

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

**August 7, 2018**

**Location: New Bridge Medical Center, Auditorium, 230 East Ridgewood Ave., Paramus, NJ**

<b>AGENDA ITEM</b>	<b>SUMMARY</b>				
<b>Opening</b>	<ul style="list-style-type: none"> <li>▪ The Priority Setting and Resource Allocation (PSRA) training session began at 9:30 a.m., facilitated by T. Schucker, Vice President of Client Services, Collaborative Research, Inc.</li> <li>▪ A moment of silence was observed for those affected by HIV.</li> <li>▪ Attendees were welcomed and each person was asked to introduce themselves out loud.</li> </ul>				
<b>Attendance</b>	<ul style="list-style-type: none"> <li>▪ Commissioners were asked to ensure they sign-in.</li> </ul>				
<b>PSRA Part One</b>	<ul style="list-style-type: none"> <li>▪ The following information was presented in a PowerPoint, reviewed and discussed: Bergen-Passaic TGA: At-A-Glance, Roles and Responsibilities, Legislative Requirements, Notice of Funding Opportunity, 2019 Priority Setting Process (Planning and Resource Allocation, Description of the Community Input Process) and Epidemiological Data (HIV and Incidence, HIV and AIDS Prevalence, Total Cases, Total Cases By Age, Total Cases By Race/Ethnicity, Total Cases By Gender and Method of Exposure).</li> </ul> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>○ There are a total of 28 service categories.</li> <li>○ At least 75 percent of funds must go to cover medical services and not more than 25 percent to support services.</li> <li>○ The state in which a person receives their diagnoses is the state in which they are accounted for, as it relates to the numbers calculated for the grant</li> <li>○ The state will have the TGA's viral suppression data available on an annual basis.</li> <li>○ The Part A Primer has been newly updated, after 10 years. Everyone was encouraged to read it.</li> </ul>				
<b>PSRA Part Two</b>	<ul style="list-style-type: none"> <li>▪ Service utilization data for the service categories was presented in a PowerPoint, reviewed and discussed.</li> </ul> <p><b>Notes</b></p> <ul style="list-style-type: none"> <li>○ Referral category is not currently funded, but in the future could be considered in order to avoid the development of a care plan under MAI's non-medical case management.</li> <li>○ Legal Services has been changed to "Other Professional Services"</li> </ul>				
	<b>Action Steps</b>		<b>Who</b>	<b>Open</b>	<b>Closed</b>
	--Provide copy of PowerPoint presentation to Commissioners		Admin		X
<b>Red Ribbon Exercise</b>	<ul style="list-style-type: none"> <li>▪ The service categories were listed on flip-chart sheets and put-up on the wall. Everyone received 6 red-ribbon stickers and asked to cast their vote by placing their stickers under the core and/or support services of their choosing (based on personal opinion, data available, need and level of importance). <i>Initially, attendees were given 5 stickers to vote, however Mental Health was added later and each person was given one more vote.</i></li> </ul>				

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<b>PSRA Part Two (continued)</b>	<ul style="list-style-type: none"> <li>▪ Questions related to needs, barriers and gaps from a 2016 Needs Assessment consumer survey were reviewed and discussed.</li> <li>▪ The results of the red-ribbon exercise were displayed.</li> <li>▪ The Planning Council made decisions about rating the level of importance of all the data sources that were presented, for the purposes of calculating the final ranking of service categories.</li> </ul> <p><u>Suggestion for Next Year:</u></p> <ul style="list-style-type: none"> <li>○ Review service category definitions thoroughly; could use the sheet that has the definitions simplified</li> </ul>
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<b>2019 Prioritized Service Categories</b>	
AIDS Drug Assistance Program	10
AIDS Pharmaceutical Assistance - Local	22
Child Care Services	16
Early Intervention Services	20
Emergency Financial Assistance	12
Food Bank / Home Delivered Meals	6
Health Education / Risk Reduction	15
Health Insurance Premium & Cost Sharing Assistance	9
Home and Community-Based Health Services	26
Home Health Care	17
Hospice Services	24
Housing Services	5
Linguistic Services	25
Medical Case Management	8
Medical Nutrition Therapy	23
Medical Transportation	7
Mental Health Services	1
Non-Medical Case Management Services	2
Oral Health Care	3
Other Professional Services:	
Legal Services & Permanency Planning	13
Outpatient/Ambulatory Health Services	4
Outreach Services	14
Psychosocial Support Services	18
Referral for Health Care and Supportive Services	19
Rehabilitation Services	27
Respite Care	28
Substance Abuse Services - Residential	21
Substance Abuse Services-Outpatient	11
Motion: To approve the priority ranking results based on the review of 4 information sources; Motioned by J. Frederick, seconded by G. Kelly <b>Vote 24-Yes, 0-Opposed</b>	

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<p><b>Resource Allocation</b></p>	<ul style="list-style-type: none"> <li>▪ Motion: To request a 5% increase to fund the service categories, for a total grant request of <del>\$4,259,658.53</del> <del>\$4,296,169.89</del> motioned by J. Dillard, seconded by F. Rodriguez, <b>Vote 24-Yes, 0-Opposed</b> (<i>total amount, after final adjustments, to be displayed in meeting minutes of September 4, 2018</i>)</li> <li>▪ Motion: To accept and approve the funding 76/24 percentage split (core and support respectively), motioned by K. Walker, seconded by J. Dillard, <b>Vote 24-Yes, 0-Opposed</b></li> <li>▪ Motion: To accept and approve the MAI funding figures (percentages), motioned by K. Walker, seconded by J. Dillard, <b>Vote 24-Yes, 0-Opposed</b></li> </ul> <p><u>Suggestions for Next Year:</u></p> <ul style="list-style-type: none"> <li>○ Materials should be sent to commissioners beforehand</li> <li>○ Review outpatient/ambulatory health services data as it relates to servicing undocumented PLWH</li> <li>○ Get cost containment for Oral Health</li> <li>○ P&amp;D Committee should start examining information in March, in areas such as Medicaid rates, redirecting funds and viral suppression rates.</li> </ul>		
<p><b>Approval of Minutes</b></p>	<p><b>Motion:</b> To accept the meeting minutes of July 10, 2018, motioned by G. Kelly, seconded by E. Johnson. A vote took place after discussing edits and/or corrections and a review of the action items. <b>Vote: 19-Yes, 0-Opposed</b></p>		
<p><b>Announcements</b></p>	<ul style="list-style-type: none"> <li>▪ The agenda shows the next meeting information as: <b>Tuesday, September 4, 2018 Christopher Hope Bldg., 60 Temple St., Paterson, NJ. Start time is 11:30 a.m.</b></li> <li>▪ M. Anderson informed everyone that he'll be resigning effective August 31, 2018, as he will be leaving New Jersey.</li> </ul>		
<p><b>Action Step</b> --Find By-Laws stipulation about vacancy of the Chair's position</p>	<p><b>Who</b> Admin</p>	<p><b>Open</b></p>	<p><b>Closed</b> X</p>
<p><b>Public Comments</b></p>	<p>None</p>		
<p><b>Evaluations</b></p>	<p>Meeting evaluations were handed out for completion.</p>		
<p><b>Adjournment</b></p>	<p>Unanimous decision to adjourn. End Time: 1:10 p.m. <b>Next Meeting:</b> Next Meeting: Tuesday, September 4, 2018 Christopher Hope Bldg., 60 Temple St., Paterson, NJ 11:30 a.m.</p>		

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**ATTENDANCE RECORD**

<b>Name of Member</b>	<b>8/1/17</b>	<b>9/5/17</b>	<b>11/14/17</b>	<b>12/5/17</b>	<b>1/9/18</b>	<b>2/6/18</b>	<b>3/6/18</b>	<b>4/3/18</b>	<b>5/1/18</b>	<b>6/5/18</b>	<b>7/10/18</b>	<b>8/7/18</b>
1. Adams, D.	P	O	P	P	P	P	P	P	O	O	L	P
2. Anderson, M.	P	A	P	P	P	O	P	P	P	P	O	P
3. Boatwright, A.	P	O	P	P	O	L	L	P	P	P	P	P
4. Brown, B.	P	O	P	P	P	P	P	O	P	P	P	O
5. Cesa, W.					P	P	O	P	P	P	P	P
6. Cuffe, P.	P	P	P	P	O	P	P	O	P	P	L	P
7. Daniels, K.	P	O	P	P	P	P	P	P	O	P	P	P
8. Dillard, J.	P	P	P	P	P	P	P	P	P	P	P	P
9. Elizondo, E.	P	P	P	P	P	P	P	O	P	P	P	P
10. Ferreira, G.	O	P	P	P	O	P	L	P	O	P	P	O
11. Frederick, J.	P	O	P	P	P	P	P	O	O	O	P	P
12. Friedman, J.	P	P	P	P	P	P	P	P	P	O	P	P
13. Gennat, P.	P	P	P	P	P	P	O	P	P	P	P	P
14. Halstead, E.	L	O	P	P	O	O	O	O	O	O	O	O
15. Johnson, E.	P	P	P	P	P	P	P	P	P	O	P	P
16. Kelly, G.	P	P	O	P	O	P	P	P	P	P	P	P
17. Kubisky, N.	P	P	P	P	P	P	P	P	P	P	P	P
18. Love, T.	P	P	P	P	P	P	P	P	O	P	P	P
19. Malave, I.	P	P	O	P	O	O	P	O	P	P	O	P
20. Munoz, A.	P	P	P	P	O	P	A	A*	P	L	P	O
21. Persuad, P.	L	P	P	A	O	L	O	L	A	A	A*	O
22. Price, G.	A	P	O	P	O	L	O	A	P	A	P	P
23. Rodriguez, F.	P	P	P	P	P	O	O	O	P	P	P	P
24. Tenebruso, P.	L	P	P	O	P	L	O	L	P	L	P	P
25. Torres, M.	P	P	P	P	P	L	P	O	P	O	L	P
26. Walker, K.	O	P	O	P	P	P	A	P	P	P	P	P
27. Welsh, R.					P	P	P	P	P	O	P	A
28. Yee, A.	P	P	P	P	O	L	L	O	P	O	L	P
29. Zeno-Martinez, P.	P	O	P	P	P	P	P	O	O	P	P	P
Members Present	29	23	27	28	19	25	21	19	22	19	25	23
Alternates Present	1	1	2	1*	1	1	3	3	2	3	1	1
Recipient's Office											1	1
Public/Guests	4	3	4	6	0	4	4	4	3	3	8	6
Support Staff	7	5	2	6	2	2	3	3	2	2	2	3

**Key: Present (P), Late (L), Alternate (A), Absent (O)**

\*Alternate was present at time of roll call. Member arrived afterward.