



ADVISORY COUNCIL MEETING

MEETING MINUTES

JULY 24, 2025

ATTENDANCE

Alycia Bayne
Arthur Horn
Bageshree Cheulkar

Camilla Comer-Carruthers
Diane Hagerman
Jeanne Herb

Loretta Kelly
Marissa Davis
Melissa Fox

MEETING

Camilla informed the Council that a draft of the 2025 SHIP Strategies and Actions was shared with NJDOH senior staff. Senior staff recommended the inclusion of additional information, such as measurable objectives, a RACI (Responsible, Accountable, Consult, and Inform) chart, and linkages to the NJDOH Strategic Plan. Camilla will revise the SHIP Strategies & Actions at-a-glance document accordingly and share it with the HNJAC at the August monthly meeting.

Camilla reported that she spoke with DOH staff and community partners to document progress made towards each of the [2020 SHIP](#) objectives and strategies. She provided the Council with an overview of progress made toward the objectives for each priority area.

The new HNJ Membership Manual was shared with the HNJAC members at the previous meeting, and they were asked to review the document and offer revisions if necessary. Since there were no suggested revisions, members were asked to sign and submit the manual and confidentiality agreements by August 14th as a commitment for continued participation as a HNJAC member.

The team is in the process of recruiting members to re-establish the Action Teams. There will be three Action Teams focused on the three HNJ Domains: Access to Quality Care, Healthy Communities, and Health Living. Few recommendations for potential members were made. Camilla reviewed the list of previous members and removed members who are no longer active in their previous roles. She will email the remaining members on the list to assess their interest in participating on an Action Team. Once the responses are received, the list of potential members will be evaluated for diversity and inclusion with regards to geographic representation and expertise. A list of geographic and expertise gaps will be compiled and shared with DOH senior staff and HNJAC members for recommendations to fill the gaps.

The meeting was adjourned at 2:25pm.

The minutes will be emailed once final. The HNJAC members will also receive an email prior to the next meeting requesting their recommendations for potential Action Team members.

Next meeting: **Thursday, August 21st at 1:00 pm**