

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

**STEERING COMMITTEE MEETING MINUTES**

**February 5, 2019**

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 9:43 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. W. Cesa A quorum was present.	<b>Recipient's Office</b> n/a  <b>Support Staff</b> J. Daniel, Collaborative S. Gonzalez, Admin	<b>Guest(s)</b> E. Johnson
<b>Approval of Minutes</b>	<b>Motion:</b> To accept the meeting minutes of January 8, 2019 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. <b>Vote: 4-Yes, 0-No</b>		
<b>Meeting Evaluations</b>	Admin presented meeting evaluation results from previous month. Evaluations are completed by Planning Council meeting attendees and reviewed at Steering Committee.		
<b>PCAT</b>	A review of the <b>Planning Council Action Timeline</b> took place. A revised version of the PCAT was presented which includes items per HRSA guidelines.		
<b>Training Topic</b>	<ul style="list-style-type: none"> <li>Topics for next month's training at the Planning Council meeting were discussed and a decision was reached: <b>2018 Year in Review and Planning Council Roles &amp; Responsibilities</b></li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>Vice-chair K. Daniels and CDC Committee Chair E. Elizondo gave a brief overview about their participation in the 1/16/19 webinar (Planning CHATT).</li> <li>PC should consider obtaining training from ViiV for Day of Capacity, as they offer a variety of topics to choose from.</li> </ul>		
<b>Report of the Chair</b>	K. Walker reported: <ul style="list-style-type: none"> <li>The monthly conference call w/HRSA took place on Fri., Feb. 1.                             <ul style="list-style-type: none"> <li>Presentations/PowerPoints from the national conference will soon be available on the TargetHIV.org website.</li> <li>Project Officer S. Morgan asked for feedback from those who attended the national conference; she was informed that the TGA's representatives had a chance to meet with Dr. Bryan Garner at the conference.</li> </ul> </li> <li>On 1/16/19 the Planning Council was represented by Vice-chair K. Daniels and E. 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." Link follows: <a href="https://targethiv.org/planning-chatt/recruitment-and-retention-new-members">https://targethiv.org/planning-chatt/recruitment-and-retention-new-members</a></li> <li>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</li> </ul>		

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

**STEERING COMMITTEE MEETING MINUTES**

**February 5, 2019**

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

<p><b>Report of the Chair (cont.)</b></p>	<p>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.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Jada Fulmore, Facility Director, Passaic County, New Jersey Reentry Corporation (NJRC), who leads the program in Paterson will be a guest at the PC meeting.</li> </ul>		
<p><b>Planning &amp; Development Committee Report</b></p>	<p>J. Dillard reported:</p> <ul style="list-style-type: none"> <li>• Planning &amp; Development met on 1/10                             <ul style="list-style-type: none"> <li>○ The Integrated Plan (Goal One) was revisited for language clarification.</li> <li>○ The committee will continue to revisit the plan in its entirety.</li> </ul> </li> <li>• Next meeting: Thursday, February 14, 2019 at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ. Start Time 10:45 a.m. <i>Note: QM meets at 9:00 a.m.</i></li> </ul>		
<p><b>Community Development Committee Report (CDC)</b></p>	<p><b>Planning Council Membership:</b> Total of 32 members and PLWH representation is 34%</p> <p>Committee Chair E. Elizondo reported:</p> <ul style="list-style-type: none"> <li>• Community Development Committee met on 1/10</li> <li>• CDC began a new activity on social media called, “Commissioner of the Month.”                             <ul style="list-style-type: none"> <li>○ W. Cesa was featured in January.</li> </ul> </li> <li>• As a reminder, membership applications are being accepted. There will be one orientation session in September.</li> <li>• Next Meeting: Thursday, February 14th at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ, 1:00 p.m.</li> </ul>		
<p><b>Adjournment</b></p>	<p>End Time 11:08 a.m.  <b>Next Meeting:</b> Tuesday, March 5, 2019, at Christopher Hope, at 9:30 a.m.</p>		
<p><b>Action Items</b></p> <p>--Create separate meeting evaluation forms to be handed-out at PC meetings (one for members, one for guests)</p> <p>--Add number of members and guests present to the evaluation forms</p> <p>--Develop policies and procedures</p> <p>--Review final version of the Assessment of the Administrative Mechanism</p> <p>--Review list of PC documents, i.e., confidentiality form, conflict of interest form, etc.</p> <p>--Follow-up w/Recipient, re: Client Satisfaction Survey</p> <p>--Follow-up w/Recipient to update Service Standards in e2</p>	<p><b>Who</b></p> <p>ColRsch</p> <p>Admin</p> <p>Steering</p> <p>Steering</p> <p>Steering</p> <p>ColRsch</p> <p>ColRsch</p>	<p><b>Open</b></p> <p></p> <p></p> <p>X</p> <p>X</p> <p></p>	<p><b>Closed</b></p> <p>X</p> <p>X</p> <p>X</p> <p></p> <p>X</p> <p>X</p>

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

**STEERING COMMITTEE MEETING MINUTES**

**February 5, 2019**

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

<b>Previous Open Items</b>	<b>Who</b>	<b>Open</b>	<b>Closed</b>
--Update Planning Council By-Laws Section 8.1F1A: <i>Steering Committee "Shall have seven (7) members and be comprised of the Chairpersons of the Planning &amp; Development Committee and the Community Development committee, the Chair and Vice-Chair of the Council, and three (3) at-large members appointed by the Planning Council Chairperson."</i>	Steering	X	
--Follow-up w/Recipient's Office, re: By-laws, MOU	CoIRsch	X	
--Present results of the Administrative Mechanism on 3/5/19 to Steering	CoIRsch	X	