

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

May 1, 2018

Location: Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ

AGENDA ITEM	SUMMARY			
Opening	The meeting was called to order at 11:30 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 April 3, 2018, motioned by N. Kubisky, seconded by K. Walker. A vote took place after discussing edits and/or corrections and a review of the action items. Vote: 15-Yes, 0-No			
PCAT	A review of the PCAT took place. <ul style="list-style-type: none"> ○ Delayed Activity: Review Expenditures by Service Category ○ Expenditures for 1st quarter are forthcoming 			
Report of the Chair	PC Chair M. Anderson reported: <ul style="list-style-type: none"> • The HRSA monthly conference call w/Project Officer, Ms. Sera Morgan will take place Friday, May 4th. • The PrEP (pre-exposure prophylaxis) locator database has been added to the Planning Council’s website and users can enter a zip code and get a list of nearby PrEP providers. <ul style="list-style-type: none"> ○ The Centers for Disease Control and Prevention’s (CDC) National Prevention Information Network (NPIN) and Emory University have integrated data to provide a comprehensive, national directory of health service providers in the U.S. that offer PrEP to prevent HIV infection. ○ The database includes more than 1,800 public and private PrEP providers from all 50 states, as well as U.S. territories. • A webinar is being held on Tuesday, May 8, 2018 on the subject of Conducting Needs Assessments. <ul style="list-style-type: none"> ○ It will be hosted by Planning CHATT - Community HIV/AIDS Technical Assistance and Training. ○ Time: 1:00 p.m. (Duration: 1 hour 30 minutes) • All Commissioners are encouraged to voluntarily join a sub-committee. 			
	Action Steps <ul style="list-style-type: none"> • Send registration hyperlink for “Conducting Needs Assessment” • Send NJHPG’s letter template (for individual use), re: Presidential Advisory Council on HIV/AIDS (PACHA) 	Who Admin Admin	Open 	Closed X X

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<p align="center">Planning & Development (P&D) Committee Report</p>	<p>P&D Committee Chair, K. Walker reported:</p> <ul style="list-style-type: none"> • The grant year begins March 1 and ends February 28/29. • The P&D Committee assists the Planning Council with the mandated activities set forth by HRSA, and charged with: <ul style="list-style-type: none"> ○ Overseeing the progress of the Integrated HIV Prevention and Care Plan 2017-2021; ○ Leading the development and implementation of Needs Assessment (for selected populations), Priority Setting and Resource Allocations process (PSRA) and Standards of Care definitions; ○ Following the Continuum of Care Model • P&D meets each 2nd Thursday on a monthly basis at 9:30 a.m. <hr/> <ul style="list-style-type: none"> • P&D met on Thursday, April 12, 2018. • K. Walker and J. Dillard were elected as Committee Chair and Committee Co-Chair respectively. • The committee discussed the implementation of new Community Health Workers. <ul style="list-style-type: none"> ○ Their role is mainly focused on the reengagement of PLWH (people living with HIV/AIDS) by working with sub-recipients. • Review and completion of the Standards of Care were put on hold because HRSA asked for an update on the progress of our Integrated Plan 2017-2021. <ul style="list-style-type: none"> ○ P&D reviewed the goals, objectives, strategies and activities defined in the plan to identify confirm lead agencies, modify deadlines and note completed tasks. ○ The committee will finish this review at their next meeting. ○ Once the plan had been fully updated, a follow-up meeting will be coordinated with all stakeholders involved. ○ HRSA was informed on the committee’s effort to provide information on the progress of the Integrated Plan. • P&D’s next meeting (w/Quality Management): Thursday, May 10, 2018, at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ; Start Time: 9:30 a.m. <ul style="list-style-type: none"> ○ This meeting will address the efficacy of joining P&D with Quality Management, and determine whether to keep the meeting schedule as is.
<p align="center">Community Development Committee (CDC) Report</p>	<p>Committee Chair E. Elizondo reported:</p> <ul style="list-style-type: none"> • Community Development Committee (CDC) is responsible for membership recommendations, community engagement and events and preparing the agenda for Day of Capacity Building. Aligned with the planning council’s overall mission, CDC works toward helping PLWH get the continuous care and support services they need by promoting available resources. • CDC meets each 2nd Thursday on a monthly basis at 12:00 p.m. <hr/> <ul style="list-style-type: none"> • CDC met on Thursday, April 12, 2018 • The committee will be submitting their wish list/budget to Steering next month.

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<p>Community Development Committee (CDC) Report</p>	<ul style="list-style-type: none"> • The printing order of the new Planning Council brochure is still pending. • A new candidate for membership was interviewed and is eligible to fill the membership category of "CBOs serving affected populations/AIDS Service Organizations (ASOs)." • The candidate agreed to join the committee, as a Community-at-Large member for now. • CDC will plan on having new member recommendations finalized by 10/2/18 (which is Day of Capacity), • The recommendation(s) will be submitted to the Office of the Mayor for consideration and approval, with the intention of arranging the formal swearing-in ceremony to take place during the 2018 Annual Meeting (December 4). • As a reminder, Commissioners are encouraged to join one of the Planning Council's sub-committees, and community-at-large members are welcome as well. • To anyone who might be interested in applying to the Planning Council, we recommend joining a committee first which can help them become acquainted with us. <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%. • There are currently 2 commissioners up for removal. • CDC discussed asking case managers to identify consumers who may want to represent PLWH on the planning council and/or CDC committee. • Next Meeting: Thursday, May 10, 2018, at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ; Start Time: 12:00 p.m.
<p>Report from Office of the Recipient</p>	<p>Ryan White Division Director, M. Izquierdo reported:</p> <ul style="list-style-type: none"> • The allocations the Planning Council provided remain in place; any funds coming back will be distributed within the same service category; there are no funds coming back for support services; M. Izquierdo will be sending out requests for budgets to be returned ASAP. • There are only a couple weeks left to pay out, close out and complete the required federal financial report. • The first SPNS (Special Projects of National Significance) training/meeting in Washington, DC is next week. M. Izquierdo thanked the sub-recipients who have been helping along the way. <ul style="list-style-type: none"> ○ Although there was a setback, the issue was resolved as a result of Mayor Jane Williams-Warren's diligence. • Two weeks ago, M. Izquierdo had a conference call with our Project Officer and Centers for Disease Control and Prevention (CDC) about the progress of the Integrated Plan. There are only 2 main areas of concern, those being: bringing stakeholders back together again and gathering the demographic data of everyone involved in the planning process.

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<p>Report from Office of the Recipient</p>	<ul style="list-style-type: none"> • M. Izquierdo is working with the City's Accounts & Control Department, re: carry over funds. <ul style="list-style-type: none"> ○ The carry-over amount will be approximately \$1,500.00; she explained why those funds <u>must</u> be carried over. ○ If it was a larger amount (such as \$50K), then she would initiate an extension. • The balance of the grant award is expected by the end of June. • The Recipient reminded sub-recipients to submit any outstanding forms they may have. • Since this year, her office is allowed to bring more attendees than in the past, M. Izquierdo expressed her interest to take one consumer from the Planning Council to the 2018 National Ryan White Conference on HIV Care & Treatment, being held December 11-14, at the National Harbor in Oxon Hill, MD. <ul style="list-style-type: none"> ○ This event serves as an educational process and networking opportunity. ○ She asked the Chair and Planning Council to make the selection and provide her with the name of the person they choose. ○ Consultant J. Daniel suggested asking those who are interested to complete an application which would then be reviewed by the Steering Committee for a final selection. 												
<table border="1"> <thead> <tr> <th data-bbox="53 1031 1114 1066">Action Steps</th> <th data-bbox="1114 1031 1271 1066">Who</th> <th data-bbox="1271 1031 1391 1066">Open</th> <th data-bbox="1391 1031 1570 1066">Closed</th> </tr> </thead> <tbody> <tr> <td data-bbox="53 1066 1114 1102">• Send application for consumers to attend conference to Admin</td> <td data-bbox="1114 1066 1271 1102">ColRsch</td> <td data-bbox="1271 1066 1391 1102"></td> <td data-bbox="1391 1066 1570 1102">X</td> </tr> <tr> <td data-bbox="53 1102 1114 1150">• Collect names of interested consumers and send them the application</td> <td data-bbox="1114 1102 1271 1150">Admin</td> <td data-bbox="1271 1102 1391 1150"></td> <td data-bbox="1391 1102 1570 1150">X</td> </tr> </tbody> </table>		Action Steps	Who	Open	Closed	• Send application for consumers to attend conference to Admin	ColRsch		X	• Collect names of interested consumers and send them the application	Admin		X
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• Send application for consumers to attend conference to Admin	ColRsch		X										
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<p>Old Business</p> <p>New Business</p>	<ul style="list-style-type: none"> • All original Oath of Office certificates have to be returned in order for the language to be corrected for those who were sworn-in this past December. Anyone who has lost their original certificate will need to sign and return an affidavit. <p><u>Training Led by J. Daniel, Collaborative Research:</u> The Bergen/Passaic TGA Ryan White Part A HIV/AIDS Program - Planning Council Roles & Responsibilities. Presentation included: historical timeline of the program, program overview, Part A, Part A award process, stakeholders and the following chart:</p>												

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Training	Role/Task	CEO/Recipient	Planning Council		
	Planning Council Formation/Membership	X (CEO)	X		
	Needs Assessment	X	X		
	Comprehensive Planning	X	X		
	Priority Setting		X		
	Directives		X		
	Resource Allocation		X		
	Coordination of Services	X	X		
	Procurement	X			
	Contract Monitoring	X			
	Clinical Quality Management	X	X (service standards)		
	Cost Effectiveness/Outcomes Evaluation	X	X		
	Assessment of the Administrative Mechanism		X		
Action Steps		Who	Open	Closed	
<ul style="list-style-type: none"> Create affidavit and send it to the Commissioners, as needed 		Admin		X	
Announcements	<ul style="list-style-type: none"> Chair announced the date for the PSRA meeting (Priority Setting & Resource Allocation). <ul style="list-style-type: none"> It will be Tuesday, August 7, 2018, 9:30 a.m. – 2:00 p.m. Breakfast and lunch will be served. All Commissioners must attend the morning training session in order to vote during PSRA. 				
	<p><u>Update from NJ State HIV Planning Group (NJHPG) by J. Dillard:</u></p> <ul style="list-style-type: none"> NJHPG’s activities are the same as our, except on a State level. We share our plan with them and they share their plan with us, and we seek to be unified in goals and objectives. At their last meeting, they had a presentation on syringe access programs in NJ and the challenges; needle programs are under fire in several cities. The Bergen-Passaic TGA has had the program for 10 years, and there’s been unfortunate events in the community. The subject has also been politicized locally. 				

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Announcements	<ul style="list-style-type: none"> NJHPG meets each 3rd Thursday of every month (New Brunswick), and J. Dillard acknowledged A. Boatwright for attending the last few meetings. The expansion of PrEP programs in the State was mentioned; no person should be turned away from PrEP services; 5/6: NJ AIDS Walk; R. Welsh shared flyers and spoke about sponsors and the importance of showing support Re: Community Health Workers, upcoming trainings in May K. DeMichele is moving to another area of the State and announced her resignation from the Planning Council. She told everyone it was a pleasure to work together. <i>All Commissioners are once again encouraged to voluntarily join a sub-committee.</i> 			
	Action Steps	Who	Open	Closed
	<ul style="list-style-type: none"> Send notification about PSRA meeting to all Commissioners Obtain information for next training (Integrated Plan) and add to planning council agenda 	Admin Admin		X X
Public Comments	<ul style="list-style-type: none"> Guests were asked to introduce themselves and affiliation, if applicable. 			
Evaluations	Meeting evaluations were handed out for completion.			
Adjournment	Motion to adjourn by R. Welsh, seconded by K.DeMichele, unanimous decision. End Time: 12:45 p.m. Next Meeting: Tuesday, June 5, 2018 at Auditorium at New Bridge, 230 East Ridgewood Avenue, Paramus, NJ. Start Time - 11:30 a.m.			

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ATTENDANCE RECORD

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

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

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