

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

April 3, 2018

Auditorium at New Bridge, 230 East Ridgewood Avenue, Paramus, NJ

AGENDA ITEM	DESCRIPTION			
Opening	The meeting was called to order at 11:37 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 March 6, 2018, motioned by E. Johnson, seconded by A. Boatwright. A vote took place after discussing edits and/or corrections and a review of the action items. Vote: 14-Yes, 0-No			
PCAT	<ul style="list-style-type: none"> • A review of the PCAT took place. The Planning Council is on track. 			
CAEAR	<ul style="list-style-type: none"> • The Planning Council reviewed CAEAR’s March 26, 2018 Statement on Ryan White HIV/AIDS Program Funding in the FY 2018 Omnibus Appropriations Act took place. This document is posted on our website. <ul style="list-style-type: none"> ○ Excerpt: “FY19 President’s Budget again signals a desire to remove both the AETC and SPNS Programs. It also indicates the Administration’s intention to reauthorize the program and make statute changes related to the criteria used to distribute funding.” 			
Report of the Chair	M. Anderson reported: <ul style="list-style-type: none"> • HRSA monthly conference call w/Project Officer, Ms. Sera Morgan will take place Friday, April 6th. • J. Daniel (Collaborative Research) has provided the Steering Committee with an update on the changes being made to the MOU. This document was already approved by the Planning Council in March, however, it is currently being under review again. • Steering Committee finished working on the Directives which will be presented today under “Old Business” on the agenda. • After assessing the Planning Council roster, as it relates to who is participating in sub-committee, Steering would like to strongly recommend that everyone try to be part of at least 1 subcommittee, although it is not mandatory. 			
	Action Steps <ul style="list-style-type: none"> • Finalize the MOU 	Who DI/MI/CollRsrch	Open X	Closed
Planning & Development Committee Report	Committee Chair, K. Walker reported: <ul style="list-style-type: none"> • P&D did not meet in March due to bad weather. 			

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<p align="center">Planning & Development Committee Report</p>	<ul style="list-style-type: none"> • Scheduled for their next meeting: <ul style="list-style-type: none"> ○ Elections for Committee Chair and Co-Chair (this applies to P&D only. QM is led by the Recipient and Consultants from Collaborative Research) ○ Standards of Care (Medical Transportation, Food Bank – Home Delivered Meals and EIS) • P&D’s Next Meeting (w/Quality Management): Thursday, April 12, 2018, at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ; Start Time: 9:30 a.m. 			
<p align="center">Community Development Committee (CDC) Report</p>	<p>Committee Co-Chair K. DeMichele reported:</p> <ul style="list-style-type: none"> • CDC did not meet in March due to bad weather. • Concerning the reissuance of the Oath of Office certificates, Admin has forwarded the instructions given by the Mayor’s office (to those who were sworn-in at the annual meeting). <p><u>Membership</u></p> <ul style="list-style-type: none"> • The Planning Council has a total of 32 members and the PLWH representation is 41%. • Next Meeting: Thursday, April 12, 2018, at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ; Start Time: 12:00 p.m. 			
	<p>Action Steps</p> <ul style="list-style-type: none"> • Collect Oath of Office Certificates 	<p align="center">Who Admin</p>	<p align="center">Open X</p>	<p align="center">Closed</p>
<p align="center">Report of the Recipient</p>	<ul style="list-style-type: none"> • M. Izquierdo distributed a Utilization Report FY2018 for the period of 3/1/17 – 2/28/18 (12 month report). • Reallocations are still being finalized. • A 2nd partial award was received. • The names of the attorneys needed to be added to the MOU and the document has been provided to the City’s legal department. Additional edits to the MOU will be shared with Steering. 			
<p align="center">Old Business</p>	<p>Directives were presented, reviewed and discussed. Motion to accept the Directives, motioned by N. Kubisky, seconded by A. Boatwright. Vote: 19-Yes, 0-No</p> <p>Note: Recipient was asked to inform all sub-recipients about the implementation of the Health Literacy Tool which will be one of the conditions of award.</p>			

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<p>Announcements</p>	<ul style="list-style-type: none"> • W. Cesa held a Free Throws for AIDS event on March 29 at the Great Falls and it was attended by 60 students. • J. Freidman attended a Janssen Pharmaceuticals sponsored event in February related to adherence. • Regarding the Readers’ Theatre – My Best Friend Cullen, a venue has not been confirmed as of yet. • <i>Buddies of NJ</i> <ul style="list-style-type: none"> ○ Commended by the State and ranked #1 in delivering PrEP services ○ Women’s Day event (for testing) was held with approx. 50 people in attendance. • L. Dutton will be returning to her former position, since a new Assistant Commissioner will be introduced. • As of May, Paterson Counseling Center will have Dr. Slim (from St. Michael’s) every other Wednesday for HepC treatment. Paterson Counseling also does HepC testing. • Team Management is now certified to do HepC testing. • The Walgreens specialty store opened on March 28, located at 368 Broadway in Paterson. • 4/12: C. Leverette introduced herself as the new Community Health Worker at CAPCO and provided information about a focus-group project being led by Montclair State University called ‘THINKS’ for men and women; contact C. Leverette at (973) 742-6742 x308 or Linda x302 • 4/7 Open Mic at Old San Juan (Hackensack); contact R. Welsh • 4/21 Dance Party at St. Paul’s (Teaneck) ; see R. Welsh • 4/28 & 4/29 Paint & Sip at the Machado residence; contact R. Welsh • 5/6 NJ AIDS Walk; see R. Welsh for flyers and more info • 5/6 Bergen County Care Fair; contact P. Tenebruso 												
	<table border="1"> <thead> <tr> <th data-bbox="342 1371 1195 1409">Action Steps</th> <th data-bbox="1195 1371 1317 1409">Who</th> <th data-bbox="1317 1371 1422 1409">Open</th> <th data-bbox="1422 1371 1541 1409">Closed</th> </tr> </thead> <tbody> <tr> <td data-bbox="342 1409 1195 1486"> <ul style="list-style-type: none"> • Add to the planning council agenda a place for a NJ HIV Planning Group update. </td> <td data-bbox="1195 1409 1317 1486">Admin</td> <td data-bbox="1317 1409 1422 1486"></td> <td data-bbox="1422 1409 1541 1486">X</td> </tr> <tr> <td data-bbox="342 1486 1195 1530"> <ul style="list-style-type: none"> • Add timely trainings to planning council agenda </td> <td data-bbox="1195 1486 1317 1530">Admin</td> <td data-bbox="1317 1486 1422 1530"></td> <td data-bbox="1422 1486 1541 1530">X</td> </tr> </tbody> </table>	Action Steps	Who	Open	Closed	<ul style="list-style-type: none"> • Add to the planning council agenda a place for a NJ HIV Planning Group update. 	Admin		X	<ul style="list-style-type: none"> • Add timely trainings to planning council agenda 	Admin		X
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<p>Public Comments</p>	<p>Representatives from Nexiix Digital Marketers (Morristown, NJ) were in attendance.</p>												
<p>Evaluations</p>	<p>Meeting evaluations were handed out for completion.</p>												
<p>Adjournment</p>	<p>Motion to adjourn by M. Anderson, seconded by J. Dillard, unanimous decision. End Time: 12:45 p.m.</p> <p>Next Meeting: Tuesday, May 1, 2018 at Auditorium at New Bridge, 230 East Ridgewood Avenue, Paramus, NJ. Start Time - 11:30 a.m.</p>												

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ATTENDANCE RECORD

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

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

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