

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

Date: Thursday, January 10, 2019 at 10:45 a.m.
Location: Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ

AGENDA ITEM	SUMMARY			
Moment of Silence	A moment of silence was observed for those affected by HIV/AIDS.			
Welcome	Committee Co-chair J. Dillard called the meeting to order at 10:55 a.m., and welcomed everyone.			
Attendance	Present			Absent
	1. J. Dillard 2. E. Elizondo 3. R. Welsh 4. A. Muñoz 5. O. Pena 6. Y. Guillen 7. K. Daniels	8. P. Moschella 9. L. Ashe/ A. Rodriguez 10. N. Kubisky 11. P. Cuffe Guest(s) none	Recipient Support Staff ▪ T. Schucker ▪ S. Gonzalez	
Approval of Minutes	Motion: To accept the meeting minutes of November 8, 2018, motioned by N. Kubisky, seconded by Y. Guillen. A vote took place after discussing edits and/or corrections and a review of the action items. Vote: 8-Yes, 0-No			
PCAT	A review of the NEW Planning Council Action Timeline took place, which incorporates suggestions that were published by HRSA.			
Grant Award Update	Full grant award is expected to be received in February. The amount for FY2019 is \$4,009,022.00.			
SPNS Update	The Special Projects of National Significance (SPNS) project is facing some challenges. Particularly in dealing with the consequences of starting the project late. The program has a strict eligibility criteria for eligibility, however, we will continue to seek/find/use other avenues to get the numbers of "subjects" necessary.			
Integrated Plan	As a result of a decision by the Planning Council at its 1/8/19 monthly meeting, the Integrated Plan was revisited for language clarification purposes. Today, Goal 1 was reviewed, discussed and edited.			
Adjournment	The meeting adjourned at 12:45 p.m. with a unanimous vote. Next Meeting: 2/14/19 at 10:45 a.m., Crossroads Ministry Cntr., 511 East 22nd St., Paterson, NJ.			
Action Items		Who	Open	Closed
--Provide a copy of the new PCAT to committee members		Admin		
--Complete review of Goal 1 and begin review of Goal 2 of the Integrated Plan		P&D		
Open Prior Action Items		Who	Open	Closed
-- Create the online training for the Health Literacy Tool (<i>Update of 1/10/19: The tool itself is not yet available in e2. The month of March 2019 will be the deadline to have the tool and online training ready, otherwise it will be done on SurveyMonkey, including 2 other surveys --- Client Satisfaction and Newly Diagnosed</i>)		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.

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