

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL**  
**STEERING COMMITTEE MEETING MINUTES OF MARCH 5, 2019**

Location: Christopher Hope Building, 60 Temple Street, 1<sup>st</sup> Fl. Paterson, NJ 07522

<b>AGENDA ITEM</b>	<b>SUMMARY</b>	
<b>Opening</b>	Chair K. Walker called the meeting to order at 9:35 a.m., and welcomed everyone in attendance, followed by observing a moment of silence for those affected by HIV.	
<b>Attendance</b> A quorum was present.	1. K. Walker 2. K. Daniels 3. E. Elizondo 4. J. C. Dillard	5. N. Kubisky 6. W. Cesa <hr/> Support Staff: J. Daniel, Collaborative Research; S. Gonzalez, Admin Guests: E. Johnson
<b>Approval of Minutes</b>	<b>Motion:</b> To accept the meeting minutes of February 5, 2019 motioned by J. C. Dillard, seconded by E. Elizondo. A vote took place after discussing edits and/or corrections. <b>Vote: 5-Yes, 0-No</b>	
<b>Action Items Updated</b>	<ul style="list-style-type: none"> <li>▪ A new meeting evaluation form (for commissioners) was reviewed. Next step: send to the Community Development Committee (CDC). An evaluation form for guests is pending.</li> <li>▪ The Grant Year 2018-2019 Assessment of the Administrative Mechanism (AAM) tool was reviewed and will be presented to the Planning Council for review, discussion and approval. The AAM will be executed via SurveyMonkey.</li> <li>▪ A list of required PC documents (checklist) for the HRSA site-visit was reviewed.</li> </ul>	<b>Status</b>  In Progress  Completed  In Progress
<b>Meeting Evaluations</b>	Admin presented meeting evaluation results from previous month for review and discussion. Evaluations are completed by those who attend Planning Council meetings.	
<b>PCAT</b>	A review of the <b>Planning Council Action Timeline</b> took place.	
<b>Training Topic</b>	Monthly Planning Council meetings offer trainings on Ryan White legislative components. Suggestions for next month's training were discussed. The final decision by consensus was <b>Understanding Expenditure Reports</b> (by service category). <ul style="list-style-type: none"> <li>○ Note: The marijuana topic (implications of legalization and medical treatment use) should be considered for the 2019 Day of Capacity Building.</li> </ul>	
<b>Report of the Chair by K. Walker</b>	<ul style="list-style-type: none"> <li>• 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 the Planning Council to read more by visiting <a href="https://www.hiv.gov">https://www.hiv.gov</a>.</li> <li>• The grant score document was reviewed and discussed. A copy is attached to this packet.</li> </ul>	
<b>Planning &amp; Development Committee Report (P&amp;D) by P&amp;D Co-chair J.C. Dillard</b>	<ul style="list-style-type: none"> <li>• P&amp;D met on 2/14/19.</li> <li>• P&amp;D discussed giving case managers of support services access to 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.</li> <li>• The Assessment of the Administrative Mechanism was finalized. Sub-recipients must provide responses in a timely manner to ensure an accurate reading of the delivery of payments and services.</li> <li>• There are 2 (possibly 3) assessments starting this month: Newly Diagnosed, Client Satisfaction and, on hold right now, is Health Literacy.</li> <li>• The Integrated Plan was revisited for language clarification: Goals One &amp; Two are done; Goal Three will be reviewed at next committee meeting.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Next Meeting: Thursday 3/14/19 at 10:45 a.m. - Location is Madison Ave. Crossroads Ministry, 511 East 22nd St., Paterson, NJ 07514.</li> </ul>
<b>NJ HIV Planning Group (NJHPG) Update</b> By K. Walker	<p>"NJHPG is a collaborative formed by the New Jersey Department of Health (NJDOH), Division of HIV, STD and TB Services (DHSTS) that combines HIV Care and Treatment and HIV Prevention efforts in order to make the best use of resources for both, while improving efficiency and effectiveness in planning in the state of New Jersey." <a href="#">per the organization's website.</a></p> <ul style="list-style-type: none"> <li>At the organization's last meeting, the assistant commissioner gave a report about his meeting with the NJHPG Chair and outgoing and incoming NJHPG Vice-chairs. They discussed priorities and are open to suggestions. Also, they're currently in the interviewing process for the person who will replace both L. Dutton and S. Saunders.</li> </ul>
<b>Community Development Committee Report (CDC) by Committee Chair</b> E. Elizondo	<p><b>Planning Council Membership:</b> Total of 30 members and PLWH representation is 33%</p> <ul style="list-style-type: none"> <li>CDC met on 2/14/19.</li> <li>CDC's new activity on social media is called, "Commissioner of the Month." CDC will be reaching out to Planning Council members to make a selection for March.</li> <li>Suggestions for specific topics will be considered for this year's Day of Capacity Building. <ul style="list-style-type: none"> <li>Refer to earlier recommendation under "Training Topic."</li> </ul> </li> <li>Regarding World AIDS Day (December), we'd like to keep reminding everyone that it's important to show their support. CDC hopes to create a bigger/better event for 2019.</li> <li>New membership applications are being accepted. An orientation session is planned for September -- need to emphasize on recruiting unaligned consumers.</li> <li>Next meeting 3/14/19, 1PM at Crossroads Ministry Building, 511 East 22nd St., Paterson, NJ 07514.</li> </ul>
<b>Adjournment</b>	<p>K. Walker adjourned the meeting w/unanimous consent.  End Time 11:04 a.m.  <b>Next Meeting:</b> Tuesday, April 2, 2019, at 9:30 a.m., Christopher Hope Building, 60 Temple Street, 1st Fl. Paterson, NJ 07522.</p>

<b>Action Items</b>	<b>Who</b>	<b>Open</b>	<b>Closed</b>
--Add the following to Steering Committee agenda: "Prepare for HRSA Site-Visit", "Policies & Procedures Manual" and "Ending the Epidemic – White House Initiative"	Admin		X
--Provide the PC's current transportation/reimbursement policy to ColRsch	Admin		X
--Provide link to HRSA's 3/13/19 webinar on Ending the Epidemic	Admin		X
--Obtain details from NJ Housing Collaborative, re: survey request	Admin/Chair	X	

<b>Previous Open Items</b>	<b>Who</b>	<b>Open</b>	<b>Closed</b>
--Update Planning Council By-Laws Section 8.1F1A: <i>Steering Committee "Shall have seven (7) members and be comprised of the Chairpersons of the Planning &amp; Development Committee and the Community Development committee, the Chair and Vice-Chair of the Council, and three (3) at-large members appointed by the Planning Council Chairperson."</i>	Steering	X	
--Follow-up w/Recipient's Office, re: By-laws, MOU	ColRsch	X	