

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

February 5, 2019

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

AGENDA ITEM	SUMMARY
Opening	<p>The meeting was called to order at 11:34 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 January 8, 2019, 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: 20-Yes, 0-No</p>
PCAT	A review of the PCAT took place.
Report of the Chair	<p><i>Chair made reference to an issue that arose prior to the start of the meeting. Someone accused R. Welsh of making certain remarks, however, it was later discovered that the accusation was not true.</i></p> <p>K. Walker reported:</p> <ul style="list-style-type: none"> • The monthly conference call w/HRSA took place on Fri., Feb. 1. <ul style="list-style-type: none"> ○ Presentations and PowerPoints from the national conference will soon be available on the TargetHIV.org website. ○ Project Officer S. Morgan asked for feedback from those who attended the national conference ○ The TGA's representatives had a chance to meet with Dr. Bryan Garner at the conference. • On January 16th, the Planning Council was 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). The webinar's topic was "Recruitment and Retention of New Members." The link is available: https://targethiv.org/planning-chatt/recruitment-and-retention-new-members • We were contacted by a representative of the NJ HIV Housing Collaborative, who is interested in attending monthly PC meetings. This is a statewide initiative working with individuals and families impacted by HIV and facing homelessness. They run a hotline that functions as a single point of entry into emergency placements; along with linkages to community health workers and housing case managers. • Commissioner A. Herrera's colleague, I. Opara, from Project COPE will provide some quick info on the training topic listed for Planning Council – Lesser Known Drugs. • J. Fulmore, who leads the NJ Reentry program in Paterson will be a guest at today's meeting.
NJ Reentry Corp.	<p>Program Overview and Q&A provided by Jada N. Fulmore, Facility Director, Passaic County, New Jersey Reentry Corporation (NJRC).</p> <ul style="list-style-type: none"> • NJRC is a nonprofit agency with a social mission to remove all barriers to employment for court involved individuals.

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<p>NJ Reentry Corp. (cont)</p>	<ul style="list-style-type: none"> • NJRC is committed to providing critically needed services to court involved individuals to empower them to achieve healthy self-sufficiency, thereby reducing recidivism and fostering safer communities. • Working with private employers and public agencies, the NJRC strives to maximize the training and employment of this discrete population. • NJRC aims to provide clients with addiction treatment, structured sober housing, job training and employment, linkage to legal services and healthcare, and spiritual mentoring.
<p>Planning & Development (P&D) Committee Report</p>	<p><u>Introduction</u></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"> • Planning & Development met on 1/10/19 • The Integrated Plan was revisited for language clarification: Goal One <ul style="list-style-type: none"> ○ The committee will continue revisit the plan in its entirety. Anyone is welcome to provide input for the plan by attending the committee meetings. • Next Meeting Thursday 2/14/19. 10:45 am; QM meets at 9:00 a.m.; Location is Madison Ave. Crossroads
<p>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 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><u>Planning Council Membership:</u> Total of 32 members and PLWH representation is 34%</p> <p>Committee Chair E. Elizondo reported:</p> <ul style="list-style-type: none"> • Community Development Committee met on 1/10/19 • CDC began a new activity on social media called, “Commissioner of the Month.” <ul style="list-style-type: none"> ○ W. Cesa was featured in January.

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CDC (cont.)	<ul style="list-style-type: none"> As a reminder, membership applications are being accepted. There will be one orientation session in September. Next Meeting: Thursday, February 14th 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

Utilization Report - FY 2018

03/01/2018 - 12/31/2018 (10-month report)

Ryan White	Utilization by Percentage
Service Categories	
Outpatient/Ambulatory Health Services	95%
Substance Abuse Services-Outpatient	68%
Early Intervention Services	73%
Non-Medical Case Management Services	97%
Medical Case Management	92%
Treatment Adherence	75%
Mental Health Services	81%
Oral Health Care	88%
Health Insurance Premium & Cost Sharing Assistance	98.00%
Medical Transportation	97%
Food Bank/Home Delivered Meals	99%
Other Professional Services (Legal)	81%
Outreach Services	76%
Psycho-Social Group	92%

MAI	Utilization by Percentage
Service Categories	
Substance Abuse Counseling Services Outpatient	82%
Non-Medical Case Management Services	84%
Outreach Services	93%
Health Education/Risk Reduction	86%

2019-2020 Service Categories	Part-A
Total Direct Services	\$3,115,794.00
CORE Services	\$2,427,518.00
Medical Case Management	\$310,207.00
Treatment Adherence	\$185,948.00

2019-2020 Service Categories	MAI
Total Direct Services	\$291,875.00
CORE Services	\$128,425.00
Substance Abuse Services (Outpatient)	\$128,425.00
SUPPORTIVE Services	\$ 163,450.00

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Outpatient/Ambulatory Health Services	\$890,494.00	Case Management Non-Medical	\$ 113,831.00
Oral Health Care	\$496,526.00	Outreach Services I	\$ 35,025.00
Early Intervention Services	\$93,474.00	Health Education Risk Reduction	\$ 14,594.00
Health Insurance Premium/CSA	\$40,817.00		
Mental Health Services	\$124,631.00	RW-Admin	\$ 366,564.00
Substance Abuse Services (Outpatient)	\$285,421.00	MAI- Admin	\$ 34,338.00
SUPPORTIVE Services	\$ 688,276.00	Grand Total Admin	\$ 400,902.00
Case Management Non-Medical	\$ 329,027.00	RW-QM	\$ 183,282.00
Food Bank/Home Delivered Meals	\$ 61,692.00	MAI-QM	\$ 17,169.00
Other Professional Services: Legal Services & Permanency Planning	\$ 32,092.00	Grand Total QM	\$ 200,451.00
Medical Transportaion	\$ 116,530.00		\$ 601,353.00
Outreach Services I	\$ 117,777.00		
Psychosocial Support Services	\$ 31,158.00	Reduction = 2.08%	\$85,233.00

2018 Service Categories	Part-A	2018 Service Categories	MAI
Total Direct Services	\$3,182,060.00	Total Direct Services	\$298,056.00
CORE Services	\$2,478,787.00	CORE Services	\$131,145.00
Medical Case Management	\$318,206.00	Substance Abuse Services (Outpatient)	\$131,145.00
Treatment Adherence	\$190,924.00	SUPPORTIVE Services	\$ 166,911.00
Outpatient/Ambulatory Health Services	\$909,477.00	Case Management Non-Medical	\$ 116,242.00
Oral Health Care	\$509,130.00	Outreach Services I	\$ 35,767.00
Early Intervention Services	\$95,462.00	Health Education Risk Reduction	\$ 14,902.00
Health Insurance Premium/CSA	\$41,821.00		
Mental Health Services	\$127,382.00	RW-Admin	\$ 374,360.00

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SUPPORTIVE Services	\$ 703,273.00	Grand Total Admin	\$ 409,426.00
Case Management Non-Medical	\$ 336,028.00	RW-QM	\$ 187,180.00
Food Bank/Home Delivered Meals	\$ 63,041.00	MAI-QM	\$ 17,533.00
Other Professional Services: Legal Services & Permanency Planning	\$ 33,000.00	Grand Total QM	\$ 204,713.00
Medical Transportation	\$ 119,100.00		\$ 614,139.00
Outreach Services I	\$ 120,283.00		
Psychosocial Support Services	\$ 31,821.00		

Report of Recipient's Office (cont.)	<p>M. Izquierdo reported:</p> <ul style="list-style-type: none"> • The total award received for FY2019 = \$4,009,022.00 • The grant application received a score of 92. <ul style="list-style-type: none"> ○ Majority of areas were categorized as strengths; however, weaknesses noted include the EIIHA Plan and HIV Care Continuum, re: viral suppression. • HRSA's comprehensive site visit dates are TBD; possibly July 22-26 or July 29 – August 2 • Office of the Recipient is currently working on the reallocation of funds for the fiscal year 2018 - 2019 • Notes to sub-recipients: <ul style="list-style-type: none"> ▪ Site visit summaries should have been received, if not please send request. ▪ Explanation and/or justification of any unusual activity, should be added in e2 records. By doing so, it will facilitate the process and avoid delays. <p>Challenges:</p> <ul style="list-style-type: none"> ▪ Processing payment vouchers has been an issue, especially during this first year of the new mayoral administration. • The law states that money must be paid within 30 days, and ultimately the Mayor is the accountable party. Unless information for payments is submitted wrong, there shouldn't be delays. • Monitoring team(s) should be able to detect discrepancies.
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New Business	<p>Assessment of the Administrative Mechanism</p> <p>Sub-recipients will be required to complete an Assessment of Administrative Mechanism. The results are shared with the Planning Council. The information gathered from this survey is also reported to HRSA.</p>
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<p>New Business (cont.)</p>	<p><u>Presentation on “Lesser Known Substances and their Effects”</u> By Ijeoma Opara, P-CASA, Montclair State University</p> <p>List of topics addressed and notes from the open discussion:</p> <ul style="list-style-type: none"> - Vaping epidemic among the youth population - Substance use makes it harder to follow treatment adherence - Description of K2 (also called fake weed or spice); highly addictive and known to trigger psychosis; especially present in low-income, youth and homeless populations - Description of angel dust (PCP); a sedative mixed w/embalming fluid; very accessible - Marijuana as a gateway drug; also to be used to treat those addicted to heroin; use of marijuana as it relates to harm reduction 			
	<p>Action Steps --Steering Committee to consider the topic of marijuana for an in-depth training for the Planning Council in the future</p>	<p>Who Steering</p>	<p>Open</p>	<p>Closed X</p>
<p>Evaluations</p>	<p>Meeting evaluations were handed out for completion.</p>			
<p>Announcements</p>	<ul style="list-style-type: none"> • 2/13: Black History presentation (two-parts) at Madison Ave. Crossroads 6PM -8PM; contact K. Walker • 2/13: Trauma-informed Care event for Community Health Worker (CHW) supervisors being held in New Brunswick and 2/14: Community Health Workers event; contact J. Dillard • 2/14: Black HIV Awareness event at Buddies of NJ; contact R. Welsh 			
<p>Facebook and Twitter @Bergen-Passaic TGA</p>				
<p>Public Comments</p>	<p>Following information was delivered by Christina Baluja, LSW, Community Partner Specialist, Statewide Housing Collaborative, St. Clare's Services:</p> <ul style="list-style-type: none"> • Program works with individuals and families impacted by HIV and facing homelessness. They run a hotline that functions as a single point of entry into emergency placements (shelter and/or hotel); along with linkages to community health workers and housing case managers (permanent housing); housing as healthcare • Funded by Department of Health 			
<p>Adjournment</p>	<p>Motion to adjourn by B. Brown, seconded by E. Johnson, unanimous decision. End Time: 1:27 p.m. Next Meeting: Tuesday, March 5, 2019, Christopher Hope Bldng., 1st Fl., 60 Temple Street, Paterson, NJ. Starting at 11:30 a.m.</p>			

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ATTENDANCE RECORD

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

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

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