

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

STEERING COMMITTEE MEETING MINUTES

January 8, 2019

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

AGENDA ITEM	SUMMARY																												
Opening	Chair K. Walker called the meeting to order at 9:40 a.m., and welcomed everyone in attendance, followed by observing a moment of silence for those affected by HIV.																												
Attendance	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Present</td> <td style="width: 33%;">Absent</td> <td style="width: 33%;">Recipient's Office</td> <td style="width: 15%;">Guest(s)</td> </tr> <tr> <td>1. K. Walker</td> <td>o T. Love</td> <td>M. Izquierdo</td> <td>E. Johnson</td> </tr> <tr> <td>2. K. Daniels</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3. E. Elizondo</td> <td></td> <td>Support Staff</td> <td></td> </tr> <tr> <td>4. J. Dillard</td> <td></td> <td>J. Daniel, Collaborative</td> <td></td> </tr> <tr> <td>5. N. Kubisky</td> <td></td> <td>S. Gonzalez, Admin</td> <td></td> </tr> <tr> <td colspan="4">A quorum was present.</td> </tr> </table>	Present	Absent	Recipient's Office	Guest(s)	1. K. Walker	o T. Love	M. Izquierdo	E. Johnson	2. K. Daniels				3. E. Elizondo		Support Staff		4. J. Dillard		J. Daniel, Collaborative		5. N. Kubisky		S. Gonzalez, Admin		A quorum was present.			
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Approval of Minutes	<p>Motion: To accept the meeting minutes of September 4, 2018, motioned by J. Dillard, seconded by N. Kubisky. A vote took place after discussing edits and/or corrections and a review of the action items. Vote: 5-Yes, 0-No</p> <p><i>The November 13, 2018 committee meeting notes were reviewed. After discussing edits and/or corrections and action items, no vote took place since those notes reflect a meeting where quorum wasn't established.</i></p>																												
Meeting Evaluations	Admin presented evaluation results of the Annual Meeting held December 2018. Evaluations are completed by Planning Council meeting attendees and reviewed at Steering Committee.																												
PCAT	A review of the Planning Council Action Timeline took place. A revised version of the PCAT was presented which includes items per HRSA guidelines.																												
Training Topic	<ul style="list-style-type: none"> Topics for next month's training at the Planning Council meeting were discussed and a decision was reached: Lesser-known Substances and Their Effects. 																												
Open Discussion	<ul style="list-style-type: none"> The Chair will consider the appointment of one new at-large member for Steering, ending the term occupied by T. Love. Regarding the make-up of the Steering Committee, the Planning Council By-Laws Section 8.1F1A will need to be modified to address an instance when a standing committee chairperson is concurrently serving as chairperson of the Planning Council. 																												
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. HRSA Program Officer, Sera Morgan, met briefly with the Bergen-Passaic TGA team at the 2018 National Ryan White Conference on Dec. 11th. The Planning Council will be represented by Vice-chair Khalilah Daniels and Eduardo Elizondo CDC Committee Chair, at the next webinar hosted by Planning CHATT (The Community HIV/AIDS Technical Assistance and Training), on the topic of Recruitment and Retention of New Members. Date: Wednesday, January 16 at 2:00 p.m. 																												

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<p>Report of the Chair</p>	<ul style="list-style-type: none"> • 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. • Re: CAEAR Dues – We've collected \$250 of \$500 that is needed for annual membership. We'll keep asking for any donations. • The 2019 meeting dates for Planning Council and standing committees were announced via flyer. • J. Daniels gave an overview of the 2018 National Ryan White Conference: changes in calculating formulas for grants, the unification of competing plans and approved viral suppression messages and, discussion on what will be included in the next reauthorization. Also, despite the government shutdown, the DHHS is fully funded for the entire year and, recipients will get full awards in February.
<p>Planning & Development Committee Report</p>	<p>J. Dillard reported:</p> <ul style="list-style-type: none"> • P&D did not meet in December. • Today we'll be presenting the updated Integrated Plan to Planning Council. • We'll distribute the updated plan to all stakeholders, along with additional follow-up information we received after the meeting from the State Dept. of Health. • Next meeting: Thursday, January 10, 2019 at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ. Start Time 10:45 a.m.
<p>Community Development Committee Report (CDC)</p>	<p>Membership</p> <p>The Planning Council has a total of 32 members and PLWH representation is 34%.</p> <p>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 want to hear suggestions for Day of Capacity Building. The committee starts planning for it in January. • 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. • Next Meeting: Thursday, January 10, 2019 at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ. Start Time 1:00 p.m

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New Business	<ul style="list-style-type: none"> Director M. Izquierdo stated that the MOU and By-laws were delivered to the City's attorney, however he returns on Jan. 10th.
Adjournment	End Time 11:03 a.m. Next Meeting: Tuesday, February 5, 2019, at Christopher Hope, at 9:30 a.m.

Action Items	Who	Open	Closed
--Appointment of a new at-large member	KW		X
--Update Planning Council By-Laws Section 8.1F1A	Steering	X	
--Research other Part A Jurisdictions for any policies related to lateness	ColRsch		X
--Add "n/a" on meeting evaluations form	Admin		X
--Follow-up w/Recipient, re: annual report/update on EIIHA and QM Plans (for P&D)	ColRsch		X
--Move annual report/update on EIIHA and QM Plans on PCAT to month of February	Admin		X
--Add "Mayoral Proclamation" for World AIDS Day to CDC's PCAT	CDC		X
--Establish a feedback loop for events that are attended such as the conference	Steering		X
--Identify QM person to provide a QM report to Planning Council	MI		X

Previous Open Items	Who	Open	Closed
--Request AIDS United presentation on Cultural Humility	Admin	X	X
--Follow-up w/Recipient's Office, re: By-laws, MOU	ColRsch	X	
--Send Planning CHATT webinar info to all when finalized	Admin	X	X
--Present results of the Administrative Mechanism on 3/5/19 to Steering	ColRsch	X	