

PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
Steering Committee Meeting Minutes of June 4, 2019

Location: Bergen New Bridge Medical Center, 230 East Ridgewood Avenue, Paramus, New Jersey 07652

AGENDA ITEM	SUMMARY		
Opening	Chair K. Walker called the meeting to order at 9:30 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" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Present: 1. K. Walker 2. E. Elizondo 3. J. C. Dillard 4. N. Kubisky 5. G. Kelly </td> <td style="width: 50%; vertical-align: top;"> Present from the Recipient’s Office: Dir. M. Izquierdo Absent: K. Daniels Support Staff in Attendance: J. Daniel and D. Jackson, Collaborative Research; S. Gonzalez, Admin </td> </tr> </table>	Present: 1. K. Walker 2. E. Elizondo 3. J. C. Dillard 4. N. Kubisky 5. G. Kelly	Present from the Recipient’s Office: Dir. M. Izquierdo Absent: K. Daniels Support Staff in Attendance: J. Daniel and D. Jackson, Collaborative Research; S. Gonzalez, Admin
Present: 1. K. Walker 2. E. Elizondo 3. J. C. Dillard 4. N. Kubisky 5. G. Kelly	Present from the Recipient’s Office: Dir. M. Izquierdo Absent: K. Daniels Support Staff in Attendance: J. Daniel and D. Jackson, Collaborative Research; S. Gonzalez, Admin		
Approval of Minutes	Motion: To accept the meeting minutes of May 7, 2019 motioned by J. Dillard, seconded by N. Kubisky. A vote took place after discussing edits and/or corrections. Vote: 5-Yes, 0-No		
Addition	J. Daniel introduced D. Jackson, who was in attendance. As of May 1, 2019, D. Jackson became the newest member of Collaborative Research’s consulting team. He is based in Norfolk, Virginia, worked as a grant analyst for the largest ASO in the Greater Hampton Roads area before and served on the Norfolk TGA.		
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-trainings and/or presentations on Ryan White legislative components. Suggestions for next month’s training were discussed. The final decision by consensus was Priority Setting and Resources Allocation.		
Ending the Epidemic, A Plan for America	<p>The Steering Committee/Planning Council 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> <ul style="list-style-type: none"> The Health Resources and Services Administration’s HIV/AIDS Bureau will host a webcast for all Ryan White HIV/AIDS Program (RWHAP) recipients, partner organizations, and stakeholders on “Ending the HIV Epidemic: A Plan for America” on Tuesday, June 25, 2019, from 2:00-3:00 p.m. ET. <p><u>State of New Jersey’s Ending the Epidemic Initiative</u></p> <ul style="list-style-type: none"> Commissioner J.C. Dillard mentioned the need to get more information from Commissioner G. Ferrigno in relation to NJHPG’s task force and encouraging PLWH from this Planning Council participate in it. 		
Report of the Chair by K. Walker	<ul style="list-style-type: none"> The monthly conference call w/HRSA is scheduled to take place on Friday, June 7, 2019. The meeting w/Sera Morgan during HRSA’s site visit has been scheduled for Thursday, August 1, 2019, at 10:00 a.m. (location to be determined) The answers to the annual progress report (accomplishments and challenges) were provided as a hand-out. 		

PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
Steering Committee Meeting Minutes of June 4, 2019

Location: Bergen New Bridge Medical Center, 230 East Ridgewood Avenue, Paramus, New Jersey 07652

**Report
of the
Chair by
K. Daniels
and
K. Walker
(continued)**

- A discussion to clarify whether “contingency scenarios” are in written and in place for the Recipient took place. The contingency scenarios in place are as follows: In the event that FY ____ funding levels significantly change from the prior fiscal year, the Planning Council determined the following course of action:
 - Scenario 1: If funding is up to 20% (+/-) of the FY ____ award, the Recipient will distribute funds proportionately in accordance with percentages (and priorities) established by the Planning Council.
 - Scenario 2: If funding is increased or decreased by more than 20%, the Planning Council will convene to revise the previously established allocations.
 - Permission is granted to the Recipient to reallocate funds within core or within support.
- K. Walker informed the committee that the meeting location that was reserved for the July 11, 2019 PSRA meeting has been changed and will now be held at the Paterson Museum.
- The Chair inquired about CR’s Learning Management System as far as: the intent, the need to “test” individuals (quiz pass/fail portion) and the lack of access for those who do not have a computer and/or email address. The Planning Council currently receives training sessions each month, and has been functional in past years.
 - D. Jackson (CR) has been in charge of the development and dissemination of the new tool and J. Daniel stated the need to comply with HRSA requirements for ongoing training, ensuring preparation for this year’s HRSA site-visit and the ability to provide the Planning Council with a variety of training options. The tool can also be used by applicants and other non-Planning Council members to learn about the Part A program. As far as the quiz pass/fail portion, the quizzes are not meant to be brain busters but checks the level of the person’s retention. There are unlimited tries and technically, there is no pass or fail or that portion can be removed. Each Planning Council has the liberty to structure and manage their own rules about using the tool. CR will be able to track scores and provide a report to the Steering Committee, specifically about areas/topics that result as difficult. The expense of this system was not paid by the City of Paterson.
 - A discussion ensued about the lack of a formal process to discuss and/or approve the implementation of this activity.
 - D. Jackson showed a demo of the learning system, which has modules for individual topics. Training modules are presented in a slideshow format with a voice-over narrative. Training modules have quizzes placed throughout the presentations and the capability to view previous slides. Upon completion, there will be a certificate of completion available to print. Each section takes approximately 15-minutes to complete. This is a new tool that highlights Ryan White Part A information as described in the HRSA Primer, 2018 version. Participants will be able to access a link after they register and create their login information. It’s available on demand so people can learn at their own pace.

PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
Steering Committee Meeting Minutes of June 4, 2019

Location: Bergen New Bridge Medical Center, 230 East Ridgewood Avenue, Paramus, New Jersey 07652

<p>Report of the Chair by K. Daniels and K. Walker (continued)</p>	<ul style="list-style-type: none"> ▪ The Steering Committee agreed that the communication to the Planning Council will be that each commissioner should plan to complete 2 sections (or more if possible) by the time the next monthly Planning Council meeting takes place on July 2, 2019. ▪ The Steering Committee decided to replace today’s Planning Council training topic which appears on the agenda as Policies and Procedures, with a presentation/training on Collaborative Research’s Learning Management System.
<p>Planning & Development Committee Report (P&D) by P&D Co-chair J.C. Dillard</p>	<p><u>Important Dates</u></p> <ul style="list-style-type: none"> • Thursday, June 13, 2019: PSRA Orientation with the P&D Comm., 9:30 a.m. – 12:00 p.m. at Crossroads Mnstry. (followed by the Consumer Forum 1 – 3 PM) • Tuesday, July 2, 2019: Is next regular monthly Planning Council meeting which will have PSRA Training & Data. We’ll be at Bergen New Bridge Medical Ctr. 11:30 a.m. – 2:30 p.m. • Thursday, July 11, 2019: 2020 PSRA Session, 9:30 a.m. – 2:30 p.m., at the Paterson Museum. • Commissioners must attend either 7/2 or 7/11 trainings in order to participate in PSRA. • The data sets that will be used for this year’s PSRA are: service utilization data (’16, ’17 & ’18), funding amounts for those years, other funding streams for those years, client satisfaction survey results, continuum of care for TGA (not service specific and no data beyond 12/31/16), number of undocumented clients and the red ribbon exercise. <ul style="list-style-type: none"> ○ An issue was raised about the red ribbon exercise, in terms of whether it is acceptable by HRSA, the accuracy of it, information that is provided prior to conducting it and clarification of its purpose and definitions of service categories. Furthermore, the Planning Council Chair was approached by a commissioner who contacted HRSA to inquire about the red ribbon exercise and gave the Chair a copy of the reply HRSA provided. An area of concern was that having people vote in the red ribbon exercise demonstrates their personal choices only – priority setting should manage conflicts of interest, be data-driven and support making informed decisions. CR and the Recipient explained that all the data, facts and figures necessary are provided. Following the discussion, a new issue was addressed --- the commissioner who contacted HRSA was in violation of the line of communication outlined in the MOU between the Planning Council and the City of Paterson, and may have placed the TGA under HRSA scrutiny. The Chair was advised to speak one-on-one with the commissioner to address the process and future concerns. • The P&D Committee met on May 9, 2019. • The revised Integrated Plan will be distributed to all stakeholders and a meeting to reconvene all stakeholders will be arranged for October 10, 2019. • The new client satisfaction survey will be available in e2 this month. The newly diagnosed survey should be up by July 1. • After priority setting, P&D will be revisiting all service standards, all service categories.

PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
Steering Committee Meeting Minutes of June 4, 2019

Location: Bergen New Bridge Medical Center, 230 East Ridgewood Avenue, Paramus, New Jersey 07652

<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. Registration is required. 				
<p>Community Development Committee Report by Committee Chair E. Elizondo</p>	<table border="1" data-bbox="282 562 1536 684"> <tr> <td>Total Members on the Planning Council= 27 2 new applications (general)</td> <td>Representation of Unaligned PLWH= 33% 1 new application (nonaligned consumer)</td> </tr> <tr> <td colspan="2">Note: Dr. Paul Persaud is considered an Ex-Officio member and not used in the calculation.</td> </tr> </table> <ul style="list-style-type: none"> The Community Development Committee met on May 9, 2019. Consumer Forum Update: there are less than 12 people confirmed, and we expected to have more. All providers were asked to send consumers and we need that to happen. An extra push will be necessary this last week before the event. <p align="center"><u>Agenda</u></p> <ul style="list-style-type: none"> ❖ U=U Presentation by Thomas Rodrigues-Schucker ❖ Service Category Review ❖ e2 My Health Presentation / Enrollment ❖ Client Satisfaction Survey/Red Ribbon Exercise ❖ Live singer, a donated gift from Wayne Cesa <ul style="list-style-type: none"> CDC will be looking for this month’s “Commissioner of the Month” to be featured on social media pages. Recommendations and volunteers are welcome. Re: Day of Capacity Building – Tuesday, October 1, 2019 - If you know of good speakers or people that can contribute. A new topic may have to be selected because the marijuana debate is probably not acceptable. The CDC will be working on spreading the word for this year’s World AIDS Day. 	Total Members on the Planning Council= 27 2 new applications (general)	Representation of Unaligned PLWH= 33% 1 new application (nonaligned consumer)	Note: Dr. Paul Persaud is considered an Ex-Officio member and not used in the calculation.	
Total Members on the Planning Council= 27 2 new applications (general)	Representation of Unaligned PLWH= 33% 1 new application (nonaligned consumer)				
Note: Dr. Paul Persaud is considered an Ex-Officio member and not used in the calculation.					
<p>Unfinished Business</p>	<p>Tabled Items Under Unfinished Business:</p> <ol style="list-style-type: none"> Planning Council Policies & Procedures Manual <ol style="list-style-type: none"> Update: A draft form will be prepared. In addition, J. Daniel has an approved version of table of contents that can be utilized (per a HRSA site visit that took place in another jurisdiction). HRSA Site Visit Preparation - Planning Council Pre-Site Visit Checklist Review <ol style="list-style-type: none"> Update: Dir. M Izquierdo will get a checklist from HRSA related to the site-visit, and will then share that checklist with CR, the Chair and Admin. Review PSRA - Assess priorities and directives based on award <ol style="list-style-type: none"> Update: Include the previously mentioned contingency scenarios 				

PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
Steering Committee Meeting Minutes of June 4, 2019

Location: Bergen New Bridge Medical Center, 230 East Ridgewood Avenue, Paramus, New Jersey 07652

	4. Review PSRA - Review framework (including Directives) a. Update: In progress
Tabled Agenda Item(s)	Review Budgets
New Business	None
Adjournment	K. Walker adjourned the meeting w/unanimous consent. End Time 11:15 a.m. Next Meeting: Tuesday, July 2, 2019, at 9:00 a.m., Bergen New Bridge Medical Center, 230 East Ridgewood Ave., Paramus, NJ 07652

Action Items	Who	Open	Closed
--Send upcoming webinar information to all	Admin		X
--Add "contingency scenarios" to Directives	ColRsch	X	
--Hand-out the conflict of interest forms for completion, re; PSRA	Admin	X	
--Request enough food for the consumer forum (estimated headcount)	Admin		X
--Share the HRSA site-visit checklist with Chair/Admin, when available	ColRsch		X
--Upload Standards of Care and 2018 and 2019 meeting minutes to the website	Admin	X	
--Provide a copy of the policies and procedures table of contents/draft doc	J. Daniel		X
--Lookup PCAT item of "review budgets"	J. Daniel/Admin	X	

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 CDC	Admin	X	
--Make arrangements to meet with the CEO; Discuss CEO's and City Council's attendance at PC	Chair/Admin	X	
--Obtain K. Walker's digital signature	Admin	X	
--Emphasize to commissioners the importance of completing the evaluations	Chair/Vice-chair	X	