

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

STEERING COMMITTEE MEETING MINUTES

March 6, 2018

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

| AGENDA ITEM | DESCRIPTION | | | |
|---|--|--|-------------|---------------|
| Opening | Chair M. Anderson called the meeting to order at 9:41 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. E.Elizondo 4. J.Dillard 5. N.Kubisky 6. T. Love 7. M. Izquierdo, Recipient 8. J. Daniel, Consultant 9. S.Gonzalez, Admin | Absent 1. K. Walker Guest(s) S. Rodriguez | | |
| Approval of Minutes | Motion: To accept the committee minutes of February 6, 2018, motion by E. Elizondo and seconded by J. Dillard. A vote took place after discussing edits and/or corrections and a review of the action items: Vote: 4-YES and 0-NO | | | |
| Review of PCAT (Planning Council Action Timeline) | <ul style="list-style-type: none"> A review of the PCAT took place. | | | |
| Action Items | | Who | Open | Closed |
| <ul style="list-style-type: none"> Obtain summary of TGA's QM outcomes from the 2017-2018 grant year from Recipient's Office | | CollRsch | X | |
| Open Discussion | <u>Regarding Early Intervention Services (EIS)</u> <ul style="list-style-type: none"> EIS used to be a form of "outreach." The Community Health Workers program is a state-funded form of "outreach" but only for reengagement. This TGA shadows the state program, however, it is not 100% identical to the state program. We will be phasing into one level/category for "outreach" which would cover both newly diagnosed and reengagement cases. | | | |
| 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. | | | |

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

STEERING COMMITTEE MEETING MINUTES

March 6, 2018

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

| | | | | |
|--|--|---|--------------------------|----------------------------|
| <p>Report of the Chair</p> | <ul style="list-style-type: none"> Steering Committee will continue the review of Directives. <p>Due to the predicted inclement weather, the committee meetings scheduled for this Thursday 3/8/18, for P&D, QM and CDC will be cancelled and resume next month.</p> | | | |
| <p>Action Items</p> <ul style="list-style-type: none"> Continue working on finalizing MOU Notify committees of this week’s meeting cancellation | | <p>Who DI/MI/CollRsch MA</p> | <p>Open X</p> | <p>Closed X</p> |
| <p>Planning & Development Committee Report</p> | <p>Committee Co-Chair, J. Dillard reported:</p> <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 and allowed to move forward as a motion to the Planning Council for approval: <ul style="list-style-type: none"> Medical Case Management (MCM) Services Mental Health Services Non-Medical Case Management (NMCM) Services Outpatient Ambulatory Health Services (OAHS) Oral Health Services Substance Abuse Services (Outpatient) Remaining Services Standards will be reviewed at the next meeting. P&D 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>Community Development Committee Report (CDC)</p> | <p>E. Elizondo reported:</p> <ul style="list-style-type: none"> CDC met on 2/8/18 There was a delay from the Mayor’s office in issuing the corrected Oath of Office certificates. CDC plans to reach out to community leaders and : <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 <p>Membership</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 three commissioners up for removal, due to absences (G. Ferreria, C. Frasier and E. Halstead). Upon receiving any new applications, CDC require that the applicant attend the next scheduled CDC meeting for an interview. As of today, there is 1 new applicant, who is eligible to fill the category of “CBOs serving affected populations/AIDS Service Organizations (ASOs).” | | | |

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

STEERING COMMITTEE MEETING MINUTES

March 6, 2018

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

Community Development Committee Report (CDC)

New Brochures

- The file was sent to the printer; additional language was incorporated by the Office of the Recipient
- An order for 500 brochures was placed for now and after the elections, an additional 3,000 brochures will be ordered using the name of the new Mayor.
- We will need to get the final softcopy of the brochure to share with sub-recipients and for CDC records.

Participation of Commissioners on the Community Development Committee

- The CDC would like to do more to encourage participation in the committee and a discussion took place about whether it should be a requirement for commissioners to join at least 1 sub-committee.
 - Individual health conditions and job schedules would have to be taken into consideration.
 - Membership for those who have a medical hardship would be at discretion of the Chair and Vice Chair of the Planning Council.
 - PLWH may need a separate set of rules since the purpose of the Ryan White program is to support consumer involvement that is constant.
 - Most consumers are not comfortable with a bureaucratic/authoritative Planning Council. The challenges with PLWH we've seen throughout time are communication and, most of all, transportation.
 - CDC should assess the entire Planning Council to see who is participating in what and then continue the discussion.
 - Suggestions: create incentives, remind PLWH about reimbursement for transportation to/from meetings, have a transportation "committee", offer gas cards/bus passes/Uber. Ultimately, we should find ways to empower everyone to be more involved and feel welcomed and appreciated. Other suggestions were to have fun activities, raffles, awards, solicit donations for giveaways, etc...
- Next Meeting: Thursday, April 12, 2018, at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ; Start Time: 12:00 p.m.
 - Committee Chair E. Elizondo will be away next month and unable to attend the April meetings.

Action Items

| | Who | Open | Closed |
|---|------------|-------------|---------------|
| • Follow-up w/Mayor's Office about issuance of revised certificates | Admin | | X |
| • Obtain softcopy of new brochure | Admin | X | |
| • Conduct assessment of Planning Council members' sub-committee involvement | Admin | | X |

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

STEERING COMMITTEE MEETING MINUTES

March 6, 2018

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

| | | | | |
|--|---|---|--------------------|--|
| <p>Directives</p> | <p>Led and presented by J. Daniel (Collaborative Research):</p> <ul style="list-style-type: none"> Reviewed and discussed the Directives working document and made additional edits and updates. | | | |
| <p>Action Items</p> <ul style="list-style-type: none"> Send clean-version of approved Service Standards for upload to website Send Health Literacy Tool to MI for upload to e2 Draft letter w/annual report summary for dissemination to elected officials and other community leaders | | <p>Who CollRsch CollRsch Admin</p> | <p>Open</p> | <p>Closed X X X</p> |
| <p>Old Business</p> | <ul style="list-style-type: none"> Admin provided an update on the NIDA proposal being spearheaded by Dr. Bryan Garner, as follows: <i>“Per the email below, our application has been reviewed and received a funding priority score. I’m am pleased to let you know that our application received an outstanding score (7th percentile). Although there are of course no guarantees regarding funding, I am optimistic about our chances to be funded later this summer (7/1/18) or fall (11/1/18). I’ll be sure to keep you updated as I learn more.”</i> | | | |
| <p>New Business</p> | <ul style="list-style-type: none"> M. Anderson informed Steering 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 Regarding the elections for SUBCOMMITTEE Chair and Vice Chair, the process should be they are appointed by the Planning Council Chair and Vice Chair w/consent form Steering, however, that is not what the current By-Laws state. Vice Chair K. Daniels recently participated in the following CHATT webinars for Building Strong Planning Councils/Planning Bodies: <ul style="list-style-type: none"> Part I: Roles and Responsibilities Part II: Tools and Strategies for Building and Maintaining Strong Relationships | | | |
| <p>Action Items</p> <ul style="list-style-type: none"> Email Yale Conference details to Admin for distribution At the April meeting, announce the SUBCOMMITTEE Chair and Vice Chair elections and ask for volunteers (if none, all remain as is) | | <p>Who MA MA</p> | <p>Open</p> | <p>Closed X X</p> |
| <p>Adjournment</p> | <p>Motion to adjourn the meeting by N.Kubisky, seconded by K. Daniels. The vote was unanimous. End Time 11:15 a.m.</p> <p>Next Meeting: Steering Committee will meet Tuesday, April 3, 2018 at New Bridge (formerly Bergen Regional), 230 East Ridgewood Avenue, Paramus, NJ. Start Time - 9:30 a.m. Note: K. Daniels will not be in attendance during the month of May.</p> | | | |