

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

July 10, 2018

Location: Christopher Hope Building, 60 Temple Street, 1st Fl., Paterson, NJ.

AGENDA ITEM	SUMMARY
Opening	<p>The meeting was called to order at 11:30 a.m. by Vice-Chair K. Daniels.</p> <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 30.
Welcome	Vice-Chair welcomed the commissioners, guests, and the public.
Approval of Minutes	<p>Motion: To accept the meeting minutes of June 5, 2018, motioned by N. Kubisky, seconded by B. Brown. A vote took place after discussing edits and/or corrections and a review of the action items. Vote: 18-Yes, 0-No</p>
PCAT	A review of the PCAT took place.
Report of the Chair	<p>PC Vice-Chair K. Daniels reported:</p> <ul style="list-style-type: none"> • This afternoon, the Planning Council will receive a training on PSRA – Priority Setting & Resource Allocation. This will begin to prepare us for the August 7th full day PSRA meeting. However, on the morning of August 7th, there will be another PSRA training that is mandatory. Anyone who does not attend in the a.m., cannot vote during the process. <ul style="list-style-type: none"> PSRA Meeting will be Tuesday, August 7, 2018 9:00 a.m. Breakfast 9:30 a.m. – 2:00 p.m. Mandatory Training followed by PSRA process • The monthly conference call w/HRSA took place on Friday, July 6th. <ul style="list-style-type: none"> ○ The Planning Council membership is invited to participate in a Pre-Part A Application call/webinar that will show the complexity of the grant application (all the parts, steps and procedures). It will take place Thursday, July 19, 2:00 – 4:00 pm (EST). ○ We were asked about the By-Laws, and informed Sera Morgan that we were waiting for the new mayor to take office. ○ S. Morgan asked for a copy of the Service Standards, once they are approved. She was directed to our website. ○ After PSRA, Sera asked to be brought up-to-date regarding any major changes in service categories (any shifts up or shifts down), and would like to know the details behind such changes. Again, we directed her to our website. • In the near future, members of the Planning Council may be asked to complete a questionnaire (more specific demographic data). • New Information Added to the Website: link/icon to HIV testing sites and care services • AIDS United indicated that health departments can make the formal request for capacity building training.

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Report of the Chair	<ul style="list-style-type: none"> The Chair and Vice-Chair have received a copy of the progress report that was completed in May. e-compass sent an email yesterday about the new URL (website address) Those who are volunteering in the play "My Best Friend Cullen" please stay after the meeting for rehearsal. 			
	Action Steps	Who	Open	Closed
	<ul style="list-style-type: none"> Send link/information to all, re: HRSA webinar of 7/19 Resend the By-Laws document to Recipient Resend the MOU document to Recipient Ask P. Persaud about making the formal request to AIDS United for Day of Capacity Building 	Admin Admin Admin MI		X X X X

Everyone agreed to change the order of the agenda at this time and move the training session ahead of committee reports and the remainder of items on the agenda.

New Business	<p><u>Month of July Training: Priority Setting and Resource Allocation (PSRA)</u> Presented by T. Schucker, Collaborative Research</p> <ul style="list-style-type: none"> ➤ Roles of the CEO, Recipient and Planning Council ➤ Priority Setting & Resource Allocation Guidance <p>Notes:</p> <ul style="list-style-type: none"> Each service category must be prioritized (ranked) just in case a decision is made to fund ones that are not currently funded. The Administrative Mechanism is related to procurement (how well and effective the contracts, payments and service delivery are being handled by the Recipient). K. Walker offered to take up to 3 commissioners to the August 7th PSRA meeting.
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Planning & Development (P&D) Committee Report	<p><u>Introduction</u></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 updating Standards of Care definitions; Following the Continuum of Care Model P&D meets each 2nd Thursday on a monthly basis. <hr/> <p>P&D Committee Chair, K. Walker reported:</p> <ul style="list-style-type: none"> Committee met on June 14th Once the Integrated Plan is ready for redistribution, a follow-up meeting will be coordinated with all stakeholders involved – will discuss new target dates and progress.
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<p align="center">Planning & Development (P&D) Committee Report</p>	<ul style="list-style-type: none"> • Going forward, P&D will be working on the cultural competency recommendations (a while ago, we had a 2-year Cultural Competency Taskforce which came up with a lot of guidance for sub-recipients) and, P&D also has talked about working with Community Health Workers for reengagement of PLWH. <ul style="list-style-type: none"> ○ With regard to cultural competency, a discussion took place about tools that are available online, the sub-recipients’ contractual obligation to comply and their responsibility to guide their staff on this topic. <ul style="list-style-type: none"> ▪ P. Persaud recommended using the New Jersey Learning Management Network website, https://njlmn.njlincs.net/ • On the agenda for the next P&D meeting, we have Medical Nutrition Therapy, Health Literacy Online Training, 2017 Progress Report and 2017 EIIHA -- Early Identification of Individuals with HIV/AIDS. • Next meeting: Thursday, July 12 at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ, at 10:45 a.m. – 12:45 p.m. All meetings for the rest of the year will be held at Crossroads. • P&D completed the service standards for Food Bank and Medical Transportation, and will now be presented as a motion from this committee: <ul style="list-style-type: none"> ○ T. Schucker (Collaborative) presented and reviewed the service standards, on behalf of P&D as follows: <ul style="list-style-type: none"> ▪ Motion from the Planning & Development Committee to approve the Food Bank Service Standards, Vote: 23-Yes, 0-No ▪ Motion from the Planning & Development Committee to approve the Medical Transportation Service Standards, Vote: 23-Yes, 0-No
<p align="center">Community Development Committee (CDC) Report</p>	<p><u>Introduction</u></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. <hr/> <p><u>Membership</u></p> <p>The Planning Council has a total of 30 members and PLWH representation is 40%.</p> <ul style="list-style-type: none"> ▪ The previous Director of DHHS (D. Ivy) will be removed from the roster. <p>Committee Chair E. Elizondo also reported:</p> <ul style="list-style-type: none"> • CDC met on June 14th • CDC has not participated in any events recently.

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<p>Community Development Committee (CDC) Report</p>	<ul style="list-style-type: none"> • CDC will plan on having new member recommendations finalized by 10/2/18 (which is Day of Capacity Building). As of today, we have 5 applicants. We'll also need to have an orientation session sometime in August or September. • This year's theme for Day of Capacity is: "All Aboard the Progress Express!" (however, new suggestions are still welcome) • CDC's next meeting is Thursday, July 12 at 1:00 p.m. (Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ). All meetings for the rest of the year will be held at Crossroads. 								
<p>Report from Office of the Recipient</p>	<p>Ryan White Division Director, M. Izquierdo reported:</p> <ul style="list-style-type: none"> ▪ As of July 1st, our new chief elected official is Andre Sayegh, Mayor City of Paterson. ▪ The new acting director of the city's Department of Health and Human Services (DHHS) is Dr. Paul Persaud. <ul style="list-style-type: none"> ○ Dr. Persaud informed the Planning Council that DHHS will be split -- Health as one and Human Services as another. ▪ The FY2017 was closed out. There were some setbacks as it relates to sub-recipients not billing for adjustments (reallocation of funds). The numbers in the internal billing/expenditures tracking system did not match the numbers in e2, therefore sub-recipients had to be contacted and new vouchers were set-up. ▪ As of today, \$176,000 will be reimbursed to the City of Paterson. ▪ For 2017, there was 0.12 (cents) left and \$1,842.58 in MAI Substance Abuse. ▪ A carry-over amount of \$30,000 was submitted. ▪ For FY2018, Recipient is currently finishing the RFPs. ▪ Sub-recipients have been getting paid. ▪ Re: HOPWA (Housing Opportunities for Persons with AIDS), there was a problem with misinformation that was given to a provider however the issue is being addressed. ▪ Re: SPNS (Special Projects of National Significance), we had the site visit June 20-21. This project was delayed by nine months. Recipient thanked providers, team members, partners and consultants for their support which kept the project moving ahead. 								
<table border="1"> <thead> <tr> <th data-bbox="51 1360 1162 1398">Action Steps</th> <th data-bbox="1162 1360 1269 1398">Who</th> <th data-bbox="1269 1360 1393 1398">Open</th> <th data-bbox="1393 1360 1572 1398">Closed</th> </tr> </thead> <tbody> <tr> <td data-bbox="51 1398 1162 1440"> <ul style="list-style-type: none"> • When available, provide the 2018 expenditures report to Admin for distribution </td> <td data-bbox="1162 1398 1269 1440">MI</td> <td data-bbox="1269 1398 1393 1440">X</td> <td data-bbox="1393 1398 1572 1440"></td> </tr> </tbody> </table>		Action Steps	Who	Open	Closed	<ul style="list-style-type: none"> • When available, provide the 2018 expenditures report to Admin for distribution 	MI	X	
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<p>Old Business</p>	<ul style="list-style-type: none"> • Reminder to those who are volunteering for the October 4th event ("My Best Friend Cullen" at Hackensack Performing Arts Center) --- the director (Sharon) will be here to make the role selections and conduct a rehearsal. 								
<p>NJHPG</p>	<p><u>Update from NJ State HIV Planning Group (NJHPG)</u> <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 3rd Thursday of every month (New Brunswick). Further details on NJHPG (and committees) can be found on their website, http://hiv.rutgers.edu/njhpg/</i></p>								

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<p align="center">NJHPG</p> <p>Announcements</p>	<ul style="list-style-type: none"> • S. Saunders will be out for several month on disability. • NJHPG’s Community Summit Conference took place and over 160 people were in attendance. Among others, topics presented were PrEP, trauma-informed care, syringe access and opioid epidemic. • The PrEP grant recipients that were scheduled to start July 1, still have not been informed as a result of S. Saunders absence. • HPG does not meet during summer months – meetings resume in September. But, the committee meetings are still going on (HIV Issue Comm., Prevention and Care Collaborative Comm., and Stigma Comm.); for more info visit http://hiv.rutgers.edu/njhpg/ <ul style="list-style-type: none"> ○ You are not required to be member of the full body (NJHPG) to be on one of their committees. There is a 1-800 number to call-in to committee meetings. <ul style="list-style-type: none"> • Paterson Counseling is now testing for HepC. Testing is offered to anyone from a high-risk population; see K. Walker for more details. • 7/11 – Nine seats are still avail for Jackals baseball game complimentary tix; see R. Welsh for info • 8/28 Young MSM Summer Pool Party; see R. Welsh for info • 8/30 CAPCO Fundraising Dinner; see J. Dillard for info • 9/27 Gay Men’s Awareness Day; see R. Welsh for info <ul style="list-style-type: none"> ○ Anyone who would like to submit materials for the give-away bags for Gay Men’s Awareness Day, must send them in by the August date
<p align="center">Public Comments</p>	<ul style="list-style-type: none"> • M. Montes (Bergen County Health Dept.’s HIV Testing and Counseling) announced a new program that starts in September. More information will be emailed for sharing.
<p>Evaluations</p>	<p>Meeting evaluations were handed out for completion.</p>
<p>Adjournment</p>	<p>Unanimous decision to adjourn. End Time: 1:30 p.m.</p> <p>Next Meeting: This is the PSRA meeting. All commissioners must attend the morning session in order to vote during PSRA.</p> <p>Tuesday, August 7, 2018 New Bridge, Auditorium, 230 East Ridgewood Avenue, Paramus, NJ 9:00 Breakfast 9:30 a.m. – 2:00 p.m. PSRA</p>

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ATTENDANCE RECORD

Name of Member	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	6/5/18	7/10/18
1. Adams, D.	P	P	O	P	P	P	P	P	P	O	O	L
2. Anderson, M.	P	P	A	P	P	P	O	P	P	P	P	O
3. Boatwright, A.	P	P	O	P	P	O	L	L	P	P	P	P
4. Brown, B.	P	P	O	P	P	P	P	P	O	P	P	P
5. Cesa, W.						P	P	O	P	P	P	P
6. Cuffe, P.	P	P	P	P	P	O	P	P	O	P	P	L
7. Daniels, K.	P	P	O	P	P	P	P	P	P	O	P	P
8. Dillard, J.	P	P	P	P	P	P	P	P	P	P	P	P
9. Elizondo, E.	P	P	P	P	P	P	P	P	O	P	P	P
10. Ferreira, G.	O	O	P	P	P	O	P	L	P	O	P	P
11. Frederick, J.	P	P	O	P	P	P	P	P	O	O	O	P
12. Friedman, J.	P	P	P	P	P	P	P	P	P	P	O	P
13. Gennat, P.	P	P	P	P	P	P	P	O	P	P	P	P
14. Halstead, E.	P	L	O	P	P	O	O	O	O	O	O	O
15. Johnson, E.	O	P	P	P	P	P	P	P	P	P	O	P
16. Kelly, G.	P	P	P	O	P	O	P	P	P	P	P	P
17. Kubisky, N.	P	P	P	P	P	P	P	P	P	P	P	P
18. Love, T.	P	P	P	P	P	P	P	P	P	O	P	P
19. Malave, I.	P	P	P	O	P	O	O	P	O	P	P	O
20. Munoz, A.	P	P	P	P	P	O	P	A	A*	P	L	P
21. Nelson-Ivy, D.	P	L	O	A	P	A	A*	A	A	A	A	O
22. Persuad, P.	P	L	P	P	A	O	L	O	L	A	A	A*
23. Price, G.	P	A	P	O	P	O	L	O	A	P	A	P
24. Rodriguez, F.	P	P	P	P	P	P	O	O	O	P	P	P
25. Tenebruso, P.	O	L	P	P	O	P	L	O	L	P	L	P
26. Torres, M.	P	P	P	P	P	P	L	P	O	P	O	L
27. Walker, K.	O	O	P	O	P	P	P	A	P	P	P	P
28. Welsh, R.						P	P	P	P	P	O	P
29. Yee, A.	P	P	P	P	P	O	L	L	O	P	O	L
30. Zeno-Martinez, P.	P	P	O	P	P	P	P	P	O	O	P	P
Members Present	28	29	23	27	28	19	25	21	19	22	19	25
Alternates Present		1	1	2	1*	1	1	3	3	2	3	1
Recipient's Office												1
Public/Guests	4	4	3	4	6	0	4	4	4	3	3	8
Support Staff	3	7	5	2	6	2	2	3	3	2	2	2

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

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