared Hyacinth moved its Newark Office to 203 Washington Avenue.</p>



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<b>Agenda for next meeting</b> September 4 <sup>th</sup> , 2024	Next meeting on September 4th from 10am to 12pm, the committee will be finalizing their first recommendation of Cycle 3 for System 4.5. The Co-Chairs will then provide an education Didactic for System 4.6 before drafting the next recommendation.
<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 Tameka Allen. The meeting adjourned at 11:57am.

### Meeting Documents

- Draft Integrated Plan Committee Agenda\_8.7.24
- DRAFT NJHPG Integrated Planning Committee Meeting Minutes\_7.10.24
- Integrated Plan Committee Cycle 3 Workplan
- Data & Research Request- System 4.5
- Draft Recommendation- System 4.5



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