



ADVISORY COUNCIL MEETING

MEETING MINUTES

JUNE 26, 2025

ATTENDANCE

Bageshree Cheulkar	Jeanne Herb	Marissa Davis
Camilla Comer-Carruthers	Loretta Kelly	Megan Avallone
Diane Hagerman	Lynne Algrant	Melissa Fox

MEETING

HNJAC members reviewed the final draft of the Action Plan which will be submitted to NJDOH senior staff for review and approval.

Camilla provided an overview of the new HNJ Membership Manual and explained the purpose. The HNJAC members asked for further clarification of the different roles for the HNJAC members and Action Team members. A confidentiality agreement will be added to the manual.

HNJAC members reviewed the list of previous Action Team members and subcommittee members. Members expressed concern about whether the NJ Department of Health has the capacity to manage the number of action teams required for the SHIP implementation. There was a suggestion to limit the number of Action Teams to 3, one for each of the Domains: Access to Quality Care, Healthy Communities, and Health Living. This will allow the DOH staff more time to focus on implementation of the SHIP strategies. Furthermore, if a particular strategy or action within a Domain required focused discussion, a subcommittee could be formed to meet separately and develop detailed implementation steps. It was also suggested that the chairs of each Action Team could meet quarterly with the Advisory Council to discuss progress and challenges. The Coordinating Committee members could be included in these meetings as well.

HNJAC members were asked to recommend subject matter experts and stakeholder for the Action Teams by July 17th so that the NJDOH staff can start to rebuild the membership.

There was a question about the NJDOH collaborating with The Center for Health Equity & Wellbeing, the NJ Public Health Institute, with regards to the SHIP development and implementation. Loretta noted that the Assistant Commissioner, Jeff Brown, is committed to NJDOH as a whole working closely with the Institute.

The meeting was called to a close at 2:02pm. Camilla will send an email with the minutes, Membership Manual, Confidentiality Agreement, list of former Action Team members and the Action Team Nomination Form for HNJAC members to review and provide feedback.

Next meeting: **Thursday, July 24 at 1:00 pm**