

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

**STEERING COMMITTEE MEETING MINUTES**

**September 4, 2018**

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

<b>AGENDA ITEM</b>	<b>SUMMARY</b>		
<b>Opening</b>	Chair K. Walker called the meeting to order at 9:45 a.m., and welcomed everyone in attendance, followed by observing a moment of silence for those affected by HIV.		
<b>Attendance</b>	<b>Present</b> 1. K. Walker 2. K. Daniels 3. E. Elizondo 4. J. Dillard 5. N. Kubisky 6. T. Love	<b>Guests</b> <ul style="list-style-type: none"> <li>• C. Leverett</li> <li>• A. Boatwright</li> </ul>	<b>Recipient’s Office</b>  <b>Staff</b> T. Schucker, Consultant S. Gonzalez, Admin  <b>Absent</b>
<b>Approval of Minutes</b>	<b>Motion:</b> To accept the committee minutes of July 10, 2018, motion by K. Walker and seconded by E. Elizondo. A vote took place after discussing edits and/or corrections and a review of the action items: Vote: 6-YES and 0-NO		
<b>Meeting Evaluations</b>	Admin presented the results of the August 2018 meeting evaluations. Evaluations are completed by Planning Council meeting attendees and reviewed by Steering monthly.		
<b>PCAT</b>	A review of the <b>Planning Council Action Timeline</b> took place.		
<b>Report of the Chair</b>	<p><b><u>Updates from T. Schucker, Collaborative Research:</u></b></p> <ul style="list-style-type: none"> <li>• Collaborative is working w/RDE on a quality assurance module in e2 that would include medical reminders/alerts/notifications.</li> <li>• We’re looking to give more responsibility back to consumers through <i>my e-health</i> and lessen the burden for case managers.</li> <li>• The goal date for kick-off of the Newly Diagnosed Survey and Client Satisfaction Survey is January 1, 2019.</li> </ul> <p><b><u>Chair K. Walker reported:</u></b></p> <ul style="list-style-type: none"> <li>• Regarding the Priority Setting &amp; Resource Allocation (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 will be handed-out today, which shows the total grant request as \$4,298,966.82. The Planning &amp; Development Committee will present this final report for a vote at the Planning Council meeting today.</li> <li>• A Reflectiveness Report and Roster was submitted to the Recipient on August 14<sup>th</sup> (copies provided).</li> <li>• P. Persaud requested a leave of absence (which should be changed to a resignation) from the Planning Council to respond to his new responsibilities at Paterson’s Dept. Health &amp; Human Services. He was serving as commissioner on the Planning Council during his role as Paterson’s Health Officer, however, that membership seat still needs to be filled.</li> </ul>		

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<p><b>Report of the Chair</b></p>	<ul style="list-style-type: none"> <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 www.hacpac.org.</li> <li>• The Planning Council training subject for this afternoon will be: HRSA’s New Part A Primer.</li> </ul>			
	<p><b>Action Steps</b></p> <p>--Confirm the next monthly conference call w/HRSA</p> <p>--Follow-up w/P. Persaud regarding his membership</p>	<p><b>Who</b></p> <p>Admin</p> <p>Admin</p>	<p><b>Open</b></p>	<p><b>Closed</b></p> <p>X</p> <p>X</p>
<p><b>Planning &amp; Development Committee Report</b></p>	<p>Committee Chair, K. Walker reported:</p> <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>• P&amp;D reviewed, discussed and adopted a new needs assessment form for Newly Diagnosed. (1/1/19)</li> <li>• The Client Satisfaction Survey was revised and narrowed down; it will be updated in the e2 system. (1/1/19)</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. A live contact person should be part of the training.</li> <li>• We were informed that the website will possibly get a major upgrade, if funds become available.</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>Action Items</b></p> <p>--Re: Integrated Plan meeting, resend invitation (save-the-date) and maintain RSVP list</p>		<p><b>Who</b></p> <p>Admin</p>	<p><b>Open</b></p>	<p><b>Closed</b></p> <p>X</p>
<p><b>Community Development Committee Report (CDC)</b></p>	<p><b>Membership</b></p> <p>The Planning Council has a total of 26 members and PLWH representation is 42%.Committee</p> <p>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> </ul>			

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<p><b>Community Development Committee Report (CDC)</b></p>	<ul style="list-style-type: none"> <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 will provide commissioners with parking instructions.</li> <li>▪ At 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> </ul> </li> <li>• CDC would like to know if the tri-fold brochure is REQUIRED to have names, which end up changing each year, or at any time like Chair, Vice-Chair, Mayor, and Director of Health &amp; Human Services. Having names and then needed changes, causes delays for the committee to have a current version of the brochure to hand-out, and it's a waste of money to print.</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>Old Business</b></p>	<p>None</p>
<p><b>New Business</b></p>	<p>None</p>
<p><b>Adjournment</b></p>	<p><b>Motion</b> to adjourn the meeting by J. Dillard, seconded K. Walker. The vote was unanimous. End Time 11:05 a.m. <b>Next Meeting:</b> Steering Committee will not in the month of October, as Day of Capacity Building will take place on 10/2. The monthly Steering Committee meetings will resume in November.</p>

Previous Open Action Items	Who	Open	Closed
--Assessment of the Administrative Mechanism	ColRsch	X	

LIST FOR NEW NEEDS ASSESSMENTS	NOTES
Newly Diagnosed	
Young Latino gay bisexual men	
Medical Nutritional Therapy	