



PLANNING & DEVELOPMENT COMMITTEE (P&D) AND QUALITY MANAGEMENT (QM)

MEETING MINUTES

Meeting Date: Thursday, May 10, 2018
Location: Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ

AGENDA ITEM	SUMMARY			
Welcome Moment of Silence	K.Walker called the meeting to order at 9:40 a.m., and welcomed everyone. Moment of Silence was observed for those affected by HIV/AIDS.			
Attendance	Present		Absent	
	<ol style="list-style-type: none"> 1. K.Walker* 2. R. Folger 3. P. Cuffe* 4. N. Kubisky* 5. K. Thirukandalau 6. P. Moschella* 7. Y. Guillen 8. T. Smith 9. G. Kelly* 10. L. Williams 11. I. Panagiotis 12. D. Wilson 13. R. Welsh* 14. D. Mendez 	<p>Recipient M. Izquierdo</p>	<ul style="list-style-type: none"> ▪ J. Dillard* ▪ M. Anderson* ▪ K. Daniels* ▪ P. Zeno-Martinez* ▪ A. Munoz* ▪ O. Pena* ▪ E. Elizondo* ▪ W. Cesa ▪ B. Roman ▪ A. Blakney ▪ J.Guzman ▪ M. Day ▪ J.AhLee ▪ L. Ashe* 	Guests
Support Staff	<ol style="list-style-type: none"> 15. T. Schucker 16. S. Gonzalez 	*P&D Committee Member		
Approval of Minutes	Motion: To accept the meeting minutes of April 12, 2018, motioned by N. Kubisky, seconded by R. Welsh. A vote took place after discussing edits and/or corrections and a review of the action items. Vote: 10-Yes, 0-No			
Open Discussion	<ul style="list-style-type: none"> • Data will be needed to learn how this TGA compares to the state and the nation. • Starting next month (June), the committees (QM and P&D) will not meet as one, rather each committee will have their own time and their own agenda. Members are welcome to attend both meetings if they choose. • These meetings will continue to take place on the same day, which is the 2nd Thursday of each month, as follows: <ul style="list-style-type: none"> ○ Quality Management (QM): Start Time 9:30 a.m. 9:00 a.m. ○ Planning & Development (P&D): Start Time 10:30 a.m. 10:45 a.m. • A discussion took place about the topics that would be covered at the next QM meeting: Crosswalk of Integrated Plan, Quality Improvement Projects, Outcomes in e2, New Jersey Cross Part Collaborative, National Quality Center (NQC), Cohort Studies, Tobacco Cessation Programs, Dental Programs, Prostate Cancer and Project ECHO. 			
	Action Steps -Send meeting notices and separate agendas -Future Topic: TCQ Training of Consumers on Quality		Who Admin	Open X
			Closed X	

<p>Open Discussion (continued)</p>	<ul style="list-style-type: none"> • Re: Tobacco Cessation Programs <ul style="list-style-type: none"> ○ Information must be documented on medical charts. ○ There is only 1 clinic that has a full program in place. ○ Hackensack UMC has a comprehensive program. ○ Buddies of NJ has partnered with an outside entity to reach Latinos. • Re: Dental Programs <ul style="list-style-type: none"> ○ It should include follow-up, not just referrals. • Re: Prostate Cancer <ul style="list-style-type: none"> ○ Screening is important, however, it was found that most cancer does not create a problem or have an effect since it's a gradual process for men age 50+ (possibly taking twenty-years to spread). ○ People have lived normal lives without surgery and some patients have no progression. • Re: Skin Cancer - There is a high incidence as a result of PLWH's weakened immune systems. 			
<p>HIV Integrated Prevention and Care Plan 2017-2021</p>	<ul style="list-style-type: none"> • Review of the progress of the Integrated Plan (goals, objectives, strategies and activities) continued with emphasis on identifying lead agencies, modifying deadlines and noting completed tasks. <u>The review was completed.</u> Once the plan is ready for redistribution, a follow-up meeting will be coordinated with all stakeholders and we'll plan on formally collecting the demographic data of all participants. <ul style="list-style-type: none"> ▪ Note: At least one person from each "lead agency" should be required to attend in order to share the information with their office staff, maybe as a staff development activity. • A discussion took place about being able to record the scores of the Health Literacy Tool. Instructions were provided to representatives from e2 on designing a way that patients' scores can be inputted in the Patient Portal under "outcomes" since everyone has access to that tab. The information would include the score and date it was conducted. • Update from e2: RDE approved the removal of alerts related to Medicaid plans. 			
<p>Action Steps</p> <ul style="list-style-type: none"> -Provide clean, updated version of Integrated Plan -Implement Health Literacy Tool -Revisit Cultural Competency Recommendations -Create Housing Resource List -Mention achievements of the Integrated Plan at each Planning Council meeting -Finish Service Standards 		<p>Who</p> <p>MI/ColRch MI/e2 P&D RW KW P&D</p>	<p>Open</p> <p>X X X X X X</p>	<p>Closed</p>
<p>Adjournment</p>	<p>Motion to adjourn the meeting, motion by N. Kubisky, seconded by R. Welsh. The meeting adjourned at 11:46 a.m. with a unanimous vote.</p> <p>Next Meeting</p> <p>Thursday, June 14, 2018, Christopher Hope Building, 60 Temple St., Paterson, NJ.</p> <ul style="list-style-type: none"> ○ Quality Management (QM): Start Time 9:30 a.m. 9:00 a.m. ○ Planning & Development (P&D): Start Time 10:30 a.m. 10:45 a.m. 			