

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

January 8, 2019

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

AGENDA ITEM	SUMMARY
Opening	<p>The meeting was called to order at 11:30 a.m. by Chair K. Walker.</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 32.
Welcome	Chair welcomed the commissioners, guests, and the public.
Approval of Minutes	<p>Motion: To accept the meeting minutes of December 4, 2018 (annual meeting), motioned by N. Kubisky, seconded by F. Rodriguez. A vote took place after discussing edits and/or corrections and a review of the action items. Vote: 19-Yes, 0-No</p>
PCAT	A review of the PCAT took place.
Report of the Chair	<p>K. Walker reported:</p> <ul style="list-style-type: none"> • The monthly conference call w/HRSA has not taken place. • Our Planning Council will be represented by Vice-chair Khalilah Daniels and Eduardo Elizondo CDC Committee Chair, in a webinar hosted by Planning CHATT (The Community HIV/AIDS Technical Assistance and Training). <ul style="list-style-type: none"> ▪ Topic: Recruitment and Retention of New Members ▪ Date: Wednesday, January 16 at 2:00 p.m. • The Planning Council will take part in a project with researcher Dr. Bryan Garner. <ul style="list-style-type: none"> ▪ Goal: Help AIDS Service Organizations (ASOs) identify and address comorbid HIV/AIDS and substance use disorders. They'll be researching substances that have the most negative impact on the HIV care continuum, treatments that are most promising for HIV/AIDS service settings, and strategies that are most promising for ensuring successful implementation of those treatments. ▪ This will be in the form of a survey. We expect to receive more details, and information about the incentives they'll offer and the start date. Once we know more, we should plan on 3 - 4 participants from the Planning Council. • Chair explained the importance of being part of CAEAR, for advocating purposes, and reauthorization discussions. A collection box was used for CAEAR membership dues. • The 2019 Planning Council meeting dates were announced via flyer and emailed/mailed. • The Presidential Advisory Council on HIV/AIDS (PACHA) has been re-formed. PACHA provides advice, information, and recommendations to the Secretary regarding programs, policies, and research to promote effective treatment, prevention and cure of HIV/AIDS. • J. Daniels gave an overview of the 2018 National Ryan White Conference, which took place Dec. 11 – 14. Topics included changes in calculating formulas for grants, the unification of competing plans and approved viral suppression messages.

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<p align="center">Report of the Chair (cont.)</p>	<p>Also, despite the government shutdown, the DHHS is fully funded for the entire year and, recipients will get full awards in February.</p>			
	<p>Action Steps --Send Planning CHATT webinar link to all</p>	<p>Who Admin</p>	<p>Open</p>	<p>Closed X</p>
<p align="center">Planning & Development (P&D) Committee Report</p>	<p>Introduction</p> <ul style="list-style-type: none"> • The Ryan White grant year begins March 1 and ends February 28/29. • The P&D 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/> <ul style="list-style-type: none"> • P&D did not meet in December. • Today we'll be presenting the updated Integrated Plan. • The updated plan will be distributed to all stakeholders, along with additional follow-up information from the State Dept. of Health that was received after the meeting. • Next P&D meeting: Thursday, January 10 at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ. 10:45 a.m. – 12:45 p.m. • P&D encourages everyone to join the committee and/or attend its meetings. 			
<p align="center">Community Development Committee (CDC) Report</p>	<p>Introduction</p> <ul style="list-style-type: none"> • Community Development Committee (CDC) is responsible for membership recommendations, community engagement and events and the organization of the Annual 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>Membership</p> <ul style="list-style-type: none"> • The Planning Council has a total of 32 members and PLWH representation is 34%. <p>Committee Chair E. Elizondo reported:</p> <ul style="list-style-type: none"> • Community Development Committee did not meet in December. • As a reminder, this year we ask for suggestions/ideas for Day of Capacity Building. The committee starts planning for it in January. 			

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CDC (cont.)	<ul style="list-style-type: none"> As far as World AIDS Day (December), this year one area we would like to focus on is organizing a collaboration of providers. The committee has discussed making an extra effort so that World AIDS Day becomes a major event for the Planning Council. We would like to offer support not only to PLWH, but to their families, friends and loved ones. CDC hopes to count on a greater involvement from all Commissioners. Membership applications are being accepted throughout the year. The orientation session will be held in September. Next Meeting: Thursday, January 10th at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ, 1:00 p.m.
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Report of Recipient's Office

Report delivered by M. Izquierdo, Division Director, Ryan White Part A, MAI, SPNS, and HOPWA

**Recipient Report
PC Meeting 01/08/2019
Utilization Report - FY 2018
03/01/2018 - 11/30/2018 (9 month report)**

Ryan White Service Categories	Utilization by Percentage
Outpatient/Ambulatory Health Services	79%
Substance Abuse Services-Outpatient	68%
Early Intervention Services	61%
Non-Medical Case Management Services	88%
Medical Case Management	72%
Treatment Adherence	66%
Mental Health Services	76%
Oral Health Care	83%
Health Insurance Premium & Cost Sharing Assistance	90.19%
Medical Transportation	97%
Food Bank/Home Delivered Meals	99%
Other Professional Services (Legal)	74%
Outreach Services	62%
Psycho-Social Group	54%

MAI Service Categories	Utilization by Percentage
Substance Abuse Counseling Services Outpatient	77%
Non-Medical Case Management Services	80%
Outreach Services	87%
Health Education/Risk Reduction	86%

Report of Recipient's Office (cont.)	<ul style="list-style-type: none"> M. Izquierdo explained the reason for the delay, as it relates to budget mods, was because she could not access the system, however as of yesterday they've been completed. Dr. Mendez will report back to QM about the conference. Thanks to those who attended on behalf of the TGA. We were able to cover many bases at the conference. Our application and budget were good -- minimal changes to be done. A reminder to providers to start working on budgets based on level funding; need to get docs in place right away RFP for FY2019 and FY2020 are due on February 4, 2019 All re-allocation of funds are currently due Requests for additional funds are currently due (must be in writing)
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<p>Report of Recipient's Office (cont.)</p>	<ul style="list-style-type: none"> • HRSA Program Officer, Sera Morgan, is scheduled to visit with the Recipient's office in March 2019. <p>Challenges:</p> <ul style="list-style-type: none"> • Substance Abuse and, • Special Projects of National Significance (SPNS): dealing with the consequences of starting the project late; we will continue and find/use other avenues to get the numbers of "subjects" we need; program has strict criteria for eligibility 											
<p>New Business</p>	<p>J. Daniels presented the Integrated Plan (IP) for review and discussion.</p> <table border="1" data-bbox="315 636 1570 720"> <thead> <tr> <th data-bbox="315 636 1214 674">Action Steps</th> <th data-bbox="1214 636 1333 674">Who</th> <th data-bbox="1333 636 1442 674">Open</th> <th data-bbox="1442 636 1570 674">Closed</th> </tr> </thead> <tbody> <tr> <td data-bbox="315 674 1214 720">--Return the plan to P&D Committee for language clarification.</td> <td data-bbox="1214 674 1333 720">Admin</td> <td data-bbox="1333 674 1442 720"></td> <td data-bbox="1442 674 1570 720">X</td> </tr> </tbody> </table>				Action Steps	Who	Open	Closed	--Return the plan to P&D Committee for language clarification.	Admin		X
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<p>Evaluations</p>	<p>Meeting evaluations were handed out for completion.</p>											
<p>Announcements</p>	<ul style="list-style-type: none"> • It was suggested that Planning Council Chair and Vice-chair meet w/Mayor André Sayegh, and/or invite him to any of the upcoming monthly meetings and place him on the agenda. • Commissioner A. Yee mentioned her role at Community Health Law Project (CHLP). CHLP provides legal and advocacy services, training, education, and related activities to persons with disabilities. • Commissioner G. Ferrigno informed the Planning Council about Loretta Dutton's official retirement and, the passing of Steve Saunders. • HackensackUMC has a treatment center that is open and free for people from Bergen/Passaic/Hudson counties who want to quit smoking; Phone 551-996-4242. • 1/25: Event for HIV+ @ St. Joseph's; contact A. Muñoz • 1/28: Gay Men's Group @ Buddies of NJ, presentation by Steve Dunagan; contact R. Welsh 											
<p>Public Comments</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"> ➤ Margaret Rinckhoff, RN, Program Coordinator for the HIV Program and the New ARCH Program Hackensack/Bergen County. ARCH stands for Access to Reproductive Care and HIV Services. 											
<p>Adjournment</p>	<p>Unanimous decision to adjourn. End Time: 1:35 p.m. Next Meeting: Tuesday, February 5, 2019, Christopher Hope Bldng., 1st Fl., 60 Temple Street, Paterson, NJ. Starts at 11:30 a.m.</p>											

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ATTENDANCE RECORD

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

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

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