

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

**STEERING COMMITTEE MEETING MINUTES**

**February 6, 2018**

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

<b>AGENDA ITEM</b>	<b>DESCRIPTION</b>	
<b>Opening</b>	Vice Chair K. Daniels called the meeting to order at 9:35 a.m., and welcomed all. A moment of silence was observed for those affected by HIV.	
<b>Roll Call</b>	<b>Present</b> 1. K. Daniels 2. K.Walker 3. E.Elizondo 4. J.Dillard 5. N.Kubisky 6. T. Love 7. J. Daniel, Consultant 8. S.Gonzalez, Admin	<b>Absent</b> 1. M. Anderson  <b>Guest(s)</b> none
<b>Approval of Minutes</b>	<b>Motion:</b> To accept the committee minutes of January 9, 2018, motion by J. Dillard and seconded by E. Elizondo. A vote took place after discussing edits and/or corrections and a review of the action items: Vote: 5-YES and 0-NO	
<b>Review of PCAT (Planning Council Action Timeline)</b>	<ul style="list-style-type: none"> <li>• A review of the PCAT took place.</li> </ul>	
<b>Report of the Chair</b>	In the absence of Chair M. Anderson, Vice Chair K. Daniels reported: <ul style="list-style-type: none"> <li>• The HRSA monthly conference all took place on 2/2/18. This was the first call since our annual meeting in December. We informed the Program Officer (S.Morgan) about:                             <ul style="list-style-type: none"> <li>▪ annual report delivered by G. Kelly and the Mayor’s attendance at the annual meeting</li> <li>▪ adoption of a new logo; Admin sent her the link to the website and PO replied that she loves it</li> <li>▪ By-laws are on their way to the city’s legal department for review</li> <li>▪ P&amp;D Committee and QM have reviewed Core Service Standards</li> <li>▪ The MOU is being finalized</li> <li>▪ Update on membership</li> </ul> </li> </ul>	
<b>Planning &amp; Development Committee Report</b>	K. Walker reported: <ul style="list-style-type: none"> <li>▪ P&amp;D Committee and QM Team met on 1/11/18 and completed the review of 3 Service Standards, equivalent to 48% of the TGA’s funding.                             <ul style="list-style-type: none"> <li>▪ Outpatient Ambulatory Health Services, OAHS</li> <li>▪ Medical Case Management, MCM, Services</li> <li>▪ Non-Medical Case Management, NMCM, Services</li> </ul> </li> <li>• Remaining Core Services Standards and Support Service Standards will be reviewed next.</li> </ul>	

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<p><b>Planning &amp; Development Committee Report (continued)</b></p>	<ul style="list-style-type: none"> <li>• P&amp;D meets on Thursday, February 8, 2017, at Christopher Hope Building, 60 Temple Street, Paterson, NJ - Start Time: 9:30 a.m.</li> </ul>
<p><b>Community Development Committee Report</b></p>	<p>E. Elizondo reported:</p> <ul style="list-style-type: none"> <li>• CDC met on 1/11/18 and Consultant J. Daniel presented an overview of the mandated membership categories to the committee at that meeting</li> </ul> <p><b><u>Membership</u></b></p> <ul style="list-style-type: none"> <li>○ As of today, Planning Council has a total of 32 members (resignations from J. Wiscovitch and X'Z. Johnson)</li> <li>○ Our PLWH representation is 41%.</li> <li>○ There are 2 commissioners for removal, due to absences (C. Frasier and G. Ferreira).</li> <li>○ A new candidate eligible to fill the category of "CBOs serving affected populations/AIDS Service Organizations (ASOs)" has been in contact with us and is expected to attend the Planning Council meeting this afternoon. He is employed by Hyacinth.</li> </ul> <ul style="list-style-type: none"> <li>• CDC is revamping the planning council brochure. A sample will be passed around the table for feedback.</li> <li>• The committee will be presenting a request from Commissioner W. Cesa (President and Founder of Free Throw for AIDS). He is organizing an event and looking for 22 people to do a play/reading of a script (which is a real-life story), called My Best Friend Cullen, scheduled for May 6. Cullen lived with AIDS and died at the age of 15. W. Cesa will be able to share more details at this afternoon's Planning Council meeting.</li> <li>• Day of Capacity will be Tuesday, October 2<sup>nd</sup>, possibly at Maggiano's in Hackensack, from 8:30 a.m. – 2:30 p.m.</li> </ul>
<p><b>MOU</b></p>	<p>Led and presented by J. Daniel (Collaborative Research):</p> <ul style="list-style-type: none"> <li>• Steering reviewed and discussed final edits, updates and revisions to the Memorandum of Understanding MOU. The document will finalized and it was decided that it should be presented to the Planning Council this afternoon as a motion from Steering, then sent to the Recipient's Office for next steps.             <ul style="list-style-type: none"> <li>▪ <b>Motion:</b> To Accept the Revised MOU, motion by N. Kubisky and seconded by E. Elizondo. Vote: 5-YES and 0-NO</li> </ul> </li> </ul>

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<b>Action Items</b>		<b>Who</b>	<b>Open</b>	<b>Closed</b>
<ul style="list-style-type: none"> <li>Share/Project the MOU for review at Planning Council</li> </ul>		Steering	X	
<b>Health Literacy</b>	<ul style="list-style-type: none"> <li>Steering reviewed and discussed the Health Literacy Tool that has been selected by the P&amp;D Committee.</li> </ul> <p><u>Notes</u></p> <ul style="list-style-type: none"> <li>How can we add this tool to an acuity tool to see outcome and determine what areas need to be addressed?</li> <li>The group spoke about incorporating the Health Literacy Tool to Service Standards, to serve as evidence that it was conducted.</li> </ul>			
<b>Action Items</b>		<b>Who</b>	<b>Open</b>	<b>Closed</b>
<ul style="list-style-type: none"> <li>Upload Health Literacy Tool to e2</li> <li>Find out who will have access to the tool in e2 (Answer: Those w/access to e2)</li> <li>Add tool to Service Standards</li> </ul>		CollRsch/MI MI CollRsch	X	X X
<b>Directives</b>	<p>Led and presented by J. Daniel (Collaborative Research):</p> <ul style="list-style-type: none"> <li>Reviewed and discussed the previously existing Directives and moved forward with edits, updates and revisions for 2018.</li> </ul> <p><u>Notes</u></p> <ul style="list-style-type: none"> <li>Directives should serve as a guideline for the Recipient and must be prescriptive and measurable.</li> </ul>			
<b>Action Items</b>		<b>Who</b>	<b>Open</b>	<b>Closed</b>
<ul style="list-style-type: none"> <li>Service Standards training for sub-recipients</li> </ul>		MI	X	
<b>Adjournment</b>	<p><b>Motion to</b> adjourn the meeting by K. Walker, seconded by N. Kubisky. The vote was unanimous. End Time 11:05 a.m.</p> <p><b>Next Meeting:</b> Steering Committee will meet Tuesday, March 6<sup>th</sup> at Christopher Hope Building (60 Temple Street, Paterson, NJ), at 9:30 a.m., prior to the Planning Council meeting.</p>			