

Community Development Committee (CDC)

Meeting Minutes of 4/11/19

Start Time 1:25 p.m.; End Time 3:34 p.m.

This committee currently has 6 members. For quorum, 4 committee members must be present.	
Members Present, per sign-in sheet:	1. N. Kubisky 2. G. Kelly 3. D. Adams 4. R. Welsh
Absent	1. I. Malave 2. E. Elizondo
Guests	n/a
Recipient's Office	n/a
Consultant/Support Staff	S. Gonzalez

- Welcome, Moment of Silence, Circulate Sign-In Sheet, and Review PCAT were done.
- **Approval of Minutes:** Motion: To accept the meeting minutes of March 14, 2019, motioned by R. Welsh, seconded by G. Kelly.
A vote took place after discussing edits and/or corrections and a review of the action items. Vote: 4-Yes, 0-No
- **Attendance Record Review:** After review of the attendance records, there is currently no one up for a removal warning. However, moving forward those are approaching the 3-absences mark should receive a warning ahead of time.
- **Federal Reflectiveness:** The membership matrix information, was reviewed and discussed. As of today, the total membership is 28 w/PLWH representing 32%.
- **Membership Applications:** Decisions for new member recommendations are based on mandated membership categories outlined by HRSA and other demographics to reflect Paterson, Passaic County and Bergen County. The Planning Council currently has all required categories filled, but to stay in compliance with the Ryan White federal legislation, there is an urgent need to focus on recruiting nonaligned PLWH (people living with HIV/AIDS) before other applicants are considered. This limits the number of membership recommendations that can be done at any given time. CDC does not want to discourage anyone who has expressed their interest to join the cause. Applicants will be invited to the next Prospective New Member Orientation, in

preparation for when/if a decision is made about their application, as CDC felt that was important in order to continue moving them along the process and helps them get further acquainted with Planning Council business.

- Three new membership applications have been received.
- Each application was presented for review, questions and discussion.
- Each applicant's information will remain confidential, however Admin will keep the records which are accessible to CDC anytime.
- A discussion took place about a new training mechanism for Planning Council commissioners (existing and new), which involves online slides presentations w/quizzes and issuance of a certificate of completion. This concern was shared with the Steering Committee on 4/2/19, among other areas that were necessary for the leadership of the Planning Council to be made aware of.
- A discussion took place about providing a way to empower consumers, not only those who are currently serving on the Planning Council but also those who may be qualified candidates to *potentially* serve on the Planning Council. For example, holding the monthly Planning Council meetings in the evening.
- **Brochures:** J. Daniel (Collaborative Research) indicated at the Steering meeting of 4/2/19, that he'd supply brochures after a discussion. The last version of the one designed by the Admin had not been made available after the last print job and it should have been so that CDC can recommend edits and further disseminate throughout the year since the second batch were never ordered.
- **Budget:** none
- **2019 Day of Capacity Building – October 1st :** Needs a theme/subject; options are marijuana (health implications and capacity of service providers), HIV and aging, State representative for discuss Ending the Epidemic by 2025, choose from Gilead's list of topics.
- **World AIDS Day:** see working list on page 2 of these minutes.
- **Commissioner of the Month:** Jeff Friedman

Action Items:

Formal motion for Steering Comm., re: evening PC meeting time...R. Welsh and Admin Inform PC about new multi-race category used in annual report to HRSA.....E. Elizondo Contact Picco Tavern (Hackensack, Essex Street), re: Day of Capacity.....Admin Change all prepared meeting notes to minutes.....Admin Follow-up w/recipient about 5/8/19 at Paterson Public Library, re: forum.....Admin

WORKING LIST FOR 2019 WORLD AIDS DAY

- In April request Mayor's attendance; Begin Mayor's Proclamation process
- Letter to high schools (September)
- Create a media contact list for announcements, ads, press releases (Channel 12 New Jersey, Channel 77 local Optimum)
- Distribution of flyers
- Social Media
- Invite Elected Officials
- Wayne Cesa: solicit guest speakers, look into gymnasium; red ribbons
- Banner, Posters (request to Recipient)