

**Paterson-Passaic County-Bergen County HIV Health Services Planning Council**  
**COMMUNITY DEVELOPMENT COMMITTEE (CDC)**  
**Meeting of June 14, 2018**

<b>Present:</b> Eduardo Elizondo Nick Kubisky Wayne Cesa Ray Welsh David Adams Gregory Kelly	<b>Absent:</b> Ivonne Malave Khalilah Daniels Brian McCormick  <b>Support Staff:</b> Jeff Daniel Sandra Gonzalez
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**Meeting Notes**

- Start Time 12:50 p.m.
- A review of the PCAT took place. Revisions will be made to reflect the activities of the CDC.
- **Report of the Committee Chair**
  - New brochures were printed. A second batch will now be printed with the name of the new mayor.
    - CDC submitted it budget/wish list to Steering on June 5, 2018.
  - Membership
    - The Planning Council's membership total is 30 and our representation of PLWH is 40%.
    - Part B Recipient and Hospital/Healthcare Planning Agency are vacant membership categories as of today.
  - Presence in the Community and at Local Events
    - CDC doesn't have materials and supplies that can help the committee make a good impression when attending events; CDC should be able to look professional.
    - The CDC can try working alongside sub-recipients' activities.
    - CDC is not a service provider and there is no money for activities to go beyond helping spread the word about services available. The materials that could be purchased are brochures, pens and table-cloths.
    - A discussion about selecting certain events to attend and requesting volunteers took place.

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- **Admin Report**

- Suggested Theme for Day of Capacity: "All Aboard the Progress Express!"
- Any new member recommendations should be finalized by 10/2/18 (which is Day of Capacity Building)
- FYI, Clifton Department of Health replied with who their contact person is; a representative from the Hillsdale Dept. of Health attend the last week's PC meeting; a representative from Walgreens (attend last PC meeting and asked for application)

- **Day of Capacity Building (October 2, 2018 – 8:30 a.m. – 2:30 p.m.)**

- Crossroads Ministry Center meeting room is confirmed.
- Admin will confirm Gilead's participation and lunch sponsorship.
- Options for a caterer were mentioned.

**Tentative Agenda:**

8:30 – 9:00 a.m.	Sign-in; Networking; Breakfast
9:00 – 9:30 a.m.	Welcome by Eduardo Elizondo, Committee Chair
9:30 – 10:00 a.m.	Group Activity No. 1
10:00 – 12:00 p.m.	AIDS United (maybe should be 10-11:30 a.m.)
12:00 – 12:30 pm	Lunch
12:30 – 1:00 p.m.	Icebreaker #2
1:00 – 1:45 p.m.	Speaker #2: Giliead
1:45 – 2:00 p.m.	Closing by Mark Anderson, Chair, Planning Council; Evaluations

- Should also consider finding a physical activity to do after lunch and get everyone moving.

**Other:**

Wayne Cesa's "My Best Friend Cullen" will take place on October 4<sup>th</sup> at Hackensack Performance Center. The Director (Sharon) will attend the PC Meeting on 7/10 and the roles and script will be handed out immediately following the meeting.

Wayne Cesa offered free tickets for an event on 7/11; contact Wayne for more details

**Adjourned 1:55 p.m.**