

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

**September 4, 2018**

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

AGENDA ITEM	SUMMARY
<b>Opening</b>	<p>The meeting was called to order at 11:30 a.m. by Interim Chair K. Walker.</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>	<p>Attendance was taken and quorum was established. The current membership count is 26.</p> <ul style="list-style-type: none"> <li>○ Steering Committee should talk about and determine the definition and/or policy of "Late" as it relates to the Attendance Record.</li> </ul>
<b>Welcome</b>	<p>Chair welcomed the commissioners, guests, and the public.</p>
<b>Approval of Minutes</b>	<p><b>Motion:</b> To accept the meeting minutes of August 7, 2018, motioned by A. Boatwright, seconded by F. Rodriguez. A vote took place after discussing edits and/or corrections and a review of the action items. <b>Vote: 19-Yes, 0-No</b></p>
<b>PCAT</b>	<p>A review of the PCAT took place.</p> <ul style="list-style-type: none"> <li>○ Directives are pending.</li> </ul>
<b>Report of the Chair</b>	<p>K. Walker reported:</p> <ul style="list-style-type: none"> <li>• PSRA Results - After the numeric figures were finalized the total grant request differed from what was voted on during PSRA on 8/7/18 (and the document that was emailed for this meeting). A new final report was handed-out, which indicates the total grant request will be \$4,298,966.82. <i>Vote on this amended amount to follow under the P&amp;D Comm. Report.</i></li> <li>• A Reflectiveness Report and Roster was submitted to the Recipient on August 14<sup>th</sup>.</li> <li>• The monthly conference call w/HRSA should be taking place Friday, September 7th.</li> <li>• Thanks to the assistance of the NJDOH/DHSTS and L. Dykstra's office (state representative), we were able to secure AIDS United as the provider of the free training for our annual Day of Capacity Building. They'll be presenting on the topic of Cultural Humility.</li> <li>• A new online calendar has been added to the website, since e-compass will no longer carry that feature. In addition, new general Google translation tool is available on the site.</li> <li>• Anyone who can show their support for Commissioner W. Cesa's production of "My Best Friend Cullen" should reserve their tickets by either calling the number on the flyer or on <a href="http://www.hacpac.org">www.hacpac.org</a>.</li> </ul>
<b>Planning &amp; Development (P&amp;D) Committee Report</b>	<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>○</li> </ul> </li> </ul>

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<p><b>Planning &amp; Development (P&amp;D) Committee Report</b></p>	<ul style="list-style-type: none"> <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> <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 August 9<sup>th</sup></li> <li>● We'd like to ask for help in collecting the money we need to renew the Planning Council's membership on the CAEAR Coalition for another year, (Communities Advocating Emergency AIDS Relief).</li> <li>● Our Integrated Plan follow-up meeting w/stakeholders is scheduled for Thursday, October 11 at Crossroads Ministry. If you plan to attend, be sure to give your name to our Admin. As of today, we have 34 people confirmed.             <ul style="list-style-type: none"> <li>○ Each person will be assigned to 1 of 3 groups (by goal)</li> </ul> </li> <li>● The Client Satisfaction Survey was revised and narrowed down; it will be updated in the e2 system.</li> <li>● The online training for sub-recipients for the Health Literacy tool is being developed, and the platform we'll use in e2 is being finalized.</li> <li>● We were informed that the website will possibly get a major upgrade, if funds become available.</li> <li>● P&amp;D reviewed, discussed and adopted a new needs assessment form for Newly Diagnosed.</li> <li>● <b>Motion:</b> To accept the amended amount for a new total grant request of \$4,298,966.82, Motioned by N. Kubisky, seconded by E. Johnson, <b>Vote: 21-Yes, 0-Opposed</b></li> <li>● Next meeting: Thursday, September 13 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>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 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/>

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<p><b>Community Development Committee (CDC) Report</b></p>	<p><b><u>Membership</u></b></p> <ul style="list-style-type: none"> <li>• The Planning Council has a total of 26 members and PLWH representation is 42%.</li> </ul> <p>Committee Chair E. Elizondo reported:</p> <ul style="list-style-type: none"> <li>• CDC met on August 9<sup>th</sup></li> <li>• CDC has not participated in any events recently.</li> <li>• Our Annual Day of Capacity Building will be on Tuesday, October 2<sup>nd</sup> (which would be the day when Planning Council would normally meet for that month)             <ul style="list-style-type: none"> <li>▪ Admin provided the commissioners with parking instructions.</li> </ul> </li> <li>• During Day of Capacity, we'll also introduce this year's new applicants for membership. CDC will possibly be recommending 5 new candidates to serve on the Planning Council.</li> <li>• Next Meeting: Thursday, September 13<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> <li>▪ Prospective New Member Orientation: 2:00 p.m.</li> </ul> </li> </ul>
<p><b>Report from Office of the Recipient</b></p>	<ul style="list-style-type: none"> <li>• Ryan White Division Director, M. Izquierdo was not in attendance.</li> <li>• J. Rodriguez was present on behalf of the Recipient's office and stated that they are working on the grant application.</li> </ul>
<p><b>Old Business</b></p>	<ul style="list-style-type: none"> <li>• Dr. P. Persaud stated that he would like to continue to serve as commissioner on the Planning Council, and M. Izquierdo will serve as his alternate. They will both represent the Bergen-Passaic TGA's Office of the Recipient.             <ul style="list-style-type: none"> <li>○ Upon starting his new role as head of DHHS under the new mayoral administration, Dr. Persaud initially anticipated removing himself from the Planning Council, however there is no conflict-of-interest, and he'll also continue to fill the Public Health Agency membership category.</li> </ul> </li> </ul>
<p><b>Special Election</b></p>	<ul style="list-style-type: none"> <li>• As a result of the previous Chairperson's resignation in August, according to the Planning Council By-laws, a special election must be held to fill the vacancy.             <ul style="list-style-type: none"> <li>○ K. Walker and K. Daniels were nominated for the position of Chair, and both accepted the nominations.</li> <li>○ Votes were cast by secret ballot. The results were: K. Walker 13 votes; K. Daniels 12 votes.</li> <li>○ K. Walker will assume the chair's seat and K. Daniels remains as Vice-chair, until the annual meeting, where the regularly scheduled election of officers is to take place.</li> </ul> </li> </ul>
<p><b>New Business</b></p>	<p><b><u>Training: HRSA's New Part A Primer for Planning Councils</u></b> Presented by Collaborative Research (T. Shucker)</p>

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<p><b>Announcements</b></p>	<ul style="list-style-type: none"> <li>• <b>Update from NJ State HIV Planning Group (NJHPG)</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>○ NJHPG does not meet during the summer months, and will resume meetings on September 20, 2018.</li> <li>○ The Issues Committee meets 9/11/18 at Cook Campus. The call-in phone number is 1-800-868-1123, access code 63591541.</li> </ul> </li> <li>• P. Tenebruso shared information about the Bergen County Health Department's ARCH program (STD tests).</li> <li>• W. Cesa announced the upcoming rehearsals for "My Best Friend Cullen" on 9/13 &amp; 9/25.</li> <li>• 3rd Annual Candlelight Vigil in Al lendale; flyer to be shared via email</li> <li>• Tuesday 9/11: Medical Case Management Training at Newark EMA - Harm Reduction (fee associated); contact J. Dillard</li> <li>• Thursday, 9/13: ViiV Annual Couch Talk @ Robert Treat Hotel; w/transgender speaker contact Ray</li> <li>• Tuesday, 9/18 Painting Event, 6PM presentation at Buddies of NJ</li> <li>• Saturday 9/22: Appreciation Day @ Harrison House (Paramus)</li> <li>• Sunday 9/23: Buddies of NJ - Health Fair</li> <li>• Thursday 9/27: Gay Men's HIV Awareness Day event at Rutgers's Cook Campus - Register Online</li> <li>• 10/10: Training on Compassion Fatigue and Burn-out at Rutgers; <a href="mailto:ccthomps@sn.rutgers.edu">ccthomps@sn.rutgers.edu</a></li> </ul>
<p><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>• Main St. Pharmacy (Paterson): Y. Barkawi &amp; D. Ziadat</li> <li>• Hackensack Meridian Health, Latino Cancer Disparities Center: A. Ponce</li> <li>• NJDOH/DHSTS: L. Dykstra</li> <li>• CAPCO: C. Leverett</li> <li>• Buddies of NJ: X. Lopez</li> <li>• Walgreens: J. Obara</li> <li>• Straight &amp; Narrow: L. Emerson</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 K. Walker, unanimous decision. End Time: 1:33 p.m. <b>Next Meeting:</b> Tuesday, October 2, 2018, Annual Day of Capacity Building The Paterson Museum, 2 Market Street, Paterson, NJ 07505 8:30 a.m. Breakfast, 9:00 a.m. – 2:00 p.m. Meeting</p>

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**ATTENDANCE RECORD**

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

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

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