

## MEETING MINUTES OF THE PLANNING & DEVELOPMENT (P&D) COMMITTEE

Date: Thursday, November 8, 2018 at 10:45 a.m.  
Location: Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ

AGENDA ITEM	SUMMARY			
<b>Moment of Silence</b>	A moment of silence was observed for those affected by HIV/AIDS.			
<b>Welcome</b>	K. Walker called the meeting to order at 10:47 a.m., and welcomed everyone.			
<b>Attendance</b>	<b>Present</b>		<b>Absent</b>	<ul style="list-style-type: none"> <li>▪ D. Wilson</li> <li>▪ I. Panagiotis</li> <li>▪ R. Welsh</li> </ul>
	<ol style="list-style-type: none"> <li>1. E. Elizondo</li> <li>2. K. Walker</li> <li>3. G. Kelly</li> <li>4. P. Moschella</li> <li>5. Y. Guillen</li> <li>6. K. Daniels</li> </ol>	<ol style="list-style-type: none"> <li>7. A. Muñoz</li> <li>8. O. Pena</li> <li>9. L. Ashe/A. Rodriguez</li> </ol>	<u>Recipient</u>  <u>Support Staff</u> <ul style="list-style-type: none"> <li>▪ T. Schucker</li> <li>▪ S. Gonzalez</li> </ul>	<ul style="list-style-type: none"> <li>▪ P. Zeno-Martinez</li> <li>▪ J. Dillard</li> <li>▪ N. Kubisky</li> <li>▪ P. Cuffe</li> <li>▪ I. Malave</li> </ul>
<b>Approval of Minutes</b>	<b>Motion:</b> To accept the meeting minutes of September 13, 2018, motioned by P. Moschella, seconded by K. Daniels. A vote took place after discussing edits and/or corrections and a review of the action items. <b>Vote: 6-Yes, 0-No</b>			
<b>PCAT</b>	A review of the Planning Council Action Timeline took place.			
<b>Review of Information</b>	<p>An ongoing list has been created for “Preparations for 2020-2021 Priority Setting and Resource Allocation (PSRA)” that will be included at the end of each month’s committee minutes.</p> <p>The statistics including diagnosed, amount of cases and the percentages of the HIV Care Continuum were discussed.</p> <ul style="list-style-type: none"> <li>➤ 87% Linked to Care</li> <li>➤ 66% Retained</li> <li>➤ 97% AVT</li> <li>➤ 97% Virally Suppressed</li> </ul>			
<b>NJ Crosspart Collaborative</b>	There are discrepancies in the numbers with regards to St. Joseph’s not being counted. A checks/balances system is needed. Both systems (e2 and careware) have a relationship and should be working together.			
<b>Integrated Plan</b>	<ul style="list-style-type: none"> <li>• The updated Integrated Plan document was reviewed and discussed. The NJDOH has followed-up with the requested information that was asked of them during the stakeholder’s meeting of 10/11, which can be shared with meeting participants along with the updated plan.</li> <li>• The committee will plan on having stakeholders convene once a year.</li> <li>• P&amp;D will present the Integrated Plan with Planning Council at the January monthly meeting, for a vote to accept changes.</li> </ul>			
<b>Adjournment</b>	<p>The meeting adjourned at 11:50 p.m. with a unanimous vote.</p> <p><b>Next Meeting: There will not be a meeting in December.</b> The next meeting is scheduled for 1/10/19 at 10:45 a.m., location is TDB.</p>			



<b>Open Prior Action Items</b>	<b>Who</b>	<b>Open</b>	<b>Closed</b>
-- Create the online training for the Health Literacy Tool	ColRsh	X	

**Preparation for 2020-2021 Priority Setting & Resource Allocation (PSRA)**

- Create List for Needs Assessment
- Collect Continuum of Care data
- Review unduplicated client count
- Use Results of Client Satisfaction Survey, Newly Diagnosed Needs Assessment and Health Literacy Tool
- Training for PSRA should be slower-paced training; look into mentors; do not want to leave anyone behind
- The calculation/formula process must be explained thoroughly.
- Data packets have to be provided in advance, and should, among other things, include other sources of funding and undocumented (or uninsured/uninsurable) patient figures.
- Make better arrangements for breakfast and lunch.