

PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
PLANNING COUNCIL MEETING MINUTES
March 6, 2018
Christopher Hope Building, 60 Temple Street, Paterson, NJ

AGENDA ITEM	DESCRIPTION			
Opening	The meeting was called to order at 11:35 a.m. by Chair M. Anderson. <ul style="list-style-type: none"> • A Moment of Silence was observed for those affected by HIV. • Reading of Open Public Meeting Statement 			
Attendance	Attendance was taken and quorum was established. The current membership count is 32.			
Welcome	Chair welcomed the commissioners, guests, and the public.			
Approval of Minutes	Motion: To accept the meeting minutes of February 6, 2018, motioned by R. Welsh, seconded by B. Brown. A vote took place after discussing edits and/or corrections and a review of the action items. Vote: 16-Yes, 0-No			
PCAT	<ul style="list-style-type: none"> • A review of the PCAT took place. The Planning Council is on track. 			
Report of the Chair	M. Anderson reported: <ul style="list-style-type: none"> • HRSA monthly conference call w/Project Officer, Ms. Sera Morgan did not take place as scheduled (Friday, March 2). • The Memorandum of Understanding (MOU) that was approved by the Planning Council on 2/6/18 will be undergoing additional revisions. <ul style="list-style-type: none"> ▪ Director Ivy, M. Izquierdo and J. Daniel will be scheduling a conference call to review the changes and the document will be brought back to the Planning Council. • Steering Committee will continue the review of Directives. • Due to the predicted inclement weather, the committee meetings scheduled for this Thursday 3/8/18, for P&D, QM and CDC have been cancelled and resume next month. 			
	Action Steps	Who	Open	Closed
	<ul style="list-style-type: none"> • Finalize the MOU • Notify committees of cancellation • Obtain letter template from State, re: PACHA 	DI/MI/CollRsrch Admin Admin	X	X X
Planning & Development Committee Report	Committee Co-Chair, J. Dillard reported: <ul style="list-style-type: none"> • P&D Committee and QM Team met on 2/8/18. • The following 6 Service Standards were presented to Steering this morning and being presented as motion from this committee and Quality Management Team for approval: <ul style="list-style-type: none"> ▪ Medical Case Management (MCM) Services ▪ Mental Health Services ▪ Non-Medical Case Management (NMCM) Services 			

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<p align="center">Planning & Development Committee Report</p>	<ul style="list-style-type: none"> ▪ Outpatient Ambulatory Health Services (OAHS) ▪ Oral Health Services ▪ Substance Abuse Services (Outpatient) <p><i>Motion: To approve the above stated Service Standards, Vote: 19-Yes, 0-No</i></p> <ul style="list-style-type: none"> • Remaining Services Standards will be reviewed in April. • Committee will work with Steering on Directives • Next Meeting: Thursday, April 12, 2018, at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ; Start Time: 9:30 a.m. 			
<p>Action Steps</p> <ul style="list-style-type: none"> • Send I.Malave & B. Brown hard copies of Service Standards 		<p align="center">Who Admin</p>	<p align="center">Open</p>	<p align="center">Closed X</p>
<p align="center">Community Development Committee (CDC) Report</p>	<p>E. Elizondo reported:</p> <p>CDC met on 2/8/18</p> <ul style="list-style-type: none"> • There was a delay from the Mayor’s office in issuing the corrected Oath of Office certificates. • CDC plans to reach out to: <ul style="list-style-type: none"> ▪ case managers and ask them to identify consumers who may want to represent PLWH on the Planning Council ▪ local fire/police departments to introduce them to the Planning Council • Committee budget items will be reviewed at the next CDC meeting • Newly designed brochures have been sent to printer • Committee Chair E. Elizondo will be away next month and unable to attend the April meetings <p><u>Membership</u></p> <ul style="list-style-type: none"> • As of today, Planning Council has a total of 32 members and the PLWH representation is 41%. • There are two commissioners up for removal, due to absences (C. Frasier and E. Halstead). • Upon receiving any new applications, CDC require that the applicant attend the next scheduled CDC meeting for an interview. <ul style="list-style-type: none"> ▪ As of today, there is 1 new applicant, who is eligible to fill the category of “CBOs serving affected populations/AIDS Service Organizations (ASOs).” • Next Meeting: Thursday, April 12, 2018, at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ; Start Time: 12:00 p.m. 			

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	Action Steps	Who	Open	Closed
Report of the Recipient	<ul style="list-style-type: none"> • Follow-up w/Mayor’s Office about issuance of revised certificates (add M. Anderson to list of names) <p>M. Izquierdo reported:</p> <ul style="list-style-type: none"> • Sub-recipients were granted a hardship request which allows them to submit less budget documentation than previously required for partial awards. • M. Izquierdo is working with sub-recipients and is currently in the process of closing-out FY2017. Figures have been cross-checked with e2. (same for MAI) <ul style="list-style-type: none"> ▪ She spoke about distribution of funds in Case Management vs. Treatment Adherence ▪ All direct service funds will be expended • TGA received 30% of MAI funds. • Goal: Resolutions and contracts ready for execution by mid-April • Recipient will be meeting with the City’s Accounts & Control department this week to review information about any additional or carry-over funds. • HRSA is conducting a financial review of the Ryan White Part A program as it pertains to the Bergen-Passaic TGA. <ul style="list-style-type: none"> ▪ The City of Paterson submitted a required report to the federal government several months past the deadline (due August ‘17 and submitted January ‘18). ▪ Recipient’s Office has 30-days to gather the requested documentation for this audit and is working on it, i.e., Accounts & Control, Personnel, Policies & Procedures, etc... • HOPWA is in danger of being cut. Everyone is urged to call their legislators to remind them that housing is a part of healthcare. An email with further details has been circulated. 	Admin		X
New Business	<ul style="list-style-type: none"> • M. Anderson informed the Planning Council about the Yale Healthcare Conference 2018 – “Improving Healthcare Access, Benefits and Solutions for Business and Society” <ul style="list-style-type: none"> ▪ Friday, April 13 at Yale School of Management in New Haven, CT. <hr/> <p>At this time, M. Anderson introduced S. Chambers-Smith to elaborate on Commissioner W. Cesa’s upcoming “My Best Friend Cullen” event. She is the Director of the readers’ production and is a long-time friend of Commissioner W. Cesa. She shared her background first with everyone.</p>			

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<p>New Business</p>	<p><u>About the Readers' Theatre</u></p> <ul style="list-style-type: none"> • There will be 2 narrators and 22 people seated in a row, on a stage, wearing red t-shirts. • The play/reading is based on a real-life story about Cullen. He lived with AIDS and died at the age of 15. • She distributed a small sample of the script to approximately 5 people in the room and selected the roles they would read out-loud, as an example. • Volunteers would be provided a copy of the whole story and asked to rehearse their part on their own (Director would make the recommendation as to who would play each role). In total, 2 rehearsals would take place prior to the event. • Venue and Date are still to be determined. 			
	<p>Action Steps</p> <ul style="list-style-type: none"> • Email the Yale Healthcare Conference details to Admin for distribution to all commissioners • Collect names of volunteers for reader's productions and send to W. Cesa 	<p>Who MA Admin</p>	<p>Open</p>	<p>Closed X X</p>
<p>Announcements</p>	<ul style="list-style-type: none"> • ACRIA training courses in NYC; details will be forwarded to all via email; contact R. Welsh • The Disco AIDS Auction event at Buddies of NJ is cancelled. • 4/7: Open Mic Talent Night in Hackensack; see R. Welsh • 4/21: Dance Party (\$5) at St. Paul's; see R. Welsh • 4/27 and 4/28: Paint & Sip event; see R. Welsh • 5/6: AIDS Walk NJ, visit www.njaidswalk.org to create a team or make a donation • March 25 – 27: P. Cuffe will attend AIDS Watch in Washington, DC and she asked for suggestions on which topic(s) she should advocate for = HOPWA. 			
<p>Public Comment</p>	<p>3/15: Hyacinth AIDS Foundation event for adherence education; flyer was distributed; see B. McCormick for more info.</p>			
<p>Evaluations</p>	<p>Meeting evaluations were handed out for completion.</p>			
<p>Adjournment</p>	<p>Motion to adjourn by J. Frederick, seconded by A. Boatwright, unanimous decision. End Time: 12:47 p.m.</p> <p>Next Meeting: Tuesday, April 3, 2018 at New Bridge (formerly Bergen Regional), 230 East Ridgewood Avenue, Paramus, NJ. Start Time - 11:30 a.m.</p>			

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ATTENDANCE RECORD

Name of Member	2/7/17	4/4/17	5/2/17	6/6/17	7/11/17	8/1/17	9/5/17	11/14/17	12/5/17	1/9/18	2/6/18	3/6/18
1. Adams, D.				O	P	P	O	P	P	P	P	P
2. Anderson, M.	P	P	P	P	P	P	A	P	P	P	O	P
3. Boatwright, A.	P	O	P	P	P	P	O	P	P	O	L	L
4. Brown, B.				P	P	P	O	P	P	P	P	P
5. Cesa, W.										P	P	O
6. Cuffe, P.				O	P	P	P	P	P	O	P	P
7. Daniels, K.	O	L	P	P	P	P	O	P	P	P	P	P
8. DeMichele, K.	O	O	P	P	P	P	P	P	O	P	O	L
9. Dillard, J.	P	P	P	P	P	P	P	P	P	P	P	P
10. Elizondo, E.	P	O	P	O	P	P	P	P	P	P	P	P
11. Ferreira, G.	P	P	P	P	O	O	P	P	P	O	P	L
12. Frasier, C.				P	P	P	P	O	O	O	O	O
13. Frederick, J.	O	O	P	O	P	P	O	P	P	P	P	P
14. Friedman, J.	P	P	P	O	P	P	P	P	P	P	P	P
15. Gennat, P.	P	P	P	P	P	P	P	P	P	P	P	O
16. Halstead, E.				P	P	L	O	P	P	O	O	O
17. Johnson, E.	P	P	P	O	O	P	P	P	P	P	P	P
18. Kelly, G.	P	P	P	P	P	P	P	O	P	O	P	P
19. Kubisky, N.	P	O	P	P	P	P	P	P	P	P	P	P
20. Love, T.				O	P	P	P	P	P	P	P	P
21. Malave, I.				O	P	P	P	O	P	O	O	P
22. Munoz, A.				P	P	P	P	P	P	O	P	A
23. Nelson-Ivy, D.	P	P	P	P	P	L	O	A	P	A	A*	A
24. Persuad, P.	P	O	P	P	P	L	P	P	A	O	L	O
25. Price, G.	P	A	P	A	P	A	P	O	P	O	L	O
26. Rodriguez, F.	P	O	P	O	P	P	P	P	P	P	O	O
27. Tenebruso, P.	O	L	P	P	O	L	P	P	O	P	L	O
28. Torres, M.	P	P	P	P	P	P	P	P	P	P	L	P
29. Walker, K.	P	P	A	P	O	O	P	O	P	P	P	A
30. Welsh, R.										P	P	P
31. Yee, A.	P	O	P	P	P	P	P	P	P	O	L	L
32. Zeno-Martinez, P.	P	P	P	P	P	P	O	P	P	P	P	P
Members Present	20	16	23	22	28	29	23	27	28	19	25	21
Alternates Present		1	2	1		1	1	2	1*	1	1	3
Public/Guests	6	7	11	3	4	4	3	4	6	0	4	4
Support Staff	3	5	2	2	3	7	5	2	6	2	2	3

Key: Present (P), Late (L), Alternate (A), Absent (O)

*Alternate was present at time of roll call. Member arrived afterward.