

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

STEERING COMMITTEE MEETING MINUTES

June 5, 2018

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

AGENDA ITEM	SUMMARY				
Opening	Chair M. Anderson called the meeting to order at 9:42 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. E. Elizondo	Present 5. J. Dillard 6. N. Kubisky 7. T. Love Guests P. Gennat	Recipient's Office Staff M. Izquierdo J. Daniel, Consultant S. Gonzalez, Admin	Absent	
Approval of Minutes	Motion: To accept the committee minutes of May 1, 2018, motion by N. Kubisky and seconded by J. Dillard. A vote took place after discussing edits and/or corrections and a review of the action items: Vote: 5-YES and 0-NO				
Meeting Evaluations	Admin presented the results of the May 2018 meeting evaluations. Evaluations are completed by Planning Council meeting attendees and reviewed by Steering monthly.				
PCAT	A review of the Planning Council Action Timeline took place: Steering Committee is on track.				
	Action Steps		Who	Open	Closed
	--Add "Review Grant Score" to the PCAT (May – July)		Admin	X	
	--Add "Select Training Topic" to the PCAT (monthly)		Admin		X
	--Provide hard copies of the PCAT to Steering		ColRch		X
Report of the Chair	M. Anderson reported: <ul style="list-style-type: none"> • Today, the Planning Council will receive a training on the Integrated Plan. Trainings will continue to be conducted by Collaborative Research at every Planning Council monthly meeting. <ul style="list-style-type: none"> ▪ Next month's training: Priority Setting & Resource Allocations (PSRA) ▪ The PSRA meeting will be 8/7/18, Breakfast 9AM followed by a training then voting (9:30AM – 2PM). • We emailed the information to all about the Tuesday, June 19th call with CAEAR and HRSA (2 - 3pm). • An invitation/introductory letter was disseminated to mayors and health departments throughout the municipalities in Passaic County and Bergen County. • Re: National Institute on Drug Abuse (NIDA) proposal: On May 28th, Dr. Bryan Garner received an email from NIDA indicating that they are preparing to make the award and believes the project will be officially awarded on July 1st. Dr. Garner and his team will reach out to the Planning Council and look forward to collaborating with us in the very near future. • Re: AIDS United: The Planning Council will initiate a formal request in the coming months to secure a training on Cultural Humility, to be conducted on Day of Capacity Building (October 2). AIDS Untied is also interested in possibly providing another training (on the topic of reengagement) -- one option could be to invite them to Part Two of the Integrated Plan (meeting for all stakeholders). • The scheduled conference call w/HRSA did not take place (6/1/18). • We've added a new question about participation on sub-committees to meeting evaluation forms. 				

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Report of the Chair	<ul style="list-style-type: none"> We'll be adding the next meeting date/location to each Planning Council agenda. Dr. L. R. Marton (St. Joseph's) has passed away. 				
	Action Steps				
	--Add Clifton Department of Health to email distribution list		Admin	Open	Closed
	--Send Steering a copy of the Letter of Support, re: NIDA proposal		Admin		X
--Email information about upcoming services for Dr. Marton.		Admin		X	
Planning & Development Committee Report	<p>Committee Chair, K. Walker reported:</p> <ul style="list-style-type: none"> Committee met on May 10th The meeting structure for P&D and QM has changed. We're still going to be meeting on the same day but each group will have their own agenda so they can have a more concentrated effort. Moreover, members can attend both committee meetings if they choose. The review of the Integrated Plan was finished. Once the plan is ready for redistribution, a follow-up meeting will be coordinated with all stakeholders involved including the people listed in the EIHHA Plan. <ul style="list-style-type: none"> The invitation to Part Two of the Integrated Plan meeting should include the updated progress, and a request for participants to come prepared to discuss their role in depth. We'll plan on formally collecting the demographic data of all participants. At the next committee meeting, P&D will be picking up where they left-off with Service Standards. Committee discussed putting the scores of the Health Literacy Tool in the Patient Portal under "outcomes" since everyone has access to that tab. In terms of the next step, P&D will look at a possible webinar training for implementation. The committee will also dive into: Cultural Competency Recommendations and working with Community Health Workers for reengagement of PLWH. QM will look at Quality Improvement Projects and the NJCPC (New Jersey Cross-Part Collaborative Project), Outcomes, Cohort Studies, Tobacco Cessation Programs, Dental Programs, Prostate Cancer, National Improvement Project w/ECHO Collaborative (a new model case management system adopted in New Mexico). Next meeting: Thursday, June 14 at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ. QM 9:00 a.m. – 10:30 a.m., P&D 10:45 a.m. – 12:45 p.m. 				
	Action Items				
--Start Preparations for Part Two of the Integrated Plan		P&D	Open	Closed	
			X		

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<p>Community Development Committee Report (CDC)</p>	<p><u>Membership</u></p> <ul style="list-style-type: none"> ○ The Planning Council has a total of 30 members and PLWH representation is 40%. A hand-out was provided showing a summary of the membership matrix figures. <p>Committee Chair E. Elizondo reported:</p> <ul style="list-style-type: none"> • Committee met on May 10th • We saw the new brochure that came back from the printer. Now, the new mayor’s name will be added and a new batch will be ordered for print. • Committee presented its wish list/budget to Steering for review. <p><u>Budget Notes</u></p> <ul style="list-style-type: none"> ○ CDC should choose only 1 event per quarter that will have the most benefit, give the PC advance notice and ask for volunteers to cover shifts at these events. ○ Regarding gift cards, they can only be provided to PLWH, therefore using gift cards as incentives for gathering data from the community at a public event may not work. It can work in a focus group or at an agency. ○ An attempt to find pharmaceutical companies for support should be made. <ul style="list-style-type: none"> • CDC will plan on having new member recommendations finalized by 10/2/18 (which is Day of Capacity Building). • We have some ideas floating around for this year’s theme for Day of Capacity Building. We are open to hear suggestions, however, as of now, we have “All Aboard the Progress Express!” • Next Meeting: Thursday, June 14, 2018, at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ; Start Time: 1:00 p.m. 			
<p>Action Items --Assist Community Development Committee (CDC) in finalizing its budget request</p>		<p>Who JDaniel</p>	<p>Open</p>	<p>Closed X</p>
<p>Old Business</p> <p>New Business</p>	<p><u>MOU:</u> Changes from the city attorney were received – there is no substantial difference, however, Steering will be given an opportunity to read the MOU again; Since there is a new mayor now, it would be best to wait until July 1st (swearing-in date) to submit/implement the MOU.</p> <ul style="list-style-type: none"> • The grant application score was 95 out of a possible 100 (it was 92 last year). The funds received were \$34,000 less than last year. Steering reviewed and discussed the HRSA/HAB Objective Review Committee (ORC) Final Summary Statement which outlines the application’s strengths and weakness. • Commissioner E. Elizondo was selected as the winner (out of 3 applicants) to attend the 2018 National Ryan White Conference on HIV Care & Treatment, being held December 11-14, at the National Harbor in Oxon Hill, MD. He will accompany Director M. Izquierdo, Office of the Recipient. The committee made the selection based on the information that was completed in the application and casted secret ballots. EE w/3 votes, PC w/2 votes, AB w/1 vote. 			
<p>Adjournment</p>	<p>Motion to adjourn the meeting by M. Anderson, seconded by J. Dillard. The vote was unanimous. End Time 11:20 a.m.</p> <p>Next Meeting: Steering Committee will meet Tuesday, July 10, 2018 at Christopher Hope Building, 1st Floor, 60 Temple Street, Paramus, NJ. Start Time - 9:30 a.m.</p>			