

**MEETING MINUTES OF THE PLANNING & DEVELOPMENT (P&D) COMMITTEE**

Date: Thursday, May 9, 2019 at 10:45 a.m.  
Location: Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ

AGENDA ITEM	SUMMARY																												
<b>Moment of Silence</b>	A moment of silence was observed for those affected by HIV/AIDS.																												
<b>Welcome</b>	Committee Chair K. Walker called the meeting to order at 10:47 a.m., and welcomed everyone.																												
<b>Circulate Sign-in Sheet</b>	<table border="0" style="width: 100%;"> <tr> <td colspan="2"><b>Present</b></td> <td colspan="2"><b>Absent</b></td> </tr> <tr> <td>1. O. Pena</td> <td>7. R. Welsh</td> <td>13. A. Herrera</td> <td>▪ P. Cuffe</td> </tr> <tr> <td>2. J. C. Dillard</td> <td>8. E. Elizondo</td> <td>14. M. Izquierdo, Recipient</td> <td>▪ A. Muñoz</td> </tr> <tr> <td>3. K. Walker</td> <td>9. N. Kubisky</td> <td></td> <td>▪ T. Coppla</td> </tr> <tr> <td>4. P. Moschella</td> <td>10. K. Daniels</td> <td colspan="2"><b>Support Staff</b></td> </tr> <tr> <td>5. G. Kelly</td> <td>11. I. Malave</td> <td colspan="2">▪ T. Schucker</td> </tr> <tr> <td>6. Y. Guillen</td> <td>12. L. Ashe/A. Rodriguez</td> <td colspan="2">▪ S. Gonzalez</td> </tr> </table>	<b>Present</b>		<b>Absent</b>		1. O. Pena	7. R. Welsh	13. A. Herrera	▪ P. Cuffe	2. J. C. Dillard	8. E. Elizondo	14. M. Izquierdo, Recipient	▪ A. Muñoz	3. K. Walker	9. N. Kubisky		▪ T. Coppla	4. P. Moschella	10. K. Daniels	<b>Support Staff</b>		5. G. Kelly	11. I. Malave	▪ T. Schucker		6. Y. Guillen	12. L. Ashe/A. Rodriguez	▪ S. Gonzalez	
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<b>Approval of Minutes</b>	<b>Motion:</b> To accept the meeting minutes of April 11, 2019, motioned by N. Kubisky, seconded by G. Kelly. A vote took place after discussing edits and/or corrections and a review of the action items. <b>Vote: 7-Yes, 0-No</b>																												
<b>PCAT</b>	A review of the Planning Council Action Timeline took place – P&D Committee portion.																												
<b>Ending the Epidemic</b>	<p>The P&amp;D Committee will continuously follow new developments with “Ending the Epidemic, A Plan for America.” Elements of this initiative rest on a decision from Congress with regards to the President’s proposed budget for the federal government fiscal year which begins October 1.</p> <p><b><u>State of New Jersey’s Ending the Epidemic Initiative</u></b></p> <ul style="list-style-type: none"> <li>• Re: Governor Phil Murphy’s development of a plan to End the HIV Epidemic by 2025 <ul style="list-style-type: none"> <li>○ There are numerous listening sessions currently being held throughout the New Jersey. NJHPG’s annual summit will be Thursday, June 20, 2019 which will focus the new initiative and the plan will be released.</li> </ul> </li> </ul>																												
<b>CQM Committee</b>	<ul style="list-style-type: none"> <li>• The Clinical Quality Management (CQM) Committee had their quarterly meeting this morning. <p><b><u>Updates</u></b></p> <ul style="list-style-type: none"> <li>▪ After reviewing the CQM Plan, HRSA Program Officer’s overall feedback was good, however, the program officer wants to see specificity in certain areas of the plan as it relates to actual names and other details. This is more or less a trial period for HRSA for the evaluation of CQM plans with the end goal of preparing guidelines.</li> <li>▪ CQM discussed e2MyHealth enrollment</li> <li>▪ There are updates necessary throughout the e2 system in general</li> </ul> </li> </ul>																												
<b>Integrated Plan</b>	<ul style="list-style-type: none"> <li>• A meeting for stakeholders of the integrated plan will be held annually. Updates should be done, at a minimum, semi-annually, and ongoing (monthly or quarterly) if possible. At this year’s stakeholder’s meeting, one person (leader) should be assigned by goal and that person should provide ongoing updates, via email to Admin or by attending the P&amp;D meetings.</li> </ul>																												

<p><b>Review Needs Assessment Data</b></p>	<ul style="list-style-type: none"> <li>• The push will be enrolling clients in <i>e2MyHealth</i>. That program will serve as a patient portal, send clients reminders (such as immunizations), and make requests for client satisfaction surveys to be filled-out via mobile phone texts and links. <ul style="list-style-type: none"> <li>▪ Concern was expressed about the inaccessibility of the program for those who do not have a smartphone or computer or email address; and the issue of some clients who refuse to sign up or complete forms</li> <li>▪ The discussion proceeded about being proactive and finding ways to assist those who need assistance in order to compile the required data. Documentation to implement service delivery includes sub-recipients' client satisfaction survey results, consumer advisory boards and/or visible suggestion boxes.</li> <li>▪ <i>e2MyHealth</i> can serve as a uniform method to collect data and will help take the responsibility off sub-recipients going forward.</li> </ul> </li> <li>• Consumer forums is another instrument to gather data, i.e., client satisfaction survey and red ribbon exercise. This event could also be an opportunity to present information on the benefits of signing-up for the <i>e2MyHealth</i> patient portal and bring lap-tops onsite to sign people up.</li> </ul>
<p><b>Preparations for 2020 Priority Setting &amp; Resource Allocation (PSRA)</b></p>	<p><b><u>Data Sets:</u></b> Service utilization data ('16, '17 &amp; '18), funding amounts for those years, other funding streams for those years, client satisfaction survey results, TGA's continuum of care information (as of 12/31/16), number of undocumented clients and the red ribbon exercise.</p> <ul style="list-style-type: none"> <li>▪ Awaiting the final close-out for Service Utilization Data</li> <li>▪ Conflicts of Interest to be announced during PSRA</li> <li>▪ Directives to be done after PSRA</li> </ul> <p><b><u>2020 PSRA Dates</u></b></p> <ul style="list-style-type: none"> <li>○ Thursday, June 13, 2019: Next P&amp;D meeting; Pre-PSRA session/orientation (Crossroads Ministry Building)</li> <li>○ Tuesday, July 2, 2019: Regularly scheduled Planning Council meeting; PSRA Training and data pre-run (Bergen New Bridge Medical Center)</li> <li>○ Thursday, July 11, 2019: 2020 PSRA Meeting (Crossroads Ministry Building)</li> </ul>
<p><b>Refine Service Standards</b></p>	<ul style="list-style-type: none"> <li>• After PSRA, P&amp;D's will revise EIS (early intervention services), non-medical and psychosocial support first followed by all service standards which should match policy clarifications. This should be completed prior to the HRSA comprehensive site-visit (July 29 – Aug. 2)</li> <li>• The Steering Committee of the Planning Council will be meeting with the HRSA Program Officer and superiors during that visit. <ul style="list-style-type: none"> <li>▪ HRSA will be evaluating/visiting sub-recipients.</li> <li>▪ HRSA is satisfied with the work and progress of the Planning Council. Process and actions put in place by the former Chair G. Kelly have proven successful.</li> </ul> </li> </ul>

<b>Reallocation Requests</b>	<ul style="list-style-type: none"> <li>None</li> </ul>		
<b>New Business</b>	Admin presented the written communication for review, feedback and approval to be utilized in the flyer for the consumer forum announcement.		
<b>Adjournment</b>	Motion by J.C.Dillard, seconded by R. Welsh. The meeting adjourned at 12:20 p.m. by unanimous consent. <b>Next Meeting:</b> 6/13/19 at Crossroads Ministry Cntr., 511 East 22nd St., Paterson, NJ.		
<b>New Action Items</b>	<b>Who</b>	<b>Open</b>	<b>Closed</b>
--Prepare the revised integrated plan to be re-distributed to stakeholders, along with invitation/save-the-date for the next integrated plan meeting on 10/10/19. --Ask about using a space at the college for the next integrated plan meeting --Send email notifications at launch of the Client Satisfaction Survey in e2 (June) --Prepare and send announcement for upcoming consumer forum, taking into account the feedback from today's review of the flyer language. --Finalize Service Standards prior to HRSA site-visit	ColRsSch/Admin  MI MI/RDE/ColRsSch Admin  P&D		
<u>Previous Action Items</u>			
--Arrange consumer forums with the Community Development Committee	ColRsSch/Admin	X	
--Use input from HRSA about obtaining participation from the TGA's Federally Qualified Health Centers (FQHCs)	ColRsSch	X	
--Update Section 3.2.A* of the Integrated Plan, going forward, re: Linkage-to-Care	J.C.D	X	
--Send the Integrated Plan w/invitation to Planning Council's 2019 annual meeting in December	Admin	X	
--Arrange meeting to inform CEO of Planning Council activities	KW/KD	X	
--Begin Performance Metric "Number of sub-recipient's responded" of the Integrated Plan's Section 3.2.B.1 "Review and inform sub-recipients about the Cultural Competency Task Force and its recommendations."	ColRsSch/Admin	X	
--Prepare press releases, going forward upon approval from P&D and City of Paterson	RWelsh/Admin	X	
<b>PSRA Notes</b>			
<ul style="list-style-type: none"> <li>➤ Make better arrangements for breakfast and lunch.</li> <li>➤ Training for PSRA should be slower-paced training; look into mentors; do not want to leave anyone behind</li> <li>➤ The calculation/formula process must be explained thoroughly.</li> <li>➤ Data packets have to be provided in advance.</li> <li>➤ Request State's epidemiology data</li> <li>➤ Mentorship/Buddy-System:             <ul style="list-style-type: none"> <li>○ Commissioners who requested a mentor/buddy: J. Friedman, D. Ezomo, G. Price, A. Boatwright, F. Rodriguez, B. Brown, A. Ponce</li> <li>○ P&amp;D Committee Members (non-commissioners) who requested a mentor/buddy: T. Coppla</li> <li>○ Commissioners who have volunteered to be a mentor/buddy: J.C. Dillard, R. Welsh, K. Daniels, K. Walker</li> </ul> </li> </ul>			