

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

STEERING COMMITTEE MEETING MINUTES

May 1, 2018

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

AGENDA ITEM	SUMMARY																			
Opening	Chair M. Anderson called the meeting to order at 9:36 a.m., and welcomed all. A moment of silence was observed for those affected by HIV.																			
Roll Call	Present 1. M. Anderson 2. K. Walker 3. E.Elizondo 4. J.Dillard 5. N.Kubisky	Absent K. Daniels T. Love	Guests 1. E. Johnson 2. C. Leverett	Recipient's Office M. Izquierdo Staff J. Daniel, Consultant S. Gonzalez, Admin																
Approval of Minutes	Motion: To accept the committee minutes of April 3, 2018, motion by J. Dillard and seconded by K. Walker. A vote took place after discussing edits and/or corrections and a review of the action items: Vote: 4-YES and 0-NO																			
Open Discussion	<ul style="list-style-type: none"> • Steering set the date for the Priority Setting & Resource Allocation meeting (PSRA). <ul style="list-style-type: none"> ○ Tuesday, August 7, 2018 ○ 9:00 am Breakfast, Meeting 9:30 a.m. – 2:00 p.m. <ul style="list-style-type: none"> ▪ 1. PSRA Training, 2. Priority Setting and 3. Resource Allocations ○ Commissioners must attend the morning training that day in order to be eligible to vote during PSRA. ○ Steering will not meet that day. <p>Other Notes The Part A guidance will be coming out at the end of June and the timeline is 90-days to complete.</p> <table border="1" data-bbox="277 1224 1560 1381"> <thead> <tr> <th data-bbox="277 1224 1182 1255">Action Steps</th> <th data-bbox="1187 1224 1325 1255">Who</th> <th data-bbox="1330 1224 1430 1255">Open</th> <th data-bbox="1435 1224 1560 1255">Closed</th> </tr> </thead> <tbody> <tr> <td data-bbox="277 1262 1182 1293">• Announce PSRA meeting date at Planning Council meeting</td> <td data-bbox="1187 1262 1325 1293">MA</td> <td data-bbox="1330 1262 1430 1293">X</td> <td data-bbox="1435 1262 1560 1293"></td> </tr> <tr> <td data-bbox="277 1299 1182 1331">• Reserve Auditorium @ New Bridge for PSRA, if available</td> <td data-bbox="1187 1299 1325 1331">Admin</td> <td data-bbox="1330 1299 1430 1331"></td> <td data-bbox="1435 1299 1560 1331">X</td> </tr> <tr> <td data-bbox="277 1337 1182 1369">• Send PSRA meeting notice to Planning Council</td> <td data-bbox="1187 1337 1325 1369">Admin</td> <td data-bbox="1330 1337 1430 1369"></td> <td data-bbox="1435 1337 1560 1369">X</td> </tr> </tbody> </table>				Action Steps	Who	Open	Closed	• Announce PSRA meeting date at Planning Council meeting	MA	X		• Reserve Auditorium @ New Bridge for PSRA, if available	Admin		X	• Send PSRA meeting notice to Planning Council	Admin		X
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PCAT	A review of the Planning Council Action Timeline took place: Steering Committee is on track.																			
Meeting Evaluations	Admin displayed the results of the April 2018 meeting evaluations. Evaluations are completed by Planning Council meeting attendees and reviewed by Steering monthly.																			
Report of the 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. 																			

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<p>Report of the Chair</p>	<ul style="list-style-type: none"> ○ 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) 			
	<p>Action Steps</p> <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) ● Encourage Commissioners to voluntarily join a sub-committee. ● Describe sub-committees at each Planning Council meeting 	<p>Who</p> <p>Admin Admin Steering KW/EE</p>	<p>Open</p> <p> X X</p>	<p>Closed</p> <p>X X </p>
<p>Planning & Development Committee Report</p>	<p>Committee Chair, K. Walker reported:</p> <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>Action Items</p> <ul style="list-style-type: none"> ● Finalize a new version of the Integrated Plan after P&D’s review ● Make the Integrated Plan an agenda item for P&D 		<p>Who</p> <p>MI/ColRsh Admin</p>	<p>Open</p> <p>X X</p>	<p>Closed</p> <p> </p>
<p>Community Development Committee Report (CDC)</p>	<p>Committee Chair E. Elizondo reported:</p> <p>CDC met on Thursday, April 12, 2018</p> <p>Membership</p> <ul style="list-style-type: none"> ● The Planning Council has a total of 32 members and the PLWH representation is 41%. <ul style="list-style-type: none"> ○ There are currently 2 commissioners up for removal. (C. Frasier and E. Halstead) 			

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<p>Community Development Committee Report (CDC)</p>	<ul style="list-style-type: none"> ○ A new candidate for membership was interviewed and is eligible to fill the membership category of "CBOs serving affected populations/AIDS Service Organizations (ASOs)." ○ Candidate joined CDC as a Community-at-Large member. ● CDC will plan on having new member recommendations finalized by 10/2/18 (which is Day of Capacity). <ul style="list-style-type: none"> ○ 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). ● CDC discussed asking case managers to identify consumers who may want to represent PLWH on the planning council and/or CDC committee. <ul style="list-style-type: none"> ○ Since members of CDC don't have to be PC Commissioners, the CDC should be able to recruit consumers only ● We will recommend joining a committee first, to anyone who might be interested in applying to the Planning Council, which can help them become acquainted with us. ● The committee will submit a budget to Steering next month for review and approval. ● The printing order of the new Planning Council brochure is still pending. ● CDC is divided about reaching out to representatives of EMS/Fire/Police <ul style="list-style-type: none"> ▪ One reason is the fear some may have if they are undocumented. ▪ Collaborative Research gave CDC an example case study, as follows: <ul style="list-style-type: none"> ▪ San Antonio, Texas: The VICE Unit and the Drug Unit did a presentation at the HIV/Syphilis Testing Taskforce regarding what they do, what they look for, and arrest rates. At the Taskforce Meeting one of the providers asked if it would be possible for the officers to please stop taking the condoms from the sex workers since this was all they had to protect themselves at the time from STIs. The taskforce then set up a meeting with the Lieutenant of SAPD to discuss the possibility of his officers handing out hygiene kits to sex workers/johns. He was open to the idea and his unit began handing out kits. The lieutenant is also a member of the Stakeholder Work Group for the Integrated Plan and what worked in San Antonio's favor was the LT's willingness and it gave him and his unit a way to help. ● Upcoming Event: 6/16, African-American Day Parade in Paterson ● Next Meeting: Thursday, May 10, 2018, at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ; Start Time: 12:00 p.m. 												
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<p>Old Business</p>	<p>Invitation Letter to Municipalities and Health Departments in Passaic and Bergen Counties</p> <p>A revised version of the letter was reviewed and upon incorporating final edits, it can be distributed. Motion to approve the invitation letter, motioned by J. Dillard, seconded by N. Kubisky. Vote 5-Yes, 0-No</p>												

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<p>Old Business</p>	<p><u>Other</u> Upcoming Event: June 18 & 19, Creative Paterson Call to Collaboration taking place at the Gym at Passaic County Community College, 203 Ellison Street. The registration details and agenda have been emailed to the Planning Council.</p> <p><u>MOU</u> J. Daniel provided an update on the status of the MOU.</p> <ul style="list-style-type: none"> • Changes from the city attorney were received – there is no substantial difference • With the mayoral elections happening next month, it would be best to wait until July 1st to submit/implement the MOU. • Steering will be given an opportunity to read the MOU again 			
<p>Action Items</p> <ul style="list-style-type: none"> • Disseminate the Invitation Letter to surrounding municipalities • Add appendix to final MOU 		<p>Who Admin JD</p>	<p>Open X</p>	<p>Closed X</p>
<p>New Business</p>	<p><u>Cultural Humility at 2018 Day of Capacity Building</u> Admin presented information concerning the possibility of AIDS United (AU) conducting a training at this year’s Day of Capacity Building, on the subject of Cultural Humility. AU sent their requirements and process for securing a free training with the Planning Council for review.</p> <p><u>Upcoming Trainings at Planning Council’s Monthly Meetings</u></p> <ul style="list-style-type: none"> • June – Integrated Plan • July – PSRA <p><u>Notes</u></p> <ul style="list-style-type: none"> ▪ Regarding requests for epidemiological data, J. Daniel has been in contact with the New Jersey Department of Health, Division of HIV, STD and TB Services in order to gather the necessary figures for the grant application. <p><u>Other</u></p> <ul style="list-style-type: none"> ▪ M. Anderson attended the Yale Healthcare Conference 2018 – “Improving Healthcare Access, Benefits and Solutions for Business and Society” where he met a lot of insurance company representatives, among others. One takeaway from the event was regarding the ACA penalties in 2019 and the expectation of escalating prices. ▪ The Paint & Sip and dance Party events organized by Buddies of NJ were successful. ▪ 5/6: NJ AIDS Walk @ Ridgewood Duckpond; contact M. Anderson 			
<p>Action Items</p> <ul style="list-style-type: none"> • Identify a partner CBO for AU arrangement and follow-up with AU • Share a Health Disparity Calculator with P&D Committee 		<p>Who Admin ColRch</p>	<p>Open X X</p>	<p>Closed</p>
<p>Adjournment</p>	<p>Motion to adjourn the meeting by N.Kubisky, seconded by K. Walker. The vote was unanimous. End Time 11:00 a.m.</p> <p>Next Meeting: Steering Committee will meet Tuesday, June 5, 2018 at New Bridge Medical Center, 230 East Ridgewood Avenue, Paramus, NJ. Start Time - 9:30 a.m.</p>			