

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

**June 5, 2018**

**Location: New Bridge, Auditorium, 230 East Ridgewood Avenue, Paramus, NJ.**

<b>AGENDA ITEM</b>	<b>SUMMARY</b>
<b>Opening</b>	<p>The meeting was called to order at 11:48 a.m. by Chair M. Anderson.</p> <ul style="list-style-type: none"> <li>○ A Moment of Silence was observed for those affected by HIV.</li> <li>○ Reading of Open Public Meeting Statement</li> </ul>
<b>Attendance</b>	Attendance was taken and quorum was established. The current membership count is 30.
<b>Welcome</b>	Chair welcomed the commissioners, guests, and the public.
<b>Approval of Minutes</b>	<p><b>Motion:</b> To accept the meeting minutes of May 1, 2018, motioned by N. Kubisky, seconded by A. Boatwright. A vote took place after discussing edits and/or corrections and a review of the action items. <b>Vote: 12-Yes, 0-No</b></p>
<b>PCAT</b>	<p>A review of the PCAT took place.</p> <ul style="list-style-type: none"> <li>○ Going forward, hard copies of the PCAT will be provided.</li> </ul>
<b>Report of the Chair</b>	<p>PC Chair M. Anderson reported:</p> <ul style="list-style-type: none"> <li>• The final award came in. Our grant application score was 95 out of a possible 100. The funds received were \$34,000 less than last year. A copy of the HRSA/HAB Objective Review Committee (ORC) Final Summary Statement which outlines the application’s strengths and weakness is available upon request.</li> <li>• Today, the Planning Council will receive a training on the Integrated Plan. <ul style="list-style-type: none"> <li>▪ Trainings will continue to be conducted by Collaborative Research at every Planning Council monthly meeting.</li> <li>▪ Next month’s training: Priority Setting &amp; Resource Allocations (PSRA)</li> </ul> </li> <li>• We emailed the information to all about the Tuesday, June 19<sup>th</sup> call with CAEAR and HRSA (2 -3pm).</li> <li>• An invitation/introductory letter was disseminated to mayors and health departments throughout the municipalities in Passaic County and Bergen County. <ul style="list-style-type: none"> <li>▪ In attendance: Ms. M. Deppert, Hillsdale Department of Health</li> <li>▪ Other respondent via email: Ms. J. Kidd, Clifton Health Department</li> </ul> </li> <li>• Re: National Institute on Drug Abuse (NIDA) proposal: On May 28<sup>th</sup>, Dr. Bryan Garner received an email from NIDA indicating that they are preparing to make the award and believes the project will be officially awarded on July 1<sup>st</sup>. <ul style="list-style-type: none"> <li>▪ Dr. Garner and his team will reach out to the Planning Council and look forward to collaborating with us in the very near future.</li> </ul> </li> <li>• Re: AIDS United: The Planning Council will initiate a formal request in the coming months to secure a training on Cultural Humility, to be conducted on Day of Capacity Building (October 2). AIDS Untied is also interested in possibly providing another training (on the topic of reengagement) -- one option could be to invite them to Part Two of the Integrated Plan (meeting for all stakeholders).</li> </ul>

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<p align="center"><b>Report of the Chair</b></p>	<ul style="list-style-type: none"> <li>The scheduled conference call w/HRSA did not take place (6/1/18).</li> <li>We've added a new question about participation on sub-committees to meeting evaluation forms.</li> <li>We'll be adding the next meeting date/location to each Planning Council agenda.</li> <li>Dr. L. R. Marton (St. Joseph's) has passed away.</li> <li>Commissioner E. Elizondo has been selected as the winner (out of 3 applicants) to attend the 2018 National Ryan White Conference on HIV Care &amp; Treatment, being held December 11-14, at the National Harbor in Oxon Hill, MD. <ul style="list-style-type: none"> <li>He will accompany Director M. Izquierdo, Office of the Recipient.</li> </ul> </li> </ul>			
	<p><b>Action Steps</b></p> <ul style="list-style-type: none"> <li>Email information about upcoming services for Dr. Marton.</li> </ul>	<p><b>Who</b> Admin</p>	<p><b>Open</b></p>	<p><b>Closed</b> X</p>
<p align="center"><b>Planning &amp; Development (P&amp;D) Committee Report</b></p>	<p><b><u>Introduction</u></b></p> <ul style="list-style-type: none"> <li>The grant year begins March 1 and ends February 28/29.</li> <li>The P&amp;D Committee assists the Planning Council with the mandated activities set forth by HRSA, and charged with: <ul style="list-style-type: none"> <li>Overseeing the progress of the Integrated HIV Prevention and Care Plan 2017-2021;</li> <li>Leading the development and implementation of Needs Assessment (for selected populations), Priority Setting and Resource Allocations process (PSRA) and updating Standards of Care definitions;</li> <li>Following the Continuum of Care Model</li> </ul> </li> <li>P&amp;D meets each 2<sup>nd</sup> Thursday on a monthly basis.</li> </ul> <hr/> <p>P&amp;D Committee Chair, K. Walker reported:</p> <ul style="list-style-type: none"> <li>Committee met on May 10<sup>th</sup></li> <li>The meeting structure for P&amp;D and QM has changed. We're still going to be meeting on the same day but each group will have their own agenda so they can have a more concentrated effort. Moreover, members can attend both committee meetings if they choose.</li> <li>The review of the Integrated Plan was finished. Once the plan is ready for redistribution, a follow-up meeting will be coordinated with all stakeholders involved. This time we'll plan on formally collecting the demographic data of all participants.</li> <li>At the next meeting P&amp;D will be picking up where they left-off with Service Standards.</li> <li>We discussed a possible webinar about the Health Literacy Tool. We've discussed putting the scores in the Patient Portal under "outcomes" since everyone has access to that tab.</li> <li>The committee will also dive into: Cultural Competency Recommendations and working with Community Health Workers for reengagement of PLWH.</li> </ul>			

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<p align="center"><b>Planning &amp; Development (P&amp;D) Committee Report</b></p>	<ul style="list-style-type: none"> <li>• QM will look at Quality Improvement Projects and the NJCPC (New Jersey Cross-Part Collaborative Project), Outcomes, Cohort Studies, Tobacco Cessation Programs, Dental Programs, Prostate Cancer, National Improvement Project w/ECHO Collaborative (a new model case management system adopted in New Mexico)</li> <li>• Next meeting: Thursday, June 14 at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ. <ul style="list-style-type: none"> <li>▪ QM 9:00 a.m. – 10:30 a.m.</li> <li>▪ P&amp;D 10:45 a.m. – 12:45 p.m.</li> </ul> </li> </ul>			
<p><b>Action Steps</b></p> <ul style="list-style-type: none"> <li>• Inform Planning Council about achievements of Integrated Plan during committee report</li> </ul>		<p align="center"><b>Who</b> KW/JD</p>	<p align="center"><b>Open</b> X</p>	<p align="center"><b>Closed</b></p>
<p align="center"><b>Community Development Committee (CDC) Report</b></p>	<p><b><u>Introduction</u></b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• CDC meets each 2<sup>nd</sup> Thursday on a monthly basis.</li> </ul> <hr/> <p><b><u>Membership</u></b></p> <ul style="list-style-type: none"> <li>• The Planning Council has a total of 30 members and PLWH representation is 40%.</li> </ul> <p>Committee Chair E. Elizondo reported:</p> <ul style="list-style-type: none"> <li>• Committee met on May 10<sup>th</sup></li> <li>• We saw the new brochure that came back from the printer. Now, the new mayor's name will be added and a new batch will be ordered for print.</li> <li>• Committee presented its wish list/budget to Steering.</li> <li>• We will plan on having new member recommendations finalized by 10/2/18 (which is Day of Capacity Building).</li> <li>• We have some ideas floating around for this year's theme for Day of Capacity Building. We are open to hear suggestion, however, as of now, we have "All Aboard the Progress Express!"</li> <li>• Next Meeting: Thursday, June 14, 2018, at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ; Start Time: 1:00 p.m.</li> </ul>			

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<p align="center"><b>Report from Office of the Recipient</b></p>	<p>Ryan White Division Director, M. Izquierdo reported:</p> <ul style="list-style-type: none"> <li>• The grant application for 2019 was put out already and is due September 27, 2018.</li> <li>• As mentioned at the beginning of the meeting, the application score for FY2019 was 95 out of 100. Last year we received a 92. All 2017 funds were spent – nothing left.</li> <li>• Late last week, we got the balance of the award for 2018 which was a \$34,000 decrease. Our goal is to provide level funding to sub-recipients. Total Grant Award: \$4,094,255</li> <li>• Figures on where we stand now in relationship to expenditures, will be provided at the next meeting.</li> <li>• Regarding MAI funds, \$1,100 will be returned.</li> <li>• The SPNS (Special Projects of National Significance) grant is moving forward. We’re looking to have site visits June 20-21 -- Boston University is the lead agency. This is the first time the federal government focuses employment for non-virally suppressed individuals and those who are unstably housed.             <ul style="list-style-type: none"> <li>▪ The goal, after concluding this project, is to have a national roll-out.</li> <li>▪ The Bergen-Passaic TGA was one of 75 applicants nationwide, and 1 of only 12 award recipients.</li> <li>▪ This is a 3-year cycle.</li> <li>▪ Director Izquierdo and J. Daniels attend the kick-off meeting in Washington, DC with other recipients in mid-May.</li> </ul> </li> </ul>			
<p><b>Action Steps</b></p> <ul style="list-style-type: none"> <li>• Provide current expenditure figures</li> </ul>		<p align="center"><b>Who</b> MI</p>	<p align="center"><b>Open</b></p>	<p align="center"><b>Closed</b> X</p>
<p><b>Old Business</b></p> <p><b>New Business</b></p>	<p>None</p> <p><b><u>Month of June Training: Integrated HIV Prevention and Care Plan</u></b> Presented by J. Daniel</p> <ul style="list-style-type: none"> <li>➤ Background</li> <li>➤ TGA’s Response</li> <li>➤ Status of Goals</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• This plan serves as a roadmap over the next 5 years.</li> <li>• There are a total of 6,400 PLWH in both counties and 90% are virally suppressed.</li> </ul>			
<p><b>Announcements</b></p>	<p><b><u>Update from NJ State HIV Planning Group (NJHPG)</u></b> <i>NJHPG’s activities are the same as ours, 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. NJHPG meets each 3<sup>rd</sup> Thursday of every month (New Brunswick).</i></p>			

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<p><b>Announcements</b></p>	<ul style="list-style-type: none"> <li>• On 6/20 NPHPG will host a resource summit, interested parties must register online. The new assistant commissioner attended their last meeting and stated his office has an open door. More information is available on the NJDOH website.</li> <li>• Commissioner A. Boatwright is a new member of NJHPG, as a consumer representing the Bergen-Passaic TGA.</li> <li>• The NJ AIDS Walk took place on May 5<sup>th</sup>, along with 5 partner organizations. The event raised \$330,000.</li> <li>• 6/18 and 6/19: City Of Paterson Collaborative meeting at PCCC gym (203 Ellison Street in Paterson), 8:30 a.m. – 3:30 pm</li> <li>• Chair M. Anderson attended an event in Washington, DC to advocate for the prescription program 340B</li> <li>• Commissioner W. Cesa will be contacting the volunteers for “My Best Friend Cullen” shortly about rehearsals that may be taking place in July or August. The script reading is October 4 at the Bergen PAC in Hackensack. Details to follow.</li> </ul>
<p><b>Public Comments</b></p>	<p>Guests were asked to introduce themselves and affiliation, if applicable.</p> <ul style="list-style-type: none"> <li>❖ Walgreens</li> <li>❖ Hillsdale Department of Health</li> </ul>
<p><b>Evaluations</b></p>	<p>Meeting evaluations were handed out for completion.</p>
<p><b>Adjournment</b></p>	<p>Motion to adjourn by A. Boatwright, seconded by F. Rodriguez, unanimous decision. End Time: 12:54 p.m. <b>Next Meeting:</b> Tuesday, July 10, 2018 at Christopher Hope Building, 60 Temple Street, Paterson, NJ. Start Time - 11:30 a.m.</p>

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**ATTENDANCE RECORD**

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

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

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