

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

**April 2, 2019**

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

AGENDA ITEM	SUMMARY
<b>Opening</b>	<p>The meeting was called to order at 11:44 a.m. by Chair K. Walker.</p> <ul style="list-style-type: none"> <li>○ A Moment of Silence was observed for those affected by HIV.</li> <li>○ Reading of Open Public Meeting Statement</li> </ul>
<b>Attendance</b>	Attendance was taken and quorum was established. The current membership count is 28.
<b>Welcome</b>	Chair welcomed the commissioners, guests, and the public.
<b>Approval of Minutes</b>	<p><b>Motion:</b> To accept the meeting minutes of March 5, 2019, motioned by N. Kubisky, seconded by A. Boatwright. A vote took place after discussing edits and/or corrections and a review of the action items. <b>Vote: 19-Yes, 0-No</b></p>
<b>PCAT</b>	A review of the PCAT took place.
<p align="center"><b>Report of the Chair/Steering Committee By Planning Council Chair, K. Walker</b></p>	<ul style="list-style-type: none"> <li>• The Governor's Advisory Council on HIV/AIDS* is focusing on a plan to end the epidemic by 2025 as compared to the federal government's target of the year 2030. NJ's advisory council has appointed people to each of their goals and might send a representative to one of our Planning Council meetings in the near future. The State's plan deadline to complete their plan in June 27, 2019. <ul style="list-style-type: none"> <li>▪ *The Governor's Advisory Council of HIV/AIDS attempts to decrease transmission of HIV/AIDS by coordinating planning, policy development, resource allocation and statewide service delivery activities; recommending policy, legislation and other initiatives that address issues PLWH face; educating the citizens as to the prevention and treatment.</li> </ul> </li> <li>• On June 20, 2019, the New Jersey HIV/AIDS Planning Group (NJHPG) will be hosting their annual summit which is open to the public and 200 -300 attendees are expected.</li> </ul>
<p align="center"><b>Planning &amp; Development (P&amp;D) Committee Report by Committee Co-chair J. C. Dillard</b></p>	<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>• The Ryan White grant year begins March 1 and ends February 28/29.</li> <li>• The P&amp;D assists the Planning Council with the mandated activities set forth by HRSA, and charged with: <ul style="list-style-type: none"> <li>○ Overseeing the progress of the Integrated HIV Prevention and Care Plan 2017-2021;</li> <li>○ Leading the development and implementation of Needs Assessment (for selected populations), Priority Setting and Resource Allocations process (PSRA) and updating Standards of Care definitions;</li> <li>○ Following the Continuum of Care Model</li> </ul> </li> <li>• P&amp;D meets each 2<sup>nd</sup> Thursday on a monthly basis.</li> <li>• P&amp;D met on 3/14/19</li> <li>• There will not be any new needs assessment conducted. The technical team informed us it would be another two months to get the system in sync, therefore not allowing us enough time to collect sufficient data between May and the start of our priority setting and resource allocation process (PSRA) in June. There is a new client satisfaction survey that will be done, however, it's separate from a needs assessment.</li> </ul>

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<p align="center"><b>P&amp;D Committee Report (cont.)</b></p>	<ul style="list-style-type: none"> <li>• In order to link information back to the continuum of care, the <i>e2myhealth portal</i> will be emphasized, which will have the capability to serve as a needs assessment in the future.</li> <li>• The Community Development Committee of the Planning Council will help distribute the client satisfaction survey by holding a consumer forum/town hall (tentative date is 5/8/19). They'll also hand out flyers with a link to the client satisfaction survey. This data can be used for PSRA.             <ul style="list-style-type: none"> <li>○ All sub-recipients should help promote the consumer forum, however will not invited because we want consumers to speak freely amongst their peers. This event would be only for those receiving Ryan White services, not the general public.</li> </ul> </li> <li>• The data sets we're expecting to use for this year's PSRA are: service utilization data ('16, '17 &amp; '18), funding amounts for those years, other funding streams for those years, results of the client satisfaction survey, continuum of care information for the TGA (not service specific), number of undocumented clients and the red ribbon exercise.</li> <li>• <b><u>MARK YOUR CALENDARS:</u></b> Planning Council Commissioners should plan on coming the P&amp;D committee meeting for a pre-PSRA session on Thursday, June 13, 2019. Time TBD.             <ul style="list-style-type: none"> <li>○ Tuesday, July 2, 2019 (regular monthly Planning Council meeting date): PSRA training and pre-run of PSRA, taking place at New Bridge Medical Center in Paramus, NJ.</li> <li>○ Thursday, July 11, 2019: 2020 PSRA Meeting, 9:00 a.m. – 3:00 p.m. at Crossroads Ministry Building, 511 East 22<sup>nd</sup> St., Paterson, NJ.</li> </ul> </li> <li>• Next Meeting Thursday, 4/11/19. 10:45 am, Location is Madison Ave. Crossroads Ministry, 511 East 22nd St., Paterson, NJ.</li> </ul>			
	<p><b>Action Steps</b> --Send PSRA date reminders to all</p>	<p align="center"><b>Who</b> Admin</p>	<p align="center"><b>Open</b></p>	<p align="center"><b>Closed</b></p>
<p>Break for Lunch</p>				
<p align="center"><b>Community Development Committee (CDC) Report by Committee Chair E. Elizondo</b></p>	<p><b><u>Introduction</u></b></p> <ul style="list-style-type: none"> <li>• Community Development Committee (CDC) is responsible for membership recommendations, community engagement and events and the organization of the Annual Day of Capacity Building.</li> <li>• 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.</li> <li>• CDC meets each 2<sup>nd</sup> Thursday on a monthly basis.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• On 3/25/19 the committee received W. Cesa's resignation. He'll be committing more time to growing his organization Free Throws for AIDS.</li> </ul> <p><b><u>Total Membership of the Planning Council:</u></b> 28 Commissioners; PLWH representation of 32%. Pending Applications: 2</p>			

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<b>CDC Report</b> (cont.)	<ul style="list-style-type: none"> <li>The Community Development Committee met on March 14, 2019.</li> <li>We are in need of volunteer nonaligned consumers to serve on the Planning Council. The membership application is available on the website.</li> <li>CDC will consider suggested topics for Day of Capacity Building, as the committee is currently planning the event. Recommendations for speakers/presenters are welcome.</li> <li>Next meeting is Thursday, 4/11/19, 1PM at Crossroads Ministry Building, 511 East 22nd St., Paterson, NJ.</li> </ul>
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<b>Recipient’s Office Report</b> by M. Izquierdo, Division Director, Ryan White Part A, MAI, SPNS, and HOPWA	<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>The recipient works with the Planning Council, which is responsible for making decisions about service priorities and resource allocation of RWHAP Part A funds.</li> <li>The recipient manages the grant by making sure funds are used according to the legislation, program policy guidance, and grants policy. The recipient is also responsible for making sure that funds are fairly and correctly managed and used.</li> <li>The information provided by the recipient shows how much money is spent for each funded service category.</li> </ul>
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<b>Estimated Utilization Report</b>	
<b>Ryan White</b>	<b>Utilization by</b>
<b>Service Categories</b>	<b>Percentage</b>
Outpatient/Ambulatory Health Services	100.00%
Substance Abuse Services-Outpatient	99.00%
Early Intervention Services	73.00%
Non-Medical Case Management Services	100.00%
Medical Case Management	99.00%
Treatment Adherence	86.00%
Mental Health Services	88.00%
Oral Health Care	99.00%
Health Insurance Premium & Cost Sharing Assistance	100.00%
Medical Transportation	98.00%
Food Bank/Home Delivered Meals	99.00%
Other Professional Services (Legal)	100.00%
Outreach Services	94.00%
Psycho-Social Group	99.00%

<b>MAI</b>	<b>Utilization by</b>
<b>Service Categories</b>	<b>Percentage</b>
Substance Abuse Counseling Services Outpatient	98.27%
Non-Medical Case Management Services	100%
Outreach Services	100%
Health Education/Risk Reduction	100%

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<p><b>Recipient's Office Report</b> (cont.)</p>	<ul style="list-style-type: none"> <li>• Minority AIDS Initiative (MAI) - \$1,200 unspent</li> <li>• Ryan White Funds – Recipient is still working with those figures, but expects all funds to be spent.</li> <li>• All vouchers are due by the 15<sup>th</sup> of the month. Currently, there is a serious setback in reallocation of funds, one of the reasons is late submissions. The language in the agreement has been updated. Sub-recipients are strongly encouraged to read it and follow the instructions. Additionally, it's important for everyone to comply with the conditions of award to avoid setbacks going forward, as the Recipient's office has limited staff and Director Izquierdo is solely responsible all follow-up.</li> <li>• The HRSA comprehensive site visit is scheduled for July 29 – Aug. 2, 2019. The agenda is pending, however the site visit will not be concentrated on the Planning Council (PC) since the PC's work is satisfactory overall. HRSA will be looking at sub-recipients during their visit. Sub-recipients are urged to ensure all paperwork is properly in place.</li> <li>• Agreements were recently mailed. The contracts that were initially provided to the City in July/August 2018 got lost and everything had to be copied and resubmitted. Eventually the contracts were found, but this caused a major delay.</li> <li>• Every sub-recipient should have received a letter of award.</li> <li>• There is a SPNS site visit on May 7 &amp; 8, 2019.</li> </ul>
<p><b>New Business</b></p>	<p><b>Presented for Review and Discussion: Ending the HIV Epidemic, A Plan for America</b> This initiative will work to accelerate progress and end the HIV epidemic by directing new funds to those counties, territories, and states affected by HIV in a phased approach, starting with the areas with the highest burden. A copy is attached.</p> <p><b>Presented for Review and Discussion: Statement on the Trump Administration's FY2020 Budget from CAEAR Coalition</b> The Trump Administration released its FY2020 Budget on March 11, 2019. It includes funding for the Ending the HIV Epidemic: A Plan for America. A copy is attached.</p> <p><b>Training: Understanding Expenditure Reports</b> presented by J. Daniel, Collaborative Research</p> <ul style="list-style-type: none"> <li>• The informational Powerpoint slides are attached.</li> </ul> <p><u>Notes</u></p> <ul style="list-style-type: none"> <li>○ Administrative funds refer to the costs of running the program from the Recipient's Office to all Planning Council support staff.</li> <li>○ Unspent funds should be questioned in order to adjust allocation recommendations and/or contingency scenarios.</li> <li>○ Records close each grant year on February 28<sup>th</sup> and charges against the program funds cannot be submitted retroactively.</li> <li>○ Data transfers and new electronic medical records systems can cause inconsistencies in the collection of information.</li> </ul>

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<b>New Business</b> (cont.)	<ul style="list-style-type: none"> <li>○ For PSRA, the Planning Council will review a three-year trend and explanations, without identifying specific sub-recipients.</li> <li>○ The split of 75% for core services and 25% for support services is mandatory. Monies can be moved from core to core, support to core, but not core to support.</li> <li>○ A discussion took place concerning unbillables, budgets, and cases when providers run out of money and may/may not stop services.</li> <li>● Ryan White plays a small but critical part as a funding sources, however, concerns were brought up about structures of agencies and other additional funding sources that exist. i.e., Medicaid.</li> </ul>			
	<b>Action Steps</b>	<b>Who</b>	<b>Open</b>	<b>Closed</b>
	--Send presentation/training materials and documents to all	Admin		
<b>Evaluations</b>	Meeting evaluations were handed out for completion.			
<b>Announcements</b>	<ul style="list-style-type: none"> <li>● 4/5/19: Kickoff For NJ AIDS Walk; contact R. Welsh</li> <li>● 5/3/19: CAPCO Tricky Tray Fundraiser; contact J.C. Dillard</li> <li>● 5/5/19: NJ AIDS Walk; contact R. Welsh</li> <li>● 6/22/19: Team Management 20<sup>th</sup> Anniversary Fundraising Gala; contact K. Daniels</li> <li>● A reminder was made for everyone to sign-in.</li> </ul>			
<b>Facebook and Twitter @Bergen-Passaic TGA</b>				
<b>Public Comments</b>	Self-introduction(s) made by and/or in attendance were: <ul style="list-style-type: none"> <li>○ Deeanne Hackett, Jersey College; Christina Baluja, St. Clare's Services; Theresa Coppla, Buddies of New Jersey; Mick Dungan, Gilead Sciences; John Khoury, Gilead Sciences; Jacques Joseph, Hyacinth Foundation; Elaine Halstead; Ligia Gonzalo; Amanda Garland, Gilead Sciences; Priscilla Moschella, Planning Council Alternate</li> </ul>			
<b>Adjournment</b>	Motion to adjourn by A. Boatwright, seconded by E. Johnson, unanimous decision. End Time: 1:33 p.m.  <b>Next Meeting:</b> Tuesday, May 7, 2019, Christopher Hope Building, 1st Fl., 60 Temple Street, Paterson, NJ. Starting at 11:30 a.m.			

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**ATTENDANCE RECORD**

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

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

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

\*\*Resignation received on this day.