

PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

STEERING COMMITTEE MEETING MINUTES

April 3, 2018

Location: Auditorium at New Bridge, 230 East Ridgewood Avenue, Paramus, NJ

AGENDA ITEM	DESCRIPTION	
Opening	Chair M. Anderson called the meeting to order at 9:50 a.m., and welcomed all. A moment of silence was observed for those affected by HIV.	
Roll Call	Present 1. M. Anderson 2. K. Daniels 3. K. Walker 4. J.Dillard 5. N.Kubisky 6. T. Love	Staff 1. J. Daniel, Consultant 2. S.Gonzalez, Admin Absent 1. E.Elizondo Guest(s) C. Leverett
Approval of Minutes	Motion: To accept the committee minutes of March 6, 2018, motion by J. Dillard and seconded by K. Daniels. A vote took place after discussing edits and/or corrections and a review of the action items: Vote: 4-YES and 0-NO	
Open Discussion	<ul style="list-style-type: none"> • Collaborative Research should assist the Recipient’s Office with site-visits for the purposes of evaluating outcomes for Service Standards. <ul style="list-style-type: none"> ○ This TGAs outcomes would also be compared to the State’s outcomes. • Recipient should inform all sub-recipients about the implementation of the Health Literacy Tool which will be added to Service Standards. • After reviewing a draft letter to be sent to elected officials, a revised and shortened version will be completed for approval at May’s Steering meeting. 	
Review of PCAT (Planning Council Action Timeline)	<ul style="list-style-type: none"> • A review of the PCAT took place. Steering Committee is on track. 	
Review of Meeting Evaluations	<ul style="list-style-type: none"> • Admin presented results of the January – March 2018 meeting evaluation surveys completed at the end of each Planning Council meeting. Meeting evaluations will continue to be reviewed by Steering on a monthly basis. 	
Report of the Chair	M. Anderson reported: <ul style="list-style-type: none"> • After assessing the Planning Council roster, as it relates to who is participating in sub-committee, Steering will strongly recommend that commissioners try to be part of at least 1 subcommittee, although it won’t be mandatory. This will be emphasized during new member orientation as well. • HRSA monthly conference call w/Project Officer, Ms. Sera Morgan will take place Friday, April 6th. • J. Daniel (Collaborative Research) will provide Steering with an update on the changes being made to the MOU. This document was already approved by the Planning Council in March, however, it is currently being under review again. • We will continue working on the Directives today. 	

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<p>Planning & Development Committee Report</p>	<p>Committee Chair, K. Walker reported:</p> <ul style="list-style-type: none"> • P&D did not meet in March due to bad weather. • Scheduled for P&D’s next meeting: <ul style="list-style-type: none"> ○ Elections for Committee Chair and Co-Chair (applies to P&D only, QM is led by the Recipient and Consultants from Collaborative Research) ○ Standards of Care (Medical Transportation, Food Bank – Home Delivered Meals and EIS) • P&D’s Next Meeting (w/Quality Management): Thursday, April 12, 2018, at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ; Start Time: 9:30 a.m. 			
<p>Community Development Committee Report (CDC)</p>	<p>Admin reported:</p> <ul style="list-style-type: none"> • CDC did not meet in March due to bad weather. • Concerning the reissuance of the Oath of Office certificates, Admin has forwarded the instructions given by the Mayor’s office (to those who were sworn-in at the annual meeting). <p>Membership: The Planning Council has a total of 32 members and PLWH representation is 41%.</p> <ul style="list-style-type: none"> • Next Meeting: Thursday, April 12, 2018, at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ; Start Time: 12:00 p.m. 			
<p>Action Items</p> <ul style="list-style-type: none"> • Collect oath of office certificates 		<p>Who Admin</p>	<p>Open X</p>	<p>Closed</p>
<p>Old Business</p>	<p>MOU: A review and discussion of the newly revised MOU was led and presented by J. Daniel (Collaborative Research).</p> <ul style="list-style-type: none"> • The suggested changes applied today, will be shared with Director D. Ivy. • Any additional changes either by the city attorney or D. Ivy will also be shown to Steering for approval. • With the mayoral elections happening next month, it would be best to wait until July 1st to submit/implement the MOU. <p>Directives: A review, discussion and final edits of the Directives took place.</p> <ul style="list-style-type: none"> • Motion: To accept the Directives of April 3, 2018, motion by K. Walker and seconded by J. Dillard. Vote: 6-YES and 0-NO 			
<p>Action Items</p> <ul style="list-style-type: none"> • Present Directives to Planning Council for approval 		<p>Who Steering</p>	<p>Open</p>	<p>Closed X</p>
<p>New Business</p>	<ul style="list-style-type: none"> • J. Daniels proposed on-going 20-minute training session to be held during planning council meetings. The topics would be timely and provide commissioners with relevant, up-to-date information. 			

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	<ul style="list-style-type: none"> N. Kubisky announced upcoming <i>HIV Awareness Days</i>. April 10th National Youth; April 18th National Transgender; May 18th HIV Vaccine; May 19 National Asian & Pacific Islander. Community Development Committee (CDC) will be looking at which events they can concentrate on, possibly 1 per quarter and/or choosing larger ones that will have more impact. 			
Action Items <ul style="list-style-type: none"> Add section for "Training" on the Planning Council agenda 		Who Admin	Open	Closed X
Adjournment	<p>Motion to adjourn the meeting by N.Kubisky, seconded by K. Daniels. The vote was unanimous. End Time 11:15 a.m.</p> <p>Next Meeting: Steering Committee will meet Tuesday, May 1, 2018 at New Bridge Medical Center, 230 East Ridgewood Avenue, Paramus, NJ.</p> <p>Start Time - 9:30 a.m.</p>			