

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

**STEERING COMMITTEE MEETING MINUTES**

**November 13, 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>	Chair K. Walker called the meeting to order at 10:17 a.m., and welcomed everyone in attendance, followed by observing a moment of silence for those affected by HIV.			
<b>Attendance</b>	<b>Present</b> 1. K. Walker 2. K. Daniels 3. E. Elizondo	<b>Guests</b> • E. Johnson	<b>Recipient’s Office Staff</b> S. Gonzalez, Admin	<b>Absent</b> ○ J. Dillard ○ N. Kubisky ○ T. Love
<b>Approval of Minutes</b>	Quorum was not established. The September 4, 2018 committee meeting minutes were reviewed, however, no vote took place after discussing edits and/or corrections and a review of the action items.			
<b>Meeting Evaluations</b>	Admin presented evaluation results of the 2018 September & October meetings. 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.			
<b>Report of the Chair</b>	<p>K. Walker reported:</p> <ul style="list-style-type: none"> <li>• The monthly conference call w/HRSA took place on November 2<sup>nd</sup>. We informed Sera Morgan about Day of Capacity Building, the membership count and PLWH representation, new member recommendations, the Integrated Plan stakeholders meeting, Latino AIDS Awareness event, our participation in the NIDA research project, and invitation from Planning CHATT to have a representative from Bergen-Passaic TGA serve as a panelist on their next webinar.</li> </ul> <p style="text-align: center;"><b><u>Feedback from HRSA</u></b></p> <ul style="list-style-type: none"> <li>▪ Updates are good.</li> <li>▪ S. Morgan suggested taking a look at <a href="http://www.targethiv.org">www.targethiv.org</a>, where a new NOFO is listed, which has a deadline of 1/17/19.</li> <li>▪ Admin’s registration was confirmed to attend the Nat’l Ryan White conference in December.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Planning CHATT (The Community HIV/AIDS Technical Assistance and Training):</b> Bergen-Passaic TGA has been invited (and accepted) to serve as a panelist on their next webinar which will focus on Recruitment and Retention of New PC/PB Members. Vice-chair K. Daniels and CDC Committee Chair E. Elizondo will serve as co-panelists on behalf of the Planning Council.</li> <li>• The draft analysis of the <b>CAEAR Coalition</b> Part A Planning Council Survey was received (we do not have permission to circulate it). A conference call is scheduled for Friday, November 16, 2018 5:00 PM-5:30 PM. Admin will call-in.</li> <li>• The Planning Council will take part in a project with researcher Dr. Bryan Garner of RTI (Research Triangle Institute). Summary: RTI received a 5-year grant from the <b>National Institute on Drug Abuse (NIDA)</b>. Dr. Garner currently has the support of 19 planning council across the country to participate in a building process to develop Substance, Treatment &amp;</li> </ul>			

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<p><b>Report of the Chair</b></p>	<p>Strategy (STS) recommendations for AIDS Service Organizations (ASOs) across the United States. Goal: Help ASOs identify and address comorbid HIV/AIDS and substance use disorders.</p> <ul style="list-style-type: none"> <li>• <b>Annual Meeting:</b> The invitation to the mayor was sent on 10/29 along with the names for reappointment and new member recommendations. Chair, Vice-Chair, Admin and Collaborative will have to create the annual report.</li> </ul>				
<p><b>Planning &amp; Development Committee Report</b></p>	<p>K. Walker reported:</p> <ul style="list-style-type: none"> <li>• P&amp;D met on November 8<sup>th</sup>.</li> <li>• P&amp;D Committee reviewed the new updates to the Integrated Plan, based on the workgroup reports that were completed during the 10/11/18 stakeholders' meeting. Going forward, P&amp;D will plan on convening once a year with all stakeholders.</li> <li>• The new document will be presented to the Planning Council at the January monthly meeting.</li> <li>• P&amp;D will not meet in December.</li> <li>• Next meeting: Thursday, January 10, 2019 at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ. Start Time 10:45 a.m.</li> </ul>				
<p><b>Community Development Committee Report (CDC)</b></p>	<p><b><u>Membership</u></b> The Planning Council has a total of 27 members and PLWH representation is 41%.</p> <p>Chair E. Elizondo reported:</p> <ul style="list-style-type: none"> <li>• Community Development Committee met on Nov. 8<sup>th</sup></li> <li>• After the annual meeting, the membership total will be 32, with a PLWH percentage of 34%.</li> <li>• We have our observance of World AIDS Day coming up on Friday, Nov. 30th. This year we really wish to have a greater involvement from all commissioners. We would also like to make this year the start of a collaboration of providers. CDC is in favor of putting much more effort into making the observance of World AIDS Day a major event for the Planning Council where we can offer support not only to PLWH, but to their families, friends and loved ones. We want to focus on bringing awareness to the forefront.</li> <li>• CDC will not meet in December.</li> <li>• Next Meeting: Thursday, January 10, 2019 at Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ. Start Time 1:00 p.m</li> </ul>				
<p><b>Nomination Committee</b></p>	<p>The Commissioners who have been nominated and accepted their nomination for the Election of Officers taking place at the Annual Meeting (Dec. 4) are:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;"><b><u>Position of Chair</u></b></td> <td style="text-align: center; width: 50%;"><b><u>Position of Vice-chair</u></b></td> </tr> <tr> <td style="text-align: center;">K. Walker</td> <td style="text-align: center;">K. Daniels</td> </tr> </table>	<b><u>Position of Chair</u></b>	<b><u>Position of Vice-chair</u></b>	K. Walker	K. Daniels
<b><u>Position of Chair</u></b>	<b><u>Position of Vice-chair</u></b>				
K. Walker	K. Daniels				
<p><b>Unfinished Business</b></p>	<p>None</p>				

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<b>New Business</b>	<p><u>Mark Benge Awards Nominations and Selections</u></p> <ol style="list-style-type: none"> <li>1. Commissioner P. Zeno-Martinez</li> <li>2. Madison Avenue Crossroads Community Ministries, Inc.</li> </ol> <p><u>2019 Meetings</u></p> <ul style="list-style-type: none"> <li>• Planning Council meetings for June, July, August are confirmed @ New Bridge Medical Center.</li> <li>• All committee meetings (2<sup>nd</sup> Thursday of each month) are confirmed @ Crossroads Ministry Center.</li> </ul>
<b>Adjournment</b>	<p>End Time 11:30 a.m.</p> <p><b>Next Meeting:</b> Steering Committee will not in the month of December, as the Annual Meeting will take place on 12/4. The monthly Steering Committee meetings will resume in January.</p>

<b>Action Items</b>	<b>Who</b>	<b>Open</b>	<b>Closed</b>
--Vote on September 4, 2018 meeting minutes (since no quorum today)	Steering		
--Modify meeting evaluations for ratings of 5 or less	Admin		
--Request AIDS United presentation on Cultural Humility	Admin		
--January PC Training: Integrated Plan ( <i>and plan for PC to vote to approve</i> )	ColRsch		
--Draft 2018 Annual Report to be delivered at Annual Meeting	Admin		
--Follow-up w/Recipient's Office, re: By-laws, MOU and Intergovernmental Agreement	Admin		
--Discuss lateness policy	Steering		
--Send Planning CHATT webinar info to all when finalized	Admin		
--Invite other elected officials to Annual Meeting	Admin		
--Inquire about availability of Christopher Hope for Jan. thru March for PC meetings	Admin		

<b>Previous Open Action Items</b>	<b>Who</b>	<b>Open</b>	<b>Closed</b>
--Assessment of the Administrative Mechanism	ColRsch	X	

<b>ONGOING LIST: NEW NEEDS ASSESSMENTS</b>	<b>NOTES</b>
Newly Diagnosed	
Young Latino gay bisexual men	
Medical Nutritional Therapy	