

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

**November 13, 2018**

**Location: Christopher Hope Bldng., 1<sup>st</sup> Fl., 60 Temple Street, Paterson, NJ**

AGENDA ITEM	SUMMARY			
<b>Opening</b>	The meeting was called to order at 11:45 a.m. by Interim Chair K. Walker. <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 27.			
<b>Welcome</b>	Chair welcomed the commissioners, guests, and the public.			
<b>Approval of Minutes</b>	<b>Motion:</b> To accept the meeting minutes of September 4, 2018, motioned by A. Boatwright, seconded by P. Tenebruso. A vote took place after discussing edits and/or corrections and a review of the action items. <b>Vote: 12-Yes, 0-No</b>			
<b>PCAT</b>	<ul style="list-style-type: none"> <li>• A review of the PCAT took place.</li> </ul>			
	<b>Action Steps</b> --Include PCAT with meeting packets going forward	<b>Who</b> Admin	<b>Open</b> X	<b>Closed</b>
<b>Report of the Chair</b>	K. Walker reported: <ul style="list-style-type: none"> <li>• The <b>monthly conference call w/HRSA</b> took place on November 2<sup>nd</sup>. We informed Sera Morgan, Program Officer about:                             <ul style="list-style-type: none"> <li>▪ 2018 Day of Capacity Building</li> <li>▪ Membership Update</li> <li>▪ Integrated Plan Stakeholders Meeting</li> <li>▪ Latino AIDS Awareness event</li> <li>▪ Planning Council’s participation in the NIDA (National Institute on Drug Abuse) research project</li> <li>▪ Invitation from Planning CHATT (The Community HIV/AIDS Technical Assistance and Training) to have a representative from Bergen-Passaic TGA serve as a panelist on their next webinar.</li> </ul> </li> </ul> <p><b><u>Feedback from HRSA:</u></b></p> <ul style="list-style-type: none"> <li>▪ Updates are good.</li> <li>▪ S. Morgan suggested taking a look at <a href="http://www.targethiv.org">www.targethiv.org</a>, where a new NOFO (Notice of Funding Opportunity) is listed, which has a deadline of 1/17/19.</li> <li>▪ Admin’s registration was confirmed to attend the Nat’l Ryan White conference in December.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Planning CHATT:</b> Bergen-Passaic TGA has accepted an invitation to serve as a panelist on their next webinar which will focus on Recruitment and Retention of New PC/PB Members. E. Elizondo and K. Daniels will be co-panelists.</li> </ul>			

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

**November 13, 2018**

**Location: Christopher Hope Bldng., 1<sup>st</sup> Fl., 60 Temple Street, Paterson, NJ**

<p align="center"><b>Report of the Chair</b></p>	<ul style="list-style-type: none"> <li>The Planning Council will take part in a project with researcher Dr. Bryan Garner of RTI (Research Triangle Institute). Summary: RTI received a 5-year grant from <b>NIDA</b>. Dr. Garner currently has the support of 19 planning council across the country to participate in a building process to develop Substance, Treatment &amp; Strategy (STS) recommendations for AIDS Service Organizations (ASOs) across the United States. Goal: Help ASOs identify and address comorbid HIV/AIDS and substance use disorders.</li> <li><b>Annual Meeting:</b> 1. The invitation to the mayor was sent on 10/29 along with the names for reappointment and new member recommendations. 2. The Planning Council is required to provide an Annual Report which is delivered by the Chairperson at the annual meeting. 3. We'll also be inviting other elected officials to introduce them to the Planning Council and Ryan Program. 4. Mark Benge Award nominations will be accepted for another 3 days.</li> <li>Planning Council meetings for June, July and August are confirmed to take place @ New Bridge Medical Center in Paramus.</li> <li>An update was given on CAEAR's annual dues and their meeting during the Nat'l Ryan White Conference.</li> </ul>			
	<p><b>Action Steps</b></p> <p>--When finalized, send Planning CHATT webinar details to all</p> <p>--Ask about reserving Christopher Hope for Jan. thru March</p> <p>--Forward information about Syringe Exchange Program</p>	<p><b>Who</b></p> <p>Admin</p> <p>Admin</p> <p>KW</p>	<p><b>Open</b></p> <p>X</p> <p></p> <p>X</p>	<p><b>Closed</b></p> <p></p> <p>X</p> <p></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 Ryan White grant year begins March 1 and ends February 28/29.</li> <li>The P&amp;D 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/> <ul style="list-style-type: none"> <li>P&amp;D met on Nov. 8<sup>th</sup></li> <li>We reviewed the new updates to the Integrated Plan, based on the workgroup reports that were completed during the stakeholders meeting. We will plan on the stakeholders convening once a year.</li> <li>Next meeting: Thursday, January 10 at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ.             <ul style="list-style-type: none"> <li>P&amp;D 10:45 a.m. – 12:45 p.m.</li> </ul> </li> </ul>			

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

**November 13, 2018**

**Location: Christopher Hope Bldng., 1<sup>st</sup> Fl., 60 Temple Street, Paterson, NJ**

<b>P&amp;D Committee</b>	<b>Action Steps</b> --Present the new Integrated Plan updates to Planning Council	<b>Who</b> P&D	<b>Open</b> X	<b>Closed</b>
<b>Community Development Committee (CDC) Report</b>	<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 the organization of the Annual Day of Capacity Building.</li> <li>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 27 members and PLWH representation is 41%.</li> <li>After the annual meeting, the membership will be 31, with a PLWH percentage of 35%.</li> </ul> <p>Committee Chair E. Elizondo reported:</p> <ul style="list-style-type: none"> <li>Community Development Committee met on Nov. 8<sup>th</sup></li> <li>We have our observance of World AIDS Day coming up on Friday, Nov. 30<sup>th</sup> (9am-10am) --- flyer available. This year we really wish to have a greater involvement from all commissioners. We would also like to make this year the start of a collaboration of providers. CDC is in favor of putting much more effort into making the observance of World AIDS Day a major event for the Planning Council where we can offer support not only to PLWH, but to their families, friends and loved ones. We want to focus on bringing awareness to the forefront.</li> <li>Next Meeting: Thursday, January 10<sup>th</sup> at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ.                         <ul style="list-style-type: none"> <li>Start Time 1:00 p.m.</li> </ul> </li> </ul>			
	<b>Action Steps</b> --Ask about parking passes for Ellison Street lot for 11/30	<b>Who</b> Admin	<b>Open</b>	<b>Closed</b> X
<b>Recipient’s Office Report</b>	<ul style="list-style-type: none"> <li>Ryan White Division Director, M. Izquierdo was not in attendance.</li> <li>No report presented.</li> </ul>			

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

**November 13, 2018**

**Location: Christopher Hope Bldng., 1<sup>st</sup> Fl., 60 Temple Street, Paterson, NJ**

<p align="center"><b>Old Business</b></p>	<ul style="list-style-type: none"> <li>Admin presented a recap of the 2018 Day of Capacity Building via a review (and open discussion) of the meeting evaluations and collection of pictures from the event.</li> <li><b>Nominations Committee Report:</b> Commissioner A. Boatwright announced that the following members are running for election from Passaic County: K. Walker (for Chair) and K. Daniels (for Vice-chair). Commissioner A. Yee announced that there was nobody running from Bergen County.</li> <li>Regarding the elections of officers taking place at the annual meeting, nomination will be accepted from the floor. A discussion took place about the do's and don'ts during the elections.</li> </ul> <table border="1" data-bbox="315 680 1570 800"> <tr> <td data-bbox="315 680 1214 800"> <p><b>Action Steps</b> --Find best option to conduct election process (i.e., clickers, ePolls or paper ballots)</p> </td> <td data-bbox="1214 680 1333 800"> <p><b>Who</b> Admin</p> </td> <td data-bbox="1333 680 1442 800"> <p><b>Open</b></p> </td> <td data-bbox="1442 680 1570 800"> <p><b>Closed</b> X</p> </td> </tr> </table>	<p><b>Action Steps</b> --Find best option to conduct election process (i.e., clickers, ePolls or paper ballots)</p>	<p><b>Who</b> Admin</p>	<p><b>Open</b></p>	<p><b>Closed</b> X</p>
<p><b>Action Steps</b> --Find best option to conduct election process (i.e., clickers, ePolls or paper ballots)</p>	<p><b>Who</b> Admin</p>	<p><b>Open</b></p>	<p><b>Closed</b> X</p>		
<p align="center"><b>Announcements</b></p>	<ul style="list-style-type: none"> <li><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> <ul style="list-style-type: none"> <li>The state has reported an outbreak of AIDS among IDU in Philadelphia.</li> <li>Several longstanding personnel from the state are retiring.</li> </ul> </li> <li>Observance of World AIDS Day on Friday, November 30<sup>th</sup>, at 9am. We'll have an hour of silence at the steps outside Paterson City Hall and candlelight vigil.</li> <li>Commissioner W. Cesa thanked those who participating in forming the cast of My Best Friend Cullen and those who attended the readers' production.</li> <li>Dec. 1 Free Throws for AIDS Fundraiser event at P.S. #2 and Dec. 6 AIDS Education Program at School #13 (Paterson); contact W. Cesa</li> </ul>				
<p align="center"><b>Public Comments</b></p>	<p>Guests were asked to introduce themselves, tell us their affiliation (if applicable) and what brings them to the meeting today:</p> <ul style="list-style-type: none"> <li>Hackensack Meridian Health, Latino Cancer Disparities Center: A. Ponce</li> <li>NJDOH/DHSTS: L. Dykstra {announced her replacement for Northern New Jersey, who was also in attendance, G. Ferrigno}</li> </ul>				
<p align="center"><b>Evaluations</b></p>	<p>Meeting evaluations were handed out for completion.</p>				
<p align="center"><b>Adjournment</b></p>	<p>Motion to adjourn by A. Boatwright, seconded by B. Brown, unanimous decision. End Time: 1:15 p.m. <b>Next Meeting:</b> Tuesday, December 4, 2018, Annual Meeting, The Brownstone, 351 W. Broadway, Paterson, NJ 07522 Lunch 11:30 A.M., Meeting 12 Noon - 2:30 P.M.</p>				

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

**PLANNING COUNCIL MEETING MINUTES**

**November 13, 2018**

**Location: Christopher Hope Bldng., 1<sup>st</sup> Fl., 60 Temple Street, Paterson, NJ**

**ATTENDANCE RECORD**

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

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

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