

PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

STEERING COMMITTEE MEETING MINUTES

January 9, 2018

Location: Christopher Hope Building, 60 Temple Street, Paterson, NJ

AGENDA ITEM	DESCRIPTION	
Opening	Chair M. Anderson called the meeting to order at 9:50 a.m., and welcomed all. A moment of silence was observed for those affected by HIV.	
Roll Call	Present 1. M.Anderson 2. K. Daniels 3. K.Walker 4. E.Elizondo 5. J.Dillard 6. N.Kubisky 7. T.Schucker, Consultant 8. S.Gonzalez, Admin	Absent 1. T. Love Guest(s) none
Approval of Minutes	Motion: To accept the committee minutes of November 14, 2017, motion by N.Kubisky and seconded by J.Dillard. A vote took place after discussing edits and/or corrections and a review of the action items: Vote: 3-YES and 0-NO	
Review of PCAT (Planning Council Action Timeline)	<ul style="list-style-type: none"> A review of the PCAT took place. 	
Report of the Chair	<p>M. Anderson reported:</p> <ul style="list-style-type: none"> The monthly HRSA conference call did not take place in December or January. It is scheduled to take place the first week of February. Update on NIDA project: "In December 2017, with letters of support from the Paterson-Passaic County-Bergen County HIV Health Services Planning Council and 18 other HIV Planning Councils across the nation, Dr. Bryan Garner and his team successfully submitted their NIDA grant application titled Identifying and Disseminating Substance, Treatment, and Strategy (STS) Recommendations to AIDS Service Organizations. This application is a resubmission of an application that scored very well on its first submission, but fell short of NIDA's funding payline. The review date for the application is 2/21/2018, with the funding council meeting scheduled for an unspecified date in May 2018. Dr. Garner thanks us again for our Planning Council's support of the application and indicates that he will keep us updated on the status of the application." The By-Laws need to be submitted to the City for review by legal counsel. He will ask the Recipient for assistance in getting the document to the appropriate person. 	

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	<ul style="list-style-type: none"> A discussion took place about implementing a new Health Literacy tool (the STOFLA which has been validated) and possibly defining a new Needs Assessment. Another option is to make the health literacy tool serve as the needs assessment and add it to e2. The Planning & Development Committee will review the information. 															
<p>Action Items</p> <ul style="list-style-type: none"> Add Directives to the next meeting agenda Provide commissioners w/list of acronyms Inform Mayor’s Office about the missing reference to “commissioner” on new Oath of Office certificates Send Health Literacy tool to Steering & resend to P&D 	<table border="1"> <thead> <tr> <th>Who</th> <th>Open</th> <th>Closed</th> </tr> </thead> <tbody> <tr> <td>Admin</td> <td></td> <td>X</td> </tr> <tr> <td>Admin</td> <td></td> <td>X</td> </tr> <tr> <td>Admin</td> <td></td> <td>X</td> </tr> <tr> <td>Admin</td> <td></td> <td>X</td> </tr> </tbody> </table>	Who	Open	Closed	Admin		X	Admin		X	Admin		X	Admin		X
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<p>Planning & Development Committee Report</p>	<p>K. Walker reported:</p> <ul style="list-style-type: none"> P&D did not meet in December due to bad weather. P&D is will review Policy Clarification Notice (PCN)16-02 and all “Core” service standards this month. The “Support” service standards will be reviewed at the committee’s February meeting (2/8). The next P&D and QM meeting is scheduled for Thursday, January 11 at 9:30 am., at Christopher Hope Bldng., at 9:30 a.m. 															
<p>Community Development Committee Report</p>	<p>E. Elizondo reported:</p> <ul style="list-style-type: none"> As of today, the planning council membership total is 34 (K. Oliviel resigned). Representation of PLWH is 41%. We are in good standing as far as PLWH. A brief discussion took place about the role of commissioners to represent the population/clients they serve and the mandated membership categories. The Consultant will arrange a brief refresher presentation for CDC, and new members. CDC will meet on Thursday (1/11), here at Christopher Hope at 12:00 noon. 															
<p>MOU</p>	<p>Led and presented by T.Schucker (Collaborative Research)</p> <ul style="list-style-type: none"> Steering began reviewing new edits, updates and revisions to the Memorandum of Understanding MOU. The document will be cleaned-up and a final review for approval should be planned for next month’s meeting. 															
<p>Action Items</p> <ul style="list-style-type: none"> Finish final revisions and provide a clean version of the MOU to Steering 	<table border="1"> <thead> <tr> <th>Who</th> <th>Open</th> <th>Closed</th> </tr> </thead> <tbody> <tr> <td>TS/Admin</td> <td></td> <td>X</td> </tr> </tbody> </table>	Who	Open	Closed	TS/Admin		X									
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<p>Adjournment</p>	<p>Motion to adjourn the meeting by J.Dillard, seconded by K.Walker. The vote was unanimous. End Time 11:15 a.m.</p> <p>Next Meeting: Steering Committee will meet Tuesday, February 6th at Christopher Hope Building (60 Temple Street, Paterson, NJ), at 9:30 a.m., prior to the planning council meeting.</p>															