

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

Date: Thursday, February 14, 2019 at 10:50 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>	Committee Co-chair J. Dillard called the meeting to order at 10:55 a.m., and welcomed everyone.																															
<b>Attendance</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;"><b>Present</b></th> <th style="text-align: left;"><b>Recipient</b></th> <th style="text-align: left;"><b>Absent</b></th> </tr> </thead> <tbody> <tr> <td style="width: 25%;">1. R. Welsh</td> <td style="width: 25%;">8. Y. Guillen</td> <td style="width: 25%;">M. Izquierdo</td> <td style="width: 25%;">▪ E. Elizondo</td> </tr> <tr> <td>2. N. Kubisky</td> <td>9. K. Daniels</td> <td rowspan="2"><b>Support Staff</b></td> <td>▪ O. Pena</td> </tr> <tr> <td>3. P. Moschella</td> <td>10. <b>L. Ashe/A.</b> Rodriguez</td> <td>▪ P. Cuffe</td> </tr> <tr> <td>4. A. Muñoz</td> <td>11. K. Walker</td> <td>▪ T. Schucker</td> <td>▪ D. Wilson</td> </tr> <tr> <td>5. I. Malave</td> <td></td> <td>▪ S. Gonzalez</td> <td>▪ I. Panagiotis</td> </tr> <tr> <td>6. G. Kelly</td> <td style="text-align: center;"><b>Guest(s)</b></td> <td></td> <td></td> </tr> <tr> <td>7. J. Dillard</td> <td style="text-align: center;">none</td> <td></td> <td></td> </tr> </tbody> </table>	<b>Present</b>		<b>Recipient</b>	<b>Absent</b>	1. R. Welsh	8. Y. Guillen	M. Izquierdo	▪ E. Elizondo	2. N. Kubisky	9. K. Daniels	<b>Support Staff</b>	▪ O. Pena	3. P. Moschella	10. <b>L. Ashe/A.</b> Rodriguez	▪ P. Cuffe	4. A. Muñoz	11. K. Walker	▪ T. Schucker	▪ D. Wilson	5. I. Malave		▪ S. Gonzalez	▪ I. Panagiotis	6. G. Kelly	<b>Guest(s)</b>			7. J. Dillard	none		
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<b>Approval of Minutes</b>	<b>Motion:</b> To accept the meeting minutes of January 10, 2019, motioned by N. Kubisky, seconded by P. Moschella. A vote took place after discussing edits and/or corrections and a review of the action items. <b>Vote: 7-Yes, 0-No</b>																															
<b>PCAT</b>	A review of the NEW Planning Council Action Timeline took place.																															
<b>Document(s) Reviewed</b>	<p>The <u>Assessment of the Administrative Mechanism</u> was presented by Collaborative Research (T. Schucker) for review and discussion. Once a final approval is made by Steering, it will be conducted via SurveyMonkey.</p> <p>The Assessment of the Administrative Mechanism helps the planning council evaluate how rapidly funds are allocated and made available for care. This involves ensuring funds are being contracted for quickly and through an open process; ensuring providers are being paid in a timely manner; reviewing whether the funds are used to pay only for services that were identified during PSRA (Priority Setting and Resource Allocation) and amounts contracted for each service category match PSRA. Results of the assessment of the efficiency of the administrative mechanism are shared with the recipient, who develops a response including corrective actions if needed.</p>																															
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<b>EIHA &amp; QM</b>	<ul style="list-style-type: none"> <li>Annual report for EIHA and QM Plans are pending feedback from the project officer and updates are stalled until there is data available in e2.</li> </ul>																
<b>Integrated Plan</b>	<ul style="list-style-type: none"> <li>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, the remaining part of Goal 1 was completed and Goal 2 was completed. The committee will begin at Goal 3 at the next meeting.</li> <li>The Community Development Committee (CDC) of the Planning Council was added as a lead partner to conduct consumer forums and educate consumers on the importance of using patient portals and updating records.</li> <li>Recommendations from the Cultural Competency Taskforce (extracted from a 2015 progress report), as it relates to Linguistic Competency and Health Literacy were read.</li> </ul>																
<b>Election</b>	<p>The election of P&amp;D committee chair and co-chair took place.</p> <ul style="list-style-type: none"> <li>Nominee for P&amp;D Chair: K. Walker, confirmed w/10 votes by raised hands, none opposed</li> <li>Nominee for P&amp;D Co-chair: J.C. Dillard, confirmed w/9 votes by raised hands, none opposed</li> </ul>																
<b>Adjournment</b>	<p>The meeting adjourned at 12:38 p.m. with a unanimous vote.  <b>Next Meeting:</b> 3/14/19 at 10:45 a.m., Crossroads Ministry Cntr., 511 East 22nd St., Paterson, NJ.</p>																
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<p><b><u>Preparation for 2020-2021 Priority Setting &amp; Resource Allocation (PSRA)</u></b></p> <ul style="list-style-type: none"> <li>➤ Create List for Needs Assessment</li> <li>➤ Collect Continuum of Care data</li> <li>➤ Review unduplicated client count</li> <li>➤ Use Results of Client Satisfaction Survey, Newly Diagnosed Needs Assessment and Health Literacy Tool</li> <li>➤ Training for PSRA should be slower-paced training; look into mentors; do not want to leave anyone behind</li> <li>➤ The calculation/formula process must be explained thoroughly.</li> <li>➤ 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.</li> <li>➤ Make better arrangements for breakfast and lunch.</li> </ul>
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