

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

Date: Thursday, March 14, 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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 33%;">Present</th> <th style="text-align: left; width: 33%;">Recipient</th> <th style="text-align: left; width: 33%;">Absent</th> </tr> </thead> <tbody> <tr> <td>1. R. Welsh</td> <td>M. Izquierdo</td> <td>▪ I. Malave</td> </tr> <tr> <td>2. K. Walker</td> <td>Support Staff</td> <td>▪ O. Pena</td> </tr> <tr> <td>3. E. Elizondo</td> <td>▪ T. Schucker</td> <td>▪ Y. Guillen</td> </tr> <tr> <td>4. N. Kubisky</td> <td>▪ S. Gonzalez</td> <td>▪ L. Ashe/A. Rodriguez</td> </tr> <tr> <td>5. A. Muñoz</td> <td></td> <td></td> </tr> <tr> <td>6. K. Daniels</td> <td></td> <td></td> </tr> <tr> <td>7. P. Moschella</td> <td></td> <td></td> </tr> <tr> <td>8. G. Kelly</td> <td></td> <td></td> </tr> <tr> <td>9. P. Cuffe</td> <td></td> <td></td> </tr> <tr> <td>10. J. Dillard</td> <td></td> <td></td> </tr> <tr> <td>+ 2 guests</td> <td></td> <td></td> </tr> </tbody> </table>	Present	Recipient	Absent	1. R. Welsh	M. Izquierdo	▪ I. Malave	2. K. Walker	Support Staff	▪ O. Pena	3. E. Elizondo	▪ T. Schucker	▪ Y. Guillen	4. N. Kubisky	▪ S. Gonzalez	▪ L. Ashe/A. Rodriguez	5. A. Muñoz			6. K. Daniels			7. P. Moschella			8. G. Kelly			9. P. Cuffe			10. J. Dillard			+ 2 guests		
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Approval of Minutes	Motion: To accept the meeting minutes of February 14, 2019, motioned by N. Kubisky, seconded by E. Elizondo. A vote took place after discussing edits and/or corrections and a review of the action items. Vote: 5-Yes, 0-No																																				
PCAT	A review of the Planning Council Action Timeline took place.																																				
Review Needs Assessment Data	<ul style="list-style-type: none"> • A discussion took place about the inability to execute a needs assessment in a timely manner. The implementation process would take too long and not allow the time necessary to collect sufficient data. • In order to link information back to the continuum of care, the <i>e2myhealth portal</i> will be emphasized in Service Standards and could serve as a needs assessment in the future. This portal will provide clients with updates, show health indicators and will be used as an integrated system for weekly email blasts and feedback requests (ongoing client satisfaction survey). A question was raised about a portion of the client population not having email and/or computer access and/or being computer literate. • Other pending Needs Assessments include CD4 Count & Viral Load and Newly Diagnosed. • Note: Needs Assessment is separate from Client Satisfaction. 																																				
Preparations for PSRA	<ul style="list-style-type: none"> • The tool that will be utilized is Client Satisfaction Surveys. In addition, the Community Development Committee was asked to plan consumer forums/town halls for PLWH receiving Ryan White services, not the general public. The purpose is to ask consumers to complete client satisfaction surveys (modified), hand out flyers with a link to the survey, and encourage consumers to speak freely amongst peers. Data collecting will also include a Red Ribbon Exercise, and possibly a gay-bisexual men focus group. The sub-recipients should/will take part in promoting the forum(s), possibly offer incentives to participants, however, sub-recipients would not be in attendance. The moderator would be T. Schucker of Collaborative Research. • A conversation took place about the exact role of the Community Development Committee in this process, as there was concern that this would be a replication of information that is already being collected by case managers and/or other healthcare professionals. 																																				

<p>Preparations for PSRA</p>	<ul style="list-style-type: none"> • The representatives of the Community Development Committee expressed a desire to continue outreach, attending community events/health fairs and spreading awareness to the general public because that is where the information about Ryan White services should be shared, not to those who are already receiving care. In the end, they were informed that the Ryan White program does not cover prevention activities. • The data sets that will be used for this year’s PSRA are: service utilization data (’16, ’17 & ’18), funding amounts for those years, other funding streams for those years, client satisfaction results, continuum of care for TGA (not service specific), number of undocumented clients and the red ribbon exercise. • All Planning Council Commissioners should plan on attending the P&D committee meeting on Thursday, June 13, 2019 for a pre-PSRA session and overview. • Tuesday, July 2, 2019 (regular monthly Planning Council meeting date): PSRA training and dry-run • Thursday, July 11, 2019 (regular monthly P&D committee meeting date): PSRA Meeting, full-day 9:00 a.m. – 3:00 p.m. at Crossroads Ministry Building, 511 East 22nd St., Paterson, NJ. 																		
<p>Statewide Recommendations</p>	<p><i>Unfinished Business</i></p>																		
<p>Refine Service Standards</p>	<p><i>Unfinished Business</i></p>																		
<p>PDSA Initiatives</p>	<ul style="list-style-type: none"> • To be reviewed at the next Quality Management meeting on May 9, 2019. However, as it relates to the QM Plan, HRSA provided good feedback overall and has some specifications. 																		
<p>Reallocation Requests</p>	<ul style="list-style-type: none"> • None 																		
<p>Integrated Plan</p>	<p>P&D reviewed Goal 3 of 3 and discussed the accuracy of information and made appropriate revisions, deletions and additions.</p>																		
<p>Adjournment</p>	<p>The meeting adjourned at 12:50 p.m. with a unanimous vote. Next Meeting: 4/11/19 at 10:45 a.m., Crossroads Ministry Cntr., 511 East 22nd St., Paterson, NJ.</p>																		
<p>Action Items</p>	<table border="1"> <thead> <tr> <th data-bbox="1136 1297 1344 1339">Who</th> <th data-bbox="1344 1297 1450 1339">Open</th> <th data-bbox="1450 1297 1572 1339">Closed</th> </tr> </thead> <tbody> <tr> <td data-bbox="1136 1339 1344 1392">--Arrange consumer forums with the Community Development Committee</td> <td data-bbox="1344 1339 1450 1392">X</td> <td data-bbox="1450 1339 1572 1392"></td> </tr> <tr> <td data-bbox="1136 1392 1344 1434">--Inform Planning Council Commissioners of PSRA important dates</td> <td data-bbox="1344 1392 1450 1434"></td> <td data-bbox="1450 1392 1572 1434">X</td> </tr> <tr> <td data-bbox="1136 1434 1344 1476">--Request parking lot arrangements for 6/13 and 7/11 (Crossroads Ministry)</td> <td data-bbox="1344 1434 1450 1476">X</td> <td data-bbox="1450 1434 1572 1476"></td> </tr> <tr> <td data-bbox="1136 1476 1344 1570">--Use input from HRSA about obtaining participation from the TGA’s Federally Qualified Health Centers (FQHCs)</td> <td data-bbox="1344 1476 1450 1570">X</td> <td data-bbox="1450 1476 1572 1570"></td> </tr> <tr> <td data-bbox="1136 1570 1344 1612">--Pickup at Section 3.2.A.4 on the Integrated Plan review</td> <td data-bbox="1344 1570 1450 1612">P&D</td> <td data-bbox="1450 1570 1572 1612">X</td> </tr> </tbody> </table>	Who	Open	Closed	--Arrange consumer forums with the Community Development Committee	X		--Inform Planning Council Commissioners of PSRA important dates		X	--Request parking lot arrangements for 6/13 and 7/11 (Crossroads Ministry)	X		--Use input from HRSA about obtaining participation from the TGA’s Federally Qualified Health Centers (FQHCs)	X		--Pickup at Section 3.2.A.4 on the Integrated Plan review	P&D	X
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<p>PSRA Notes</p>																			
<ul style="list-style-type: none"> ➤ Make better arrangements for breakfast and lunch. ➤ 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. 																			