

PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
Steering Committee Meeting Minutes of May 7, 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 9:26 a.m., and welcomed everyone in attendance, followed by observing a moment of silence for those affected by HIV.		
Attendance A quorum was present.	<table border="0"> <tr> <td data-bbox="277 369 500 520">1. K. Walker 2. K. Daniels 3. E. Elizondo 4. J. C. Dillard</td> <td data-bbox="505 369 1537 520">5. N. Kubisky 6. G. Kelly Support Staff: J. Daniel, Collaborative Research; S. Gonzalez, Admin</td> </tr> </table>	1. K. Walker 2. K. Daniels 3. E. Elizondo 4. J. C. Dillard	5. N. Kubisky 6. G. Kelly Support Staff: J. Daniel, Collaborative Research; S. Gonzalez, Admin
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Approval of Minutes	<p>Motion: To accept the meeting minutes of April 2, 2019 motioned by N. Kubisky, seconded by E. Elizondo. A vote took place after discussing edits and/or corrections. Vote: 5-Yes, 0-No</p> <p><u>Previous Open Action Items</u></p> <p>--Draft response letter, re: 2018 Assessment of the Administrative Mechanism Chair Karen Walker approved the response letter on April 29, 2019 which will be sent to the Recipient along with the answers received from the Assessment of the Administrative Mechanism. The letter was presented to the Steering Committee today for input. With no changes, it only needs K. Walker's signature and it can be sent.</p> <p>--After review and input from the CDCommittee, approve the new meeting evaluation form for commissioners. The CDCommittee reviewed the new evaluation form at their 4/11/19 meeting, and provided feedback. Steering Committee had further discussion and edits and finalized the form. Motion: To approved the revised evaluation form for commissioners to fill-out at each monthly Planning Council meeting. Motioned by N. Kubisky, seconded by K. Daniels, Vote: 6-Yes, 0-No</p>		
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 "Policies and Procedures of the Planning Council."		
Report of the Chair by K. Daniels and K. Walker	<ul style="list-style-type: none"> • Monthly conference call w/HRSA was on Friday, May 3, 2019. <ul style="list-style-type: none"> ○ Sera Morgan asked about meeting with the Steering Committee during the site-visit, specifically on Thursday, August 1st (anytime) or Wed., July 31 (anytime) – Steering chose 7/31 at 10am as option 1 and 8/1 at 10am as option 2. ○ She wished the Planning Council good luck for PSRA ○ HRSA's Conference will be taking place in August 2020 • You may have noticed that there is a focus group segment on today's Planning Council – that is for NJ Housing Collaborative's survey request. Christine Baluja will be conducting an abbreviated version of their survey as follows: <ul style="list-style-type: none"> <u>Abbreviated Questions</u> From the viewpoint of an HIV Service provider... 		

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<p>Report of the Chair by K. Daniels and K. Walker (continued)</p>	<p>1) Is there a housing committee on this TGA? a) How do you discuss housing in the TGA meetings?</p> <p>2) What barriers do you see to clients getting stable housing? FYI, their extended version of the survey is:</p> <p>1) What are the common barriers to stable housing? 2) How does your organization address housing needs within your community? 3) How does the TGA group address housing concerns that come up at meetings? 4) Does your agency participate in your local COC (continuum of care) meetings (community-based meetings focused on homeless prevention/housing planning)?</p> <ul style="list-style-type: none">Admin received the 2018 Progress Report yesterday from T. Schucker (CR) and it's due back to CR on Friday. This report asks the following and Steering is being asked for input at this time: <u>Planning Council/Body Activities</u><ul style="list-style-type: none">a. Planning Council/Body Accomplishments - Discuss <u>three to five</u> Planning Council/Body accomplishments during the reporting period (March 1, 2018 through February 28, 2019) that impacted the provision of services resulting in improved outcomes on the HIV Care Continuum (e.g., increased funding to Medical Transportation resulting in improvements in client retention in care).b. Planning Council/Body Challenges - Discuss <u>three to five</u> challenges faced by the Planning Council/Body during the reporting period (March 1, 2018 through February 28, 2019) that impeded improvements in HIV Care Continuum outcome targets. (e.g., 1) planning council/body did not create allocation options to quickly address changes in the final award, or 2) a lack of a rapid reallocation process, which resulted in the inability to fund medical transportation services). For each challenge identified, include a discussion of the following:<ul style="list-style-type: none">1. The nature of the challenge2. The plan to overcome the challenge3. Progress in implementing the plan to overcome the challengec. Address any issues and challenges related to compliance with planning council/body legislative requirements (e.g., reflectiveness and representation). <p>Upon discussing this request, the following conclusion were reached:</p> <p>Accomplishment 1 – Mention the Contingency Scenarios that are in place for the Recipient which are done to facilitate the reallocation process.</p> <p>Accomplishment 2 – Mention the Integrated Plan Stakeholders and the fact that outside entities have partnered with the Planning Council to assist the implementation of the plan.</p>
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<p>Report of the Chair by K. Daniels and K. Walker (continued)</p>	<p>Accomplishment 3 – Mention the Planning Council’s ability to maintain the mandated 33% representation of PLWH.</p> <p>Challenge 1 – Mention the Planning Council’s inability to secure representation from a FQHC.</p> <p>In addition, Admin will look into existing sources of information to collect more details that may be applicable for the Progress Report such as the 2018 Annual Report that was delivered by the Chair at the December’s annual meeting and the grant score document.</p> <ul style="list-style-type: none"> Upcoming Webinars: <ul style="list-style-type: none"> <u>Planning CHATT’s Using Data for Decision Making</u> <p>The two webinar series will present strategies that planning councils/planning bodies (PC/PBs) can use to gather, analyze, and incorporate data into their RWHAP HIV planning activities. Using Data for Decision Making: Part 1: Thursday, May 23 2:00 - 3:30 p.m. ET Part 1 will focus on introducing data types, sources, terminology, and strategies for PC/PB members to analyze the comprehensiveness and quality of data.</p> <p>Using Data for Decision Making: Part 2: Thursday, May 30 2:00 - 3:30 p.m. ET Part 2 will discuss how data can be used to carry out PC/PB legislative responsibilities and offer perspectives from PC/PB members on how to balance the roles of advocate and planner. Presenters will introduce methods to creatively present data in accessible formats. Although not required, it is strongly encouraged that individuals attend both webinars, as the presentations will build on one another. Both webinars will use interactive activities—including polls, quizzes, and scenarios—to help participants contextualize and apply the material presented.</p>
<p>Planning & Development Committee Report (P&D) by P&D Co-chair J.C. Dillard</p>	<ul style="list-style-type: none"> P&D met on April 11, 2019 The committee reviewed Goal 3 of 3 in its entirety, discussed the accuracy of information and made appropriate revisions, deletions and additions. The Newly Diagnosed Survey is expected to be in place by July 1, 2019. The push will be enrolling clients in e2myhealth. That system will send the client reminders (such as immunizations), serve as a patient portal and deliver client satisfaction survey via mobile phone text. <u>2020 PSRA</u> <ul style="list-style-type: none"> The ask amount cannot exceed 5% and the Planning Council should plan on asking for the maximum amount. <u>Dates</u> <ul style="list-style-type: none"> Thursday, June 13, 2019: PSRA Orientation w/P&D Comm., Crossroads Mnstry. <ul style="list-style-type: none"> 9:30 a.m. Tuesday, July 2, 2019: PSRA Training & Data, Bergen New Bridge Medical Ctr. <ul style="list-style-type: none"> 11:30 a.m. – 2:30 p.m. Thursday, July 11, 2019: 2020 PSRA Session Meeting, Crossroads Mnstry.

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<p>Planning & Development Committee Report (P&D) by P&D Co-chair J.C. Dillard</p>	<ul style="list-style-type: none"> ○ Commissioners must attend 1 of 2 (preferably both) PSRA trainings, either 7/2 or 7/11. ● Mentorship: Understanding that each person learns differently and at a different pace, P&D will be ramping up ways to give consumers a voice and those who are new to the process, specifically by pairing up members not only during PSRA but also going forward in an effort to encourage active participation from everyone. For PSRA, the committee talked about a buddy-system. At today's Planning Council meeting, on behalf of the P&D Committee, we'd like to assess the level of need and interested individuals as far as those who need a mentor/buddy and those willing to be a mentor/buddy. ● The Planning Council is in line with the 4 overarching goals described in Statewide Coordinated Statement of Need, 2017-2021: <ol style="list-style-type: none"> 1. Widespread testing and linkage to care, enabling PLWH to access treatment early. 2. Broad support for PLWH to remain engaged in comprehensive care, including support for treatment adherence. 3. Universal viral suppression among PLWH. 4. Full access to comprehensive PrEP services for those for whom it is appropriate and desirable, with support for medication adherence for those using PrEP. 				
<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 Resource Summit which is open to the public and will focus on the State's plan of Ending the Epidemic by 2025. It will be held at Rutgers University in New Brunswick, 9:00 a.m. – 3:0 p.m. 				
<p>Community Development Committee Report by Committee Chair E. Elizondo</p> <p>Community Development Committee Report (CDC) by Committee Chair</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Total Members on the Planning Council= 27</td> <td style="width: 50%; text-align: center;">Representation of Unaligned PLWH= 33%</td> </tr> <tr> <td style="text-align: center;">2 new applications (general)</td> <td style="text-align: center;">1 new application (nonaligned consumer)</td> </tr> </table> <p>Note: Dr. Paul Persaud is considered an Ex-Officio member and not used in the calculation.</p> <ul style="list-style-type: none"> ● The Community Development Committee met on April 11, 2019. ● It appears there was a huge misunderstanding as to the execution of the consumer forum. Upon further explanation and discussion, it was concluded that the roles, deadlines and all follow-up tasks involved with organizing the consumer forum fell-through. In the beginning of the planning stage for the forum, the CDCCommittee agreed to assist with hosting it based on statements that were made by both the Recipient and T. Schucker (CR). This is the first time the CDCCommittee has been put in charge of putting together a consumer forum. In the past this type of event was a joint effort between the consultant(s) and P&D Committee (because it relates to gathering data that is ultimately used for PSRA). The June 13th date for the consumer forum will have to be changed. 	Total Members on the Planning Council= 27	Representation of Unaligned PLWH= 33%	2 new applications (general)	1 new application (nonaligned consumer)
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E. Elizondo	<ul style="list-style-type: none"> Re: Day of Capacity Building – Tuesday, October 1, 2019 - If you know of good speakers or people that can contribute to the marijuana debate/conversation, please let E. Elizondo know their name and contact information.
Unfinished Business	<p>Tabled Items Under Unfinished Business:</p> <ol style="list-style-type: none"> HRSA Site Visit Preparation - Planning Council Pre-Site Visit Checklist Review Planning Council Policies & Procedures Manual Review PSRA - Assess priorities and directives based on award Review PSRA - Review framework (including Directives)
Ending the Epidemic	Tabled Item on Agenda: New Developments with "Ending the Epidemic: A Plan for America"
New Business	None
Adjournment	<p>K. Walker adjourned the meeting w/unanimous consent. End Time 11:21 a.m.</p> <p>Next Meeting: Tuesday, June 4, 2019, at 9:30 a.m., Bergen New Bridge Medical Center, 230 East Ridgewood Ave., Paramus, NJ 07652</p>

Action Items	Who	Open	Closed
--Obtain K. Walker's digital signature	ColRch/Admin		
--Send response letter to the Recipient, re: administrative mechanism	ColRch		
--Prepare for distribution, re: new meeting evaluation forms for commissioners	Admin		
--Emphasize to commissioners the importance of completing the evaluations	Chair/Vice-chair		
--Respond to S. Morgan, re: date to meet with Steering Committee during site-visit	Admin		
--Ask about due date for Progress Report	J. Daniel		
--Send upcoming webinar information to all	Admin		
--Add Reflectiveness/Roster Report/Allocation Letter from Chair and Progress Report to Steering's PCAT	Admin		
--Request that the consumer forum email that was sent out by the Recipient's office to the providers be retracted.	Admin		

Previous Open Items	Who	Open	Closed
--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>	Steering	X	
--Provide the "Bring One" campaign information to CDCommittee	Admin	X	
--Make arrangements to meet with the CEO; Discuss CEO's and City Council's attendance at PC	Chair/Admin	X	
--Follow-up with regards to the postings/notice of Open Public Meetings	Admin	X	
--Inform Recipient's office to cancel meeting notices Herald News and Bergen Record (Note: It was suggested that each provider receive the a yearly calendar with PC meeting dates to post)	ColRch/Admin	X	