

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

**STEERING COMMITTEE MEETING MINUTES**

**July 10, 2018**

Location: Christopher Hope Building, 60 Temple Street, 1<sup>st</sup> Fl. Paterson, NJ

<b>AGENDA ITEM</b>	<b>SUMMARY</b>											
<b>Opening</b>	Vice-Chair K. Daniels called the meeting to order at 9:32 a.m., and welcomed all. A moment of silence was observed for those affected by HIV.											
<b>Roll Call</b>	<b>Present</b> 1. K. Daniels 2. K. Walker 3. E. Elizondo 4. J. Dillard	<b>Present</b> 5. N. Kubisky 6. T. Love <b>Guests</b>	<b>Recipient’s Office Staff</b> M. Izquierdo T. Schucker, Consultant S. Gonzalez, Admin	<b>Absent</b> M. Anderson								
<b>Approval of Minutes</b>	<b>Motion:</b> To accept the committee minutes of June 5, 2018, motion by N. Kubisky and seconded by E. Elizondo. A vote took place after discussing edits and/or corrections and a review of the action items: Vote: 5-YES and 0-NO											
<b>Meeting Evaluations</b>	Admin presented the results of the June 2018 meeting evaluations. Evaluations are completed by Planning Council meeting attendees and reviewed by Steering monthly.											
<b>PCAT</b>	A review of the <b>Planning Council Action Timeline</b> took place. <table border="1" data-bbox="272 867 1560 947"> <thead> <tr> <th data-bbox="272 867 1154 905"><b>Action Steps</b></th> <th data-bbox="1154 867 1300 905"><b>Who</b></th> <th data-bbox="1300 867 1409 905"><b>Open</b></th> <th data-bbox="1409 867 1560 905"><b>Closed</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="272 905 1154 947">--Add "Review Grant Score" to the PCAT (May – July)</td> <td data-bbox="1154 905 1300 947">Admin</td> <td data-bbox="1300 905 1409 947"></td> <td data-bbox="1409 905 1560 947">X</td> </tr> </tbody> </table>				<b>Action Steps</b>	<b>Who</b>	<b>Open</b>	<b>Closed</b>	--Add "Review Grant Score" to the PCAT (May – July)	Admin		X
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<b>Report of the Chair</b>	Vice-Chair K. Daniels reported: <ul style="list-style-type: none"> <li>○ This afternoon, the Planning Council will receive a training on PSRA – Priority Setting &amp; Resource Allocation in preparation for the 8/7/18 full day PSRA session. On that day, there will be another PSRA training that is mandatory and those who don’t attend, cannot vote.</li> <li>○ The monthly conference call w/HRSA took place on Friday, July 6<sup>th</sup>.                             <ul style="list-style-type: none"> <li>○ Commissioners are invited to participate in a pre Part A Application webinar taking place Thurs., July 19, at 2:00 – 4:00 pm (EST), which will show all elements of the grant application.</li> <li>○ We were asked about the By-Laws, and informed S. Morgan that we were waiting for the new mayor to take office.</li> <li>○ S. Morgan asked for a copy of the Service Standards once they are approved. We directed her to the Planning Council’s website.</li> <li>○ S. Morgan asked to be brought up-to-date regarding any major changes in service categories (any shifts up or shifts down), and would like to know the details behind such changes. This information can be found in the grant application.</li> <li>○ Steering Committee discussed the request and topic of collecting data about method of transmission from consumers that serve on the Planning Council, and, in the absence of Chair M. Anderson, addressed his concern which reads: <i>“ Since exposure method goes well beyond data that we have previously collected on Planning Council Members, I want to be sure that I, and Steering, understand exactly why and what information is being collected, and how we will guarantee the privacy of the Commissioners if we do collect such data.”</i> <ul style="list-style-type: none"> <li>▪ T. Schucker indicated that the information was necessary for the purposes of demonstrating reflectiveness of the TGA’s EPI data. It was concluded that</li> </ul> </li> </ul> </li> </ul>											

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<p><b>Report of the Chair</b></p>	<p>if/when this request were to be fulfilled (maybe at PSRA), the best approach would be to distribute a questionnaire to <i>all</i> so that unaligned consumers (who are commissioners) can voluntarily provide information related to their method of transmission. The questionnaire must be anonymous and confidential.</p> <ul style="list-style-type: none"> <li>○ New Information Added to the Website: HIV Testing Sites and Care Services</li> <li>○ AIDS United indicated that health departments can make the formal request for capacity building training.</li> <li>○ The Chair, Vice-Chair and Admin received a copy of the progress report that was completed and submitted in May. It was noted that in the future, this kind of information should be shared sooner rather than later.</li> <li>○ e2 sent out an email yesterday about the change of their website (URL) name</li> </ul> <table border="1" data-bbox="277 743 1560 1060"> <thead> <tr> <th data-bbox="277 743 1157 779"><b>Action Steps</b></th> <th data-bbox="1157 743 1299 779"><b>Who</b></th> <th data-bbox="1299 743 1409 779"><b>Open</b></th> <th data-bbox="1409 743 1560 779"><b>Closed</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="277 779 1157 819">--Email 7/19 webinar info to all</td> <td data-bbox="1157 779 1299 819">Admin</td> <td data-bbox="1299 779 1409 819"></td> <td data-bbox="1409 779 1560 819">X</td> </tr> <tr> <td data-bbox="277 819 1157 858">--Resend the By-Laws document to Recipient</td> <td data-bbox="1157 819 1299 858">Admin</td> <td data-bbox="1299 819 1409 858"></td> <td data-bbox="1409 819 1560 858">X</td> </tr> <tr> <td data-bbox="277 858 1157 898">--Resend the MOU document to Recipient</td> <td data-bbox="1157 858 1299 898">Admin</td> <td data-bbox="1299 858 1409 898"></td> <td data-bbox="1409 858 1560 898">X</td> </tr> <tr> <td data-bbox="277 898 1157 978"><del>--Request assistance from P. Persaud to secure the AIDS United training</del></td> <td data-bbox="1157 898 1299 978">MI</td> <td data-bbox="1299 898 1409 978"></td> <td data-bbox="1409 898 1560 978">cancel</td> </tr> <tr> <td data-bbox="277 978 1157 1018">--Prepare Conflict of Interest Forms and collect at PSRA</td> <td data-bbox="1157 978 1299 1018">Admin</td> <td data-bbox="1299 978 1409 1018"></td> <td data-bbox="1409 978 1560 1018">X</td> </tr> <tr> <td data-bbox="277 1018 1157 1060">--Attach the Progress Report to these minutes</td> <td data-bbox="1157 1018 1299 1060">Admin</td> <td data-bbox="1299 1018 1409 1060"></td> <td data-bbox="1409 1018 1560 1060">X</td> </tr> </tbody> </table>	<b>Action Steps</b>	<b>Who</b>	<b>Open</b>	<b>Closed</b>	--Email 7/19 webinar info to all	Admin		X	--Resend the By-Laws document to Recipient	Admin		X	--Resend the MOU document to Recipient	Admin		X	<del>--Request assistance from P. Persaud to secure the AIDS United training</del>	MI		cancel	--Prepare Conflict of Interest Forms and collect at PSRA	Admin		X	--Attach the Progress Report to these minutes	Admin		X
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<p><b>Planning &amp; Development Committee Report</b></p>	<p>Committee Chair, K. Walker reported:</p> <ul style="list-style-type: none"> <li>○ P&amp;D met on June 14th</li> <li>○ Once the Integrated Plan is ready for redistribution, a follow-up meeting will be coordinated with all stakeholders involved.</li> <li>○ P&amp;D completed the service standards for Food Bank and Medical Transportation, which will be presented to the Planning Council for approval. Thomas (Collaborative) will present the information on behalf of P&amp;D.</li> <li>○ Going forward, P&amp;D will be working on Cultural Competency Recommendations and has talked about working with Community Health Workers for reengagement of PLWH.</li> <li>○ A discussion took place about identifying new needs assessments (see action items).</li> <li>○ On the agenda for the next P&amp;D meeting, we have Medical Nutrition Therapy, Health Literacy Online Training, 2017 Progress Report and 2017 EIIHA.             <ul style="list-style-type: none"> <li>○ A discussion took place about the importance of Medical Nutritional Therapy and the need to get a handle on the way patients are eating, while at the same time educating them; and about collaborating with Food Banks and Registered Dieticians.</li> <li>○ Regarding the Health Literacy Tool, a training for sub-recipients will be developed and RDE will be designing a tab in the system for input.</li> </ul> </li> <li>○ When the TGA gets a cut in funding (even if it's a \$34K reduction), sub-recipients are strongly impacted in terms of: allocations, keeping up with the increasing cost of living and ongoing expenses that are necessary to keep operations open. We should strategize</li> </ul>																												

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	<p>and come up with ways to be practical in the spending of funds, in order to properly manage the elimination and/or creation of new state programs.</p> <ul style="list-style-type: none"> <li>○ Note: The Ryan White program is the most cost effective program in the federal government.</li> <li>○ Next meeting: Thursday, July 12 at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ, at 10:45 a.m. – 12:45 p.m.</li> </ul>
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<b>Action Items</b>	<b>Who</b>	<b>Open</b>	<b>Closed</b>
--Start Preparations for Part Two of the Integrated Plan	P&D		X
--Add as recommended Needs Assessment(s): Young Latino gay bisexual men, Medical Nutritional Therapy	P&D	X	

<b>Community Development Committee Report (CDC)</b>	<p>Committee Chair E. Elizondo reported:</p> <ul style="list-style-type: none"> <li>○ CDC met on June 14<sup>th</sup></li> <li>○ CDC has not participated in any events recently.</li> <li>○ CDC will plan on having new member recommendations finalized by 10/2/18 (which is Day of Capacity Building). As of today, we have 5 candidates. We'll also need to have an orientation session sometime in August or September.                             <ul style="list-style-type: none"> <li>○ Note: P. Persaud in the new Acting Director for Department of Health &amp; Human Services, City of Paterson.</li> </ul> </li> <li>○ Theme for Day of Capacity: "All Aboard the Progress Express!"</li> <li>○ As of today, the planning council membership total is 30 and our representation of PLWH is 40%.</li> <li>○ The committee's budget/wish list was submitted to Recipient on June 5<sup>th</sup>.</li> <li>○ CDC's next meeting is Thursday, July 12 at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ, at 1:00 p.m.</li> </ul>
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<b>Old Business</b>	None
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<b>New Business</b>	<ul style="list-style-type: none"> <li>○ Training Topic for the September Planning Council Meeting: New Part A Primer</li> <li>○ Priority Setting &amp; Resource Allocation (PSRA) meeting is Tuesday, August 7, 2018, New Bridge Medical Center, at 9:00 a.m. Breakfast and 9:30 a.m. Training and Meeting.</li> </ul>
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<b>Adjournment</b>	<p><b>Motion</b> to adjourn the meeting by K. Walker, seconded K. Daniels. The vote was unanimous. End Time 10:50 a.m.</p> <p><b>Next Meeting:</b> Steering Committee will not meet prior to the next Planning Council meeting in August, but will resume on Tuesday, September 4<sup>th</sup> at Christopher Hope at 9:30 a.m.</p>
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