

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

Date: Thursday, April 11, 2019 at 10:45 a.m.
Location: Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ

| AGENDA ITEM | SUMMARY | | |
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| Moment of Silence | A moment of silence was observed for those affected by HIV/AIDS. | | |
| Welcome | Committee Chair K. Walker called the meeting to order at 11:02 a.m., and welcomed everyone. | | |
| Circulate Sign-in Sheet | Present | | Absent |
| | 1. A. Muñoz 2. G. Kelly 3. J. C. Dillard 4. K. Walker 5. N. Kubisky | 6. P. Moschella 7. R. Welsh 8. Y. Guillen +3 Guests | Recipient n/a Support Staff ■ T. Schucker ■ S. Gonzalez ■ E. Elizondo ■ I. Malave ■ K. Daniels ■ L. Ashe/A. Rodriguez ■ O. Pena ■ P. Cuffe |
| Approval of Minutes | Motion: To accept the meeting minutes of March 14, 2019, motioned by J.C. Dillard, seconded by G. Kelly. A vote took place after discussing edits and/or corrections and a review of the action items. Vote: 6-Yes, 0-No | | |
| PCAT | A review of the Planning Council Action Timeline took place. | | |
| Agenda items were rearranged. Following reflects the topics in chronological order, per the meeting. | | | |
| Revisit Integrated Plan | <ul style="list-style-type: none"> P&D reviewed Goal 3 of 3 in its entirety, discussed the accuracy of information and made appropriate revisions, deletions and additions. The revisit of the whole Integrated Plan has now been completed. Notes on Section 3.2.A* <ul style="list-style-type: none"> Outside of this committee, two community-based organizations, who are also Bergen-Passaic TGA sub-recipients, previously initiated a conversation to tackle outreach efforts and proposed a collaborative project with all sub-recipients. The concern and sense of urgency stems from the number of newly identified cases in the TGA (“incidence”), which falls short against the requirement outlined in the Ryan White program. There were 95 new positives last year. A discussion took place about identifying and accurately assessing PLWH receiving services here who may not have been tested/diagnosed here. The place of test/diagnosis is the place credited with the incidence. Important too, is finding individuals who are or fell out-of-care. <p><i>*Goal 3: Eliminate health disparities by combating stigma, increasing coordination of prevention and care, and raising awareness about our plan to end the HIV epidemic in the community. Objective 2: Expand partnerships in the TGA and reduce barriers to HIV testing and care. Strategy A: Expand the Bergen-Passaic Linkage to Care Cross-Collaboration to include a full complement of prevention and care providers as well as consumers.</i></p> | | |
| Review Needs Assessment Data | <ul style="list-style-type: none"> The Newly Diagnosed Survey is expected to be in place by July 1, 2019. The push will be enrolling clients in <i>e2myhealth</i>. That system will send the client reminders (such as immunizations), serve as a patient portal and deliver client satisfaction survey via mobile phone text. 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 survey results, continuum of care for TGA (not service specific and no data beyond 12/31/16), number of undocumented clients and the red ribbon exercise. Collaborative Research is working with RDE in refining the data collection tools that are/have been in place. | | |

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| <p>Preparations for 2020 PSRA</p> | <ul style="list-style-type: none"> The ask amount cannot exceed 5% and the Planning Council should plan on asking for the maximum amount. The CDCommittee’s assistance in collecting data for PSRA will be a big help. <p>2020 PSRA Dates</p> <ul style="list-style-type: none"> Thursday, June 13, 2019: Pre-PSRA session w/P&D Comm., Crossroads Mnstry. Tuesday, July 2, 2019: PSRA training and pre-run of PSRA, Bergen New Bridge Thursday, July 11, 2019: 2020 PSRA Meeting, Crossroads Mnstry. <ul style="list-style-type: none"> Mentorship: Understanding that each person learning differently and at a different pace, P&D will be ramping up ways to gives consumers a voice, specifically by asking for mentors not only during PSRA but also going forward in an effort to encourage active participation. For PSRA, possibly establish a buddy-system. | | |
| <p>Statewide Recommendations</p> | <ul style="list-style-type: none"> The Planning Council is in line with the 4 overarching goals described below. From the New Jersey HIV/AIDS Planning Group, reviewed the Integrated HIV Prevention and Care Plan, Including the Statewide Coordinated Statement of Need, 2017-2021, Overall HIV Planning Recommendations: <i>DHSTS and the NJHPG support the four key areas of critical focus for the next five years:</i> <ol style="list-style-type: none"> <i>Widespread testing and linkage to care, enabling PLWH to access treatment early.</i> <i>Broad support for PLWH to remain engaged in comprehensive care, including support for treatment adherence.</i> <i>Universal viral suppression among PLWH.</i> <i>Full access to comprehensive PrEP services for those for whom it is appropriate and desirable, with support for medication adherence for those using PrEP.</i> | | |
| <p>Refine Service Standards</p> | <ul style="list-style-type: none"> After PSRA, P&D will revise EIS (early intervention services), non-medical and psychosocial support. Note: Brief mention about “referral” service used to replace “non-medical,” which would eliminate the ISP (individual support plan) requirement. | | |
| <p>Reallocation Requests</p> | <ul style="list-style-type: none"> None | | |
| <p>Adjournment</p> | <p>Motion by J.C.Dillard, seconded by R. Welsh. The meeting adjourned at 12:40 p.m. by unanimous consent. Next Meeting: 5/9/19 at TDB, Crossroads Ministry Cntr., 511 East 22nd St., Paterson, NJ.</p> | | |
| <p>Action Items</p> <ul style="list-style-type: none"> --Arrange consumer forums with the Community Development Committee --Request parking lot arrangements for 6/13 and 7/11 (Crossroads Ministry) --Use input from HRSA about obtaining participation from the TGA’s Federally Qualified Health Centers (FQHCs) --Prepare the newly revised Integrated Plan for redistribution to all Stakeholders --Update Section 3.2.A* of the Integrated Plan, going forward --Send the Integrated Plan w/invitation to Planning Council’s 2019 Annual Meeting --Inform CEO of Planning Council activities --Begin Performance Metric “Number of sub-recipient's responded” of the Integrated Plan’s Section 3.2.B.1 “Review and inform sub-recipients about the Cultural Competency Task Force and its recommendations.” | <p>Who</p> <ul style="list-style-type: none"> ColRsSch Chair ColRsSch ColRsSch/Admin J.C.D Admin KW/KD ColRsSch/Admin | <p>Open</p> <ul style="list-style-type: none"> X X X | <p>Closed</p> |

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| --Add CQM Update to P&D Agenda --Press Releases, going forward --Follow-up w/l. Izquierdo, re: MIS Consent Form --Assess the level of need and interested individuals at Planning Council using a questionnaire or e2polls, re: mentors | Admin RW ThS P&D | | |
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| <p><u>PSRA Notes</u></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. |
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