

PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
STEERING COMMITTEE MEETING MINUTES OF April 2, 2019

Location: Christopher Hope Building, 60 Temple Street, 1st Fl. Paterson, NJ 07522

AGENDA ITEM	SUMMARY	
Opening	Chair K. Walker called the meeting to order at 9:15 a.m., and welcomed everyone in attendance, followed by observing a moment of silence for those affected by HIV.	
Attendance A quorum was present.	1. K. Walker 2. K. Daniels 3. E. Elizondo 4. J. C. Dillard	5. N. Kubisky <hr/> Support Staff: J. Daniel, Collaborative Research; S. Gonzalez, Admin
Approval of Minutes	Motion: To accept the meeting minutes of March 5, 2019 motioned by J. C. Dillard, seconded by N. Kubisky. A vote took place after discussing edits and/or corrections. Vote: 4-Yes, 0-No	
Meeting Evaluations	Admin presented meeting evaluation results from previous month for review and discussion. Evaluations are completed by those who attend Planning Council meetings.	
PCAT	A review of the Steering Committee Planning Council Action Timeline took place.	
Training Topic	Included during monthly Planning Council meetings are mini-training and/or presentations on Ryan White legislative components. Suggestions for next month's training were discussed. The final decision by consensus was " Process and Results of the Assessment of the Administrative Mechanism. " The presentation topic for the month after next (June 2019) will be " Policies and Procedures of the Planning Council. "	
Report of the Chair by K. Walker	<ul style="list-style-type: none"> • Monthly conference call w/HRSA is scheduled for Friday, April 5, 2019. • 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 will probably be sending a representative to either today's Planning Council meeting or to one in the near future. <ul style="list-style-type: none"> ○ *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. 	
Planning & Development Committee Report (P&D) by P&D Co-chair J.C. Dillard	<ul style="list-style-type: none"> • P&D met on 3/14/19 • 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. • 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. • 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. Materials for this event will be provided by Collaborative Research. <ul style="list-style-type: none"> ○ 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. 	

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	<ul style="list-style-type: none"> The data sets we’re expecting to use for this year’s PSRA are: service utilization data (‘16, ‘17 & ‘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. MARK YOUR CALENDARS: Planning Council Commissioners should plan on coming the P&D committee meeting for a pre-PSRA session on Thursday, June 13, 2019. Time TBD. <ul style="list-style-type: none"> 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. Thursday, July 11, 2019: 2020 PSRA Meeting, 9:00 a.m. – 3:00 p.m. at Crossroads Ministry Building, 511 East 22nd St., Paterson, NJ. Next Meeting Thursday, 4/11/19 at 10:45 a.m. - location is Madison Ave. Crossroads Ministry, 511 East 22nd St., Paterson, NJ. 				
<p>NJ HIV Planning Group (NJHPG) Update By K. Walker</p>	<p>“NJHPG is a collaborative formed by the New Jersey Department of Health (NJDOH), Division of HIV, STD and TB Services (DHSTS) that combines HIV Care and Treatment and HIV Prevention efforts in order to make the best use of resources for both, while improving efficiency and effectiveness in planning in the state of New Jersey.” per the organization's website.</p> <ul style="list-style-type: none"> On June 20, 2019, the New Jersey HIV/AIDS Planning Group (NJHPG) will be hosting their 5th Annual Summit which is open to the public and 200 -300 attendees are expected. It’s an all-day plenary session and presentations will include U=U and Getting to Zero Goals (NJ’s is by 2025, while Federal’s is by 2030). Their following next regularly scheduled meeting will present the topic of HIV & Aging. 				
<p>Community Development Committee Report (CDC) by Committee Chair E. Elizondo</p>	<table border="1" data-bbox="284 1119 1528 1199"> <tr> <td>Total Members on the Planning Council</td> <td>Representation of Unaligned PLWH</td> </tr> <tr> <td align="center">28</td> <td align="center">32%</td> </tr> </table> <ul style="list-style-type: none"> The Community Development Committee met on 3/14/19. There’s been a request from T.Schucker (CR) and P&D Committee for the Community Development Committee (CDC) to consider having consumer forums and shifting the committee’s focus to hosting forums/town halls to educate consumers and handing-out surveys. The CDC was given an explanation about how consumers are likely to answer questions more freely with their peers as compared to answering questions with case managers. The CDC was also told about a new online training tool that will be used by the Planning Council in which a certificate of completion would be issued to those who complete it successfully. Also, it was commented that any commissioner of Planning Council who doesn’t know or hasn’t learned the Ryan White Program after 5+ years, shouldn’t be on the Planning Council. As a committee the CDC has concerns and questions as follows: <ul style="list-style-type: none"> Why is CDC being asked to only focus on consumer forums to educate consumers and hand-out surveys? According to the Planning Council’s By-laws, out the 16 responsibilities listed for the CDC, only 1 of them states “Shall be responsible for meeting with individuals and organizations representing the affected and infected communities of this TGA.” A verification of that section of the By-laws took place. 	Total Members on the Planning Council	Representation of Unaligned PLWH	28	32%
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**Community
Develop-
ment
Committee
Report
(CDC) by
Committee
Chair
E. Elizondo**

- According to a HRSA and Planning CHATT webinar of May 8, 2019 on Needs Assessment, it is not the responsibility of the Planning Council to conduct Client Satisfaction Surveys--- so why are we being asked to do Client Satisfaction Surveys? <https://youtu.be/izLcDUhbuyY>
- We were told Collaborative will make the presentations at these forums/town halls on topics such as U=U. In addition, the Recipient would ask each agency to send five (5) consumers to attend the forums. What exactly will CDC's role be during these forums?
- The energy and general feeling within the committee has dropped. The most recent resignation is directly related to the understanding that CDC is being restricted from doing the activities it should be doing such as creating awareness, public relations, and more. Each time the committee makes a request for anything it basically goes ignored. CDC never received an answer about the committee's budget, the brochures are delayed or simply not ordered and the final file of the brochure that went to the printer was never returned to the Admin. As far as the request to tweak the website settings to make it more user friendly for first-time visitors in order for the public to learn more about the Planning Council, we were told it is not priority. It seems no matter what we try to do, we are set to fail and its offensive.
- Based on our last meeting, there was a discussion about Day of Capacity, World AIDS Day, and in the end the only things that really came out of it was to have a forum on May 8th at the library.
- We are in need of unaligned consumers to volunteer on the Planning Council. There was another resignation, W. Cesa -- he'll be committing more time to growing his organization Free Throws for AIDS.
- Gilead has expressed an interest in making a presentation at this year's Day of Capacity Building.
 - Marijuana (legalization and medical use) is likely going to be a topic that day and recommendations for speakers or people that can contribute to that conversation, should be communicated to the Admin.
- Anyone interested in being featured on social media as the Planning Council's "Commissioner of the Month" activity, please let our Admin know.
- Next meeting 4/11/19, 1:00 p.m. at Crossroads Ministry Building, 511 East 22nd St., Paterson, NJ 07514.
- Conclusions following an in depth discussion of the CDC's concerns and questions:
 - The Steering Committee gave attention to the issues raised, offered to assist CDC and, emphasized to E. Elizondo and N. Kubisky (CDC Chair and Co-chair respectively) that they are appreciated for all the work they have done over the years. The Planning Council needs their support and commitment going forward.
 - The importance of consumer involvement in the planning process and the benefits of educating consumers on services were stressed.
 - In terms of prioritizing, it appears the Recipient is concentrating on complying with the main requirements only, as CDC is not the only

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<p>Community Development Committee Report (CDC) by Committee Chair E. Elizondo</p>	<p>committee that goes unheard at times. For example, the Planning & Development Committee has been talking about, among other things, needs assessments and implementing the recommendations of the Cultural Competency Taskforce, but those things haven't been done either.</p> <ul style="list-style-type: none"> ▪ The brochure is an important tool for the community at large. J. Daniel offered to help CDC with printing Planning Council brochures, however, once/if the soft copy of the final brochure is obtained, it should be emailed to all sub-recipients asking them to make copies and hand-out on behalf of the Planning Council. Admin can recreate the tri-fold, if necessary. ▪ The 32% representation of nonaligned PLWH falls short of the required percentage by 1%. Recruiting and addressing this shortfall MUST be the CDC's priority at this time. ▪ It was recognized that everyone learns differently and at different paces and, the Planning Council should always offer learning tools and help one another. Since the Ryan White program is constantly evolving, it's not expected for everyone to know everything. ▪ If there is a time when someone gets offended, doesn't feel valued and/or concerned about a particular issue or action or comments made, it has to be brought up and dealt with right away. Specifically, if it involves Collaborative Research in any capacity, call Jeff Daniel at 512-633-0188.
<p>Unfinished Business</p>	<p>Tabled Items Under Unfinished Business:</p> <ol style="list-style-type: none"> a. HRSA Site Visit Preparation - Planning Council Pre-Site Visit Checklist Review b. Planning Council Policies & Procedures Manual
<p>New Business</p>	<p>Tabled Items Under New Business:</p> <ol style="list-style-type: none"> b. Review PSRA - Assess priorities and directives based on award c. Review PSRA - Review framework (including Directives) <p><u>Results of the 2018 Assessment of the Administrative Mechanism</u></p> <p>The results of the Assessment of the Administrative Mechanism was presented for review and discussion. A copy of the document was provided in preparation for this meeting, however, the document can be forwarded again upon request to Admin.</p> <p><u>Notes</u></p> <ul style="list-style-type: none"> ❖ The 2018 cycle had 3 caveats to keep in mind: a federal government shutdown, receipt of partial awards and a local mayoral election. ❖ The City's payment/reimbursement process is extensive. ❖ The Steering Committee/Planning Council needs to provide a formal response to the Assessment of the Administrative Mechanism. <p><i>Motion:</i> For Planning Council Support Staff (CoLRsh and Admin) to draft a letter to Director Izquierdo from the Planning Council Chair and Vice-chair in response to the 2018 Assessment of the Administrative Mechanism, for review at the next Steering Committee. Motion by J. C. Dillard, seconded by N. Kubisky. Vote 5 Yes, 0 Opposed. (The line of communication outlined in the MOU will be followed.)</p>

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<p>New Business</p>	<p><u>Review of the HRSA/HAB Objective Review Committee Final Summary Statement</u> The grant score document was presented for review and discussion. Score = 92.</p> <p><u>Review Ending the Epidemic: A Plan for America</u> 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 of this document is available upon request.</p> <p><u>Review NASTAD’s Announcement on President Trumps 2020 Budget</u> A copy of this document is available upon request.</p> <p><u>Review Statement on the Trump Administration’s FY2020 Budget from CAEAR Coalition</u> 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 of this document is available upon request.</p>
<p>Adjournment</p>	<p>K. Walker adjourned the meeting w/unanimous consent. End Time 11:25 a.m. Next Meeting: Tuesday, May 7, 2019, at 9:30 a.m., Christopher Hope Building, 60 Temple Street, 1st Fl., Paterson, NJ 07522.</p>

Action Items	Who	Open	Closed
<ul style="list-style-type: none"> --Share information about the "Bring One" campaign --Make arrangements to meet with the CEO; Discuss CEO's and City Council's attendance at PC --Follow-up with regards to the postings/notice of Open Public Meetings --Draft response letter, re: 2018 Assessment of the Administrative Mechanism 	<p>ColRSch/Admin Chair/Admin</p> <p>Admin ColRSch/Admin</p>		

Previous Open Items	Who	Open	Closed
<ul style="list-style-type: none"> --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 & 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> --Follow-up w/Recipient's Office, re: By-laws, MOU --After review and input from the Community Development Committee, approve the new meeting evaluation form for commissioners. Evaluation form for guests is pending. --Obtain details from NJ Housing Collaborative, re: survey request 	<p>Steering</p> <p>ColRSch Steering</p> <p>Admin/Chair</p>	<p>X</p> <p>X X</p> <p>X</p>	