

Community Development Committee (CDC)

Meeting Minutes of 3/14/19

Start Time 1:20 p.m.; End Time 2:40 p.m.

This committee currently has 7 members. For quorum, 4 committee members must be present.	
Members Present, per sign-in sheet:	1. D. Adams 2. G. Kelly 3. N. Kubisky 4. E. Elizondo 5. R. Welsh
Absent	1. I. Malave 2. W. Cesa
Guests	M. Rinckhoff, K. Daniels
Recipient's Office	M. Izquierdo
Consultant/Support Staff	T. Schucker, S. Gonzalez

- Welcome, Moment of Silence, Circulate Sign-In Sheet, and Review PCAT were done.
- **Approval of Notes:** As a result of previous attendance inconsistencies and committee membership changes, the prepared meeting notes as presented for the past several months, were not identified as minutes because of lack of quorum. However, previous "notes" will be converted to minutes, for review and approval. As noted above, going forward, unless there is a change in the committee's make-up, the required number of committee members for quorum will be 4.
- **Attendance Record Review:** After review of the attendance records, there is currently no one up for a removal warning.
- **Federal Reflectiveness:** The membership matrix information, was reviewed and discussed. As of today, the total membership is 29 w/PLWH representing 31%.
- **Agenda Shift for New Business:** A topic was introduced by T. Schucker on behalf of the Planning & Development Committee (P&D) which entails a request from P&D for CDC to consider holding consumer forums/town halls for Ryan White consumers. The forums would be moderated by Collaborative Research and include a presentation on any or all of the following areas, U=U, Explanation of Service Standards, Red Ribbon Exercise and Dissemination of Client Satisfaction Surveys. Consumer forums offer access to a target and captured audience, and offers an opportunity to get peers excited about serving within the PLWH community. In comparison to general health fairs for the general public where the CDC may or may not reach an intended audience.

- Palm cards/flyers would be handed out with instructions for individuals to complete the survey online.
- Possible locations would be Crossroads Ministry Community Center (Paterson), Medical Day (Passaic), Paterson Public Library, or at any of the sub-recipients locations.
- Each sub-recipient would be asked to send 5 consumers to participate.
- Tentative Date(s): May 8 or 9, 2019,
- Tentative Time: 10:00 a.m. – 1:00 p.m.
- A discussion took place about a new training mechanism for Planning Council commissioners (existing and new), which involves online slides presentations w/quizzes and issuance of a certificate of completion. The first year focus of the trainings would be based on the Part A Primer.
- An inquiry was made about the committee’s budget. Per the Recipient, the committee can submit a budget, although it is currently unknown what will be available.
- An inquiry was made about the Planning Council brochures and website adjustment. CDC is unable to make revisions, send, print or share the official Planning Council brochure, as the final version from the last order of brochures was never returned from the printer and/or Recipient’s Office, nor was the second batch ordered. Committee members mentioned that names don’t need to be included (chair/vice chair/directors), as it seems those changes cause the delays. The new list of sub-recipients will need to be finalized if/when another order is placed. The Recipient indicated that the website adjustment request has not been addressed as of yet.
- **Unfinished Business - 2019 Day of Capacity Building:** not discussed
- **Unfinished Business – World AIDS Day:** not discussed
- **Commissioner of the Month:** Anjettica Boatwright – profile will be showcased on the Planning Council’s social media accounts.

Action Items:

Change all prepared meeting notes to minutes.....Admin

Finalize plans for Consumer Forum/Town Hall.....CDC

WORKING LIST FOR 2019 WORLD AIDS DAY

- In April request Mayor’s attendance; Begin Mayor’s Proclamation process
- Letter to high schools
- Create a media contact list for announcements, ads, press releases (Channel 12 New Jersey, Channel 77 local Optimum)
- Distribution of flyers
- Social Media
- Invite Elected Officials
- Wayne Cesa: solicit guest speakers, look into gymnasium; red ribbons
- Banner