

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

March 5, 2019

Location: Christopher Hope Bldng., 1st Fl., 60 Temple Street, Paterson, NJ

AGENDA ITEM	SUMMARY			
Opening	The meeting was called to order at 11:30 a.m. by Chair K. Walker. <ul style="list-style-type: none"> ○ A Moment of Silence was observed for those affected by HIV. ○ Reading of Open Public Meeting Statement 			
Attendance	Attendance was taken and quorum was established. The current membership count is 30.			
Welcome	Chair welcomed the commissioners, guests, and the public.			
Approval of Minutes	Motion: To accept the meeting minutes of February 5, 2019, motioned by N. Kubisky, seconded by D. Ezomo. A vote took place after discussing edits and/or corrections and a review of the action items. Vote: 16-Yes, 0-No			
PCAT	A review of the PCAT took place.			
Report of the Chair/Steering Committee By Planning Council Chair, K. Walker	<ul style="list-style-type: none"> • New magnetic name badges were distributed for use, courtesy of Collaborative Research. • The monthly conference call w/HRSA took place on Friday, March 1, 2019. HRSA Program Officer, Sera Morgan mentioned the White House’s Ending the Epidemic by 2030 initiative and encourages Planning Council members to read and learn more about it on the www.hiv.gov website. In addition, there will be a webinar on 3/13 to take a deeper look at this initiative. • The TGA received a grant score of 92. A copy of the grant score document is available upon request. <ul style="list-style-type: none"> ○ On behalf of the Steering Committee, K. Walker presented the Grant Year 2018-2019 Assessment of the Administrative Mechanism for review, discussion and approval to adopt and implement. 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. ○ Motion: K. Walker moved the Steering Committee’s motion to approve the Grant Year 2018-2019 Assessment of the Administrative Mechanism. <ul style="list-style-type: none"> ▪ Vote 22 yes, 0 opposed 			
	Action Steps --Going forward, include Ending the Epidemic - White House initiative to the monthly Planning Council agenda --Email the information about the upcoming webinar on Ending the Epidemic to all commissioners --Conduct the month of April training: Understanding expenditure reports --Execute the Assessment of the Administrative Mechanism	Who Admin Admin ColRSch ColRSch	Open 	Closed X X X X

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<p align="center">Planning & Development (P&D) Committee Report by Committee Co-chair J. C. Dillard</p>	<p><u>Introduction</u></p> <ul style="list-style-type: none"> • The Ryan White grant year begins March 1 and ends February 28/29. • The P&D assists the Planning Council with the mandated activities set forth by HRSA, and charged with: <ul style="list-style-type: none"> ○ Overseeing the progress of the Integrated HIV Prevention and Care Plan 2017-2021; ○ Leading the development and implementation of Needs Assessment (for selected populations), Priority Setting and Resource Allocations process (PSRA) and updating Standards of Care definitions; ○ Following the Continuum of Care Model • P&D meets each 2nd Thursday on a monthly basis. <hr/> <ul style="list-style-type: none"> • Planning & Development met on 2/14/19 • P&D discussed giving case managers of support services access medical information so they can input CD4 and Viral Load data in the system; The MIS consent needs to be modified to accommodate this new process. • Assessment of the Administrative Mechanism was finalized. It will be important for sub-recipients to provide their responses in a timely manner to ensure we get an accurate reading of the delivery of payments and services, and where we stand as far as compliance with the Ryan White legislation. • There are 2 (possibly 3) assessments that will be starting this month: Newly Diagnosed, Client Satisfaction and, on hold right now, is Health Literacy. • The Integrated Plan was revisited for language clarification: Goals One & Two are done; Goal Three will be reviewed at the next committee meeting. Anyone who is willing to help us with feedback is invited to come. • Next Meeting Thursday 3/14. 10:45 am, Location is Madison Ave. Crossroads Ministry, 511 East 22nd St., Paterson, NJ.
<p align="center">Community Development Committee (CDC) Report by Committee Chair E. Elizondo</p>	<p><u>Introduction</u></p> <ul style="list-style-type: none"> • Community Development Committee (CDC) is responsible for membership recommendations, community engagement and events and the organization of the Annual Day of Capacity Building. • Aligned with the planning council’s overall mission, CDC works toward helping PLWH get the continuous care and support services they need by promoting available resources. • CDC meets each 2nd Thursday on a monthly basis. <hr/> <p><u>Planning Council Membership:</u> Total of 30 29 members and PLWH representation is 33% 31%. As of the start of this meeting, a resignation was received causing the change above.</p> <ul style="list-style-type: none"> • Community Development Committee met on 2/14/19. • For March’s “Commissioner of the Month” social media activity, we’ll be reaching out to Planning Council members. Commissioner may volunteer themselves as well. • CDC will consider suggested topics for Day of Capacity Building. The marijuana issue was strongly suggested during Steering Comm. this morning, as a good and relevant topic.

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<p>CDC Report (cont.)</p>	<ul style="list-style-type: none"> • Even though World AIDS Day is not until December (9 months from now), we'd like to remind everyone to show their support. We hope to create a bigger and better event this year, which will be observed on Monday, December 2, 2019. • As a reminder, new membership applications are being accepted and we're especially interested in recruiting unaligned PLWH. We planned on having one orientation session in September, however, given today's change in the membership make-up, an earlier orientation session may be scheduled instead. It is important that we have the mandated membership categories represented. • Next meeting 3/14/19, 1PM at Crossroads Ministry Building, 511 East 22nd St., Paterson, NJ. 			
<p>Break for Lunch</p>				
<p>Recipient's Office Report by M. Izquierdo, Division Director, Ryan White Part A, MAI, SPNS, and HOPWA</p>	<ul style="list-style-type: none"> • Everyone should have their final executed contract within a week. • The MOU (Memorandum Of Understanding between the Planning Council and the Recipient) is expected to be finalized in one week's time. • An email will be sent in the next few days with regards to those who will be getting additional funds. All RFP's are back into the office (currently scoring applications and finalizing FY2019 letters of awards which will go out in a week-in-a-half). • All direct services funds and MAI funds will be spent for 2018. The admin and quality management funds are pending outstanding items. • A final expenditures report (by service category) will be brought to next month's meeting (April). • The HRSA comprehensive site visit is currently scheduled for July 29 – August 2, 2019. Everyone should be available during those days. Once the agenda is received, it will be shared. • There is a provider's meeting on 3/13/19, at the Paterson Museum, at 1:00 p.m. • An inquiry was made about obtaining Planning Council brochures. A formal request will have to be made to the Recipient's Office. 			
<p>New Business</p>	<p><u>Training: 2018 Year in Review and Planning Council Roles & Responsibilities</u> presented by K. Walker and J. Daniel</p> <ul style="list-style-type: none"> • Access to the training slides presented is available here. <p><u>Notes</u></p> <ul style="list-style-type: none"> ○ The TGA is doing a good job at early intervention with PLWH not acquiring AIDS, however, the "TGA" classification is based on number of AIDS cases, as is the formula calculation for grant funds. ○ With the City of Paterson's government structure, everything goes through the approval of City Council, and therefore the importance of making sure those elected officials fully understand this program was stressed --- things could be delayed, returned or denied all together. Ultimately, our CEO is accountable to HRSA. 			
<p>Action Steps --Email the training slides shown today to all</p>		<p>Who Admin</p>	<p>Open</p>	<p>Closed X</p>

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Evaluations	Meeting evaluations were handed out for completion.
Announcements	<ul style="list-style-type: none"> • The Planning Council recognized and celebrated J. Daniel’s birthday – Founder & CEO, Collaborative Research. • March 8: Team Management’s Women’s & Girls HIV Awareness event; contact K. Daniels. • March 14: Free Throws for AIDS event; contact W. Cesa • April 5: Kick-off Party for NJ AIDS Walk; contact R. Welsh • May 5: Annual NJ AIDS Walk; contact R. Welsh • A reminder was made for everyone to sign-in.
Facebook and Twitter @Bergen-Passaic TGA	
Public Comments	<p>Self-introductions made by:</p> <ul style="list-style-type: none"> ○ Theresa Coppla, Executive Director, Buddies of New Jersey. ○ Dana Migliaccio, Program Director, Straight & Narrow Medical Day Care Center ○ Christina Baluja, LSW, Community Partner Specialist, Statewide Housing Collaborative, St. Clare's Services
Adjournment	<p>Motion to adjourn by A. Boatwright, seconded by B. Brown, unanimous decision. End Time: 1:45 p.m.</p> <p>Next Meeting: Tuesday, April 2, 2019, Christopher Hope Building, 1st Fl., 60 Temple Street, Paterson, NJ. Starting at 11:30 a.m.</p>

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ATTENDANCE RECORD

Name of Member	4/3/18	5/1/18	6/5/18	7/10/18	8/7/18	9/4/18	10/2/18	11/13/18	12/4/18	1/8/19	2/5/19	3/5/19	
1. Adams, D.	P	O	O	L	P	P	- - - - - Day of Capacity Building - - - - -	L	O	P	O	L	
2. Boatwright, A.	P	P	P	P	P	P		P	P	O	O	P	
3. Brown, B.	O	P	P	P	O	P		P	P	P	P	L	
4. Cesa, W.	P	P	P	P	P	P		P	P	P	P	P	
5. Cuffe, P.	O	P	P	L	P	O		P	P	O	L	P	
6. Daniels, K.	P	O	P	P	P	P		P	P	P	P	P	
7. Dillard, J. C.	P	P	P	P	P	P		P	O	P	P	P	P
8. Elizondo, E.	O	P	P	P	P	P		P	P	P	P	P	P
9. Ezomo, D.											P	P	P
10. Ferreira, G.	P	O	P	P	O	P			O	O	P	P	O
11. Ferrigno, G.											P	O	P
12. Frederick, J.	O	O	O	P	P	P			O	O	O	O	O**
13. Friedman, J.	P	P	O	P	P	P			O	P	P	P	P
14. Herrera, A.											P	O	L
15. Johnson, E.	P	P	O	P	P	P			P	P	P	P	P
16. Kelly, G.	P	P	P	P	P	P			P	P	P	P	P
17. Kubisky, N.	P	P	P	P	P	P			O	P	P	P	P
18. Love, T.	P	O	P	P	P	P			O	P	P	O	L
19. Malave, I.	O	P	P	O	P	P			P	P	O	P	O
20. Munoz, A.	A*	P	L	P	O	P			A	P	A*	P	L
21. Obara, J.											P	P	O
22. Persuad, P.	L	A	A	A*	O	P			P	A	P	A	A*
23. Ponce, A.											P	O	L
24. Price, G.	A	P	A	P	P	P			O	P	P	P	P
25. Rodriguez, F.	O	P	P	P	P	P			O	P	P	P	P
26. Tenebruso, P.	L	P	L	P	P	P			P	P	O	L	L
27. Torres, M.	O	P	O	L	P	P			P	P	P	P	P
28. Walker, K.	P	P	P	P	P	P			P	P	P	P	P
29. Welsh, R.	P	P	O	P	A	P			O	A	P	P	P
30. Yee, A.	O	P	O	L	P	O			P	P	P	L	O
Members Present	19	22	19	25	23	25	18	15	20	25	19	24	
Alternates Present	3	2	3	1	1	0	2	1	2	1	1	1	
Recipient's Office				1	1	1	3	0	2	1	1	1	
Public/Guests	4	3	3	8	6	8	12	3	21	4	6	5	
Support Staff	3	2	2	2	3	2	1	1	1	2	2	2	

Key: Present (P), Late (L), Alternate (A), Absent (O)

*Alternate was present at time of roll call. Commissioner arrived afterward.

**Resignation received on this day.