

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

May 7, 2019

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

AGENDA ITEM	SUMMARY
Opening	<p>The meeting was called to order at 11:37 a.m. by Chair K. Walker.</p> <ul style="list-style-type: none"> ○ A Moment of Silence was observed for those affected by HIV. ○ Reading of Open Public Meeting Statement
Attendance	<p>Attendance was taken and quorum was established. The current membership count is 28. This total includes P. Persaud who serves as an ex officio member.</p>
Welcome	<p>Chair welcomed the commissioners, guests, and the public.</p>
Approval of Minutes	<p>Motion: To accept the meeting minutes of April 2, 2019, motioned by N. Kubisky, seconded by A. Boatwright. A vote took place after discussing edits and/or corrections and a review of the action items. Vote: 16-Yes, 0-No</p>
PCAT	<p>A review of the PCAT took place.</p>
Ending the Epidemic	<ul style="list-style-type: none"> • Planning Council will continuously follow new developments with “Ending the Epidemic, A Plan for America.” Elements of this initiative rest on a decision from Congress with regards to the President’s proposed budget for the federal government fiscal year which begins October 1. <p><u>State of New Jersey’s Ending the Epidemic Initiative</u></p> <ul style="list-style-type: none"> • Commissioner G. Ferrigno announced Governor Phil Murphy’s development of a plan to end the HIV epidemic by 2025. She is currently serving on the taskforce for the plan. There are numerous listening sessions being held throughout the State, including one this evening 6-9pm at the Broadway House in Newark. G. Ferrigno encouraged all to get involved. • The NJ HIV Planning Group is hosting Resources Unifying, Prevention, Care, and Treatment Summit on Thursday, June 20, 2019, 9:00 a.m. - 2:00 p.m. at Rutgers University’s Cook Student Center. This event will focus on the Ending the Epidemic by 2025 Initiative.
Report of the Chair/Steering Committee By Planning Council Chair, K. Walker	<p>The monthly conference call w/HRSA took place on Friday, May 3, 2019.</p> <ul style="list-style-type: none"> • Program Officer S. Morgan asked about meeting with the PC’s Steering Committee during this year’s site-visit. The Steering Committee will oblige. • The HRSA National Ryan White Conference will occur on August 2020. • She wished the Planning Council good luck for PSRA. <ul style="list-style-type: none"> • The focus group segment on today’s meeting agenda is to satisfy a request from the NJ Housing Collaborative’s to conduct a survey. Christina Baluja, LSW, Community Partner Specialist, will be conducting an abbreviated version of their survey following the Chair’s report. • We (Steering and Admin) are working on the 2018 Progress Report which outlines the Planning Council’s annual activities and those activities categorized as accomplishments and challenges. A copy of the final report will be provided at a later date.

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<p align="center">Report of the Chair/Steering Committee By Planning Council Chair, K. Walker (continued)</p>	<p>Upcoming Webinars: Planning CHATT’s Using Data for Decision Making (a two-part webinar series) Re: strategies that planning councils can use to gather, analyze, and incorporate data into their RWHAP HIV planning activities; information on using data to carry out planning council legislative responsibilities; offer perspectives on how to balance the roles of advocate and planner; it is strongly encouraged that individuals attend both webinars, as the presentations will build on one another.</p> <table border="1" data-bbox="332 613 1555 697"> <tr> <td data-bbox="332 613 943 697">Using Data for Decision Making: Part 1 Thursday, May 23, 2:00 - 3:30 p.m. ET</td> <td data-bbox="943 613 1555 697">Using Data for Decision Making: Part 2 Thursday, May 30, 2:00 - 3:30 p.m. ET</td> </tr> </table>	Using Data for Decision Making: Part 1 Thursday, May 23, 2:00 - 3:30 p.m. ET	Using Data for Decision Making: Part 2 Thursday, May 30, 2:00 - 3:30 p.m. ET
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<p align="center">Focus Group</p>	<p>C. Baluja and her colleague proceeded to conduct their survey which stems from a current needs assessment by the NJ Housing Collaborative. NJ Housing Collaborative will provide the results of this survey to the PC’s Admin.</p> <p>The survey was presented in a two-question format and asked to the entire Planning Council, as follows: Q1) Is there a housing committee on this TGA? a) How do you discuss housing in the TGA meetings? Q2) What barriers do you see to clients getting stable housing?</p> <p><u>Comments</u></p> <ul style="list-style-type: none"> • There is no housing committee, however there are some individual housing providers. • The PC has not funded housing in the past two years. • There is a lack of affordable, safe housing, and a lack of housing that is appropriate for people that have a co-existing substance-use disorder. • High barriers exist such as fees (application and security deposits), eligibility, background checks and credit reports; there are issues of back rent, lost security deposits, and court appearances. • Housing Opportunities for Persons with AIDS (HOPWA) Program is the only Federal program dedicated to the housing needs of people living with HIV/AIDS. HOPWA requires one security deposit that lasts a lifetime. • Section 8 waiting lists are long. • There is limited housing for families. • Landlords can be problematic. • In Bergen County, it’s nearly impossible for “low-income” individuals to meet the eligibility criteria for the new buildings that have set aside units for those who are low-income. 		
<p align="center">Break for Lunch</p>			

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<p>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">• P&D Committee met on April 11, 2019.• The committee reviewed Goal 3 of 3 in its entirety, discussed the accuracy of information and made appropriate revisions, deletions and additions. The revised plan will be presented to the Planning Council again.• The Newly Diagnosed Survey is expected to be in place by July 1, 2019.• The push will be enrolling clients in e2myhealth. That system will send the client reminders (such as immunizations), serve as a patient portal and deliver client satisfaction survey via mobile phone text. <p><u>2020 Priority Setting and Resource Allocation (PSRA)</u></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. <p><u>Dates</u></p> <ul style="list-style-type: none">• Thurs., June 13, 2019: Orientation @ Crossroads Mnstry. w/P&D• *Tues., July 2, 2019: Training/Data Review @ Bergen New Bridge Medical Cntr.• *Thurs., July 11, 2019: Training and 2020 PSRA Session @ Crossroads Mnstry. <p><i>*Commissioners must attend one of these two dates prior to participating in the 2020 PSRA Session.</i></p> <ul style="list-style-type: none">• Mentorship: Understanding that each person learns differently and at a different pace, P&D will be ramping up ways to give consumers a voice and those who are new to the process, specifically by pairing up members not only during PSRA but also going forward in an effort to encourage active participation from everyone. Today we're passing around sign-up sheets for those who "need a buddy/mentor" and those willing to "be a buddy/mentor." P&D encourages each person to pick one.
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<p align="center">Planning & Development (P&D) Committee Report by Committee Co-chair J. C. Dillard (continued)</p>	<p>The Planning Council is in line with the 4 overarching goals described in Statewide Coordinated Statement of Need, 2017-2021:</p> <ol style="list-style-type: none"> 1. Widespread testing and linkage to care, enabling PLWH to access treatment early. 2. Broad support for PLWH to remain engaged in comprehensive care, including support for treatment adherence. 3. Universal viral suppression among PLWH. 4. Full access to comprehensive PrEP services for those for whom it is appropriate and desirable, with support for medication adherence for those using PreP. <ul style="list-style-type: none"> • There was a discussion about 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 will be modified to accommodate this new process. Concerns were expressed about confidentiality.
<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>Total Membership of the Planning Council:</u> 27 Commissioners (plus one ex-officio member); PLWH representation of 33%; Pending Applications: 3</p> <ul style="list-style-type: none"> • Re: Day of Capacity Building – Tuesday, October 1, 2019 - If anyone knows of good speakers or people that can contribute to the marijuana debate (a specific perspective needs to be determined), please give us their name and contact information so the CDCCommittee can reach out. Commissioner P. Cuffe suggested asking expert panelists who are currently involved in the debate. Commissioner A. Herrera would also be able to provide a perspective on this topic. Commissioner R. Welsh has already contacted the NJ Drug Policy Alliance to request a speaker. • The committee will be identifying May’s “Commissioner of the Month” to be featured on social media pages. Recommendations and volunteers are welcome. • We’re hoping to do something different for this year’s World AIDS Day, which we plan to observe on Dec. 2nd (that Monday, because Dec. 1 is a Sunday).

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<p>CDC Report (cont.)</p>	<ul style="list-style-type: none"> The CDCommittee would like to get the process for a Mayoral proclamation started now and will follow the line of communication stated in the Memorandum of Understanding. The consumer forum that was initially going to take place this week is cancelled and has been rescheduled for Thursday, June 13th. Subrecipient's will be asked to send consumers, however, the rest of the PC, including the CDCommittee are asked to help spread the word and invite individuals who may not be in care or are newly diagnosed. We're hoping to recruit new PLWH and the red-ribbon exercise will be done at this forum.
<p>Recipient's Office Report by M. Izquierdo, Division Director, Ryan White Part A, MAI, SPNS, and HOPWA</p>	<p><u>Introduction</u></p> <ul style="list-style-type: none"> The recipient works with the Planning Council, which is responsible for making decisions about service priorities and resource allocation of RWHAP Part A funds. The recipient manages the grant by making sure funds are used according to the legislation, program policy guidance, and grants policy. The recipient is also responsible for making sure that funds are fairly and correctly managed and used. The information provided by the recipient shows how much money is spent for each funded service category. <hr/> <ul style="list-style-type: none"> There was no report from the Recipient, as she was not in attendance due to the SPNS site visit taking place today.
<p>New Business</p>	<p>Presented for Review and Discussion</p> <p><u>Process and Results of the Assessment of the Administrative Mechanism</u></p> <ul style="list-style-type: none"> 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 will be shared with the recipient along with a letter which has been approved by the Steering Committee that outlines findings. The recipient will be asked to develop a response including corrective actions if needed. <p><u>Notes:</u></p> <ul style="list-style-type: none"> Some sub-recipients had to be contacted 9x for a response. The City's payment process is complicated and lengthy. The PC should address ways to improve the results of the Administrative Mechanism going forward to better serve the Ryan White program overall. The Chair and Vice-chair will be setting up a meeting with the Mayor and part of that meeting will entail reviewing the Administrative Mechanism results.

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Evaluations	Meeting evaluations were handed out for completion.
Announcements	<ul style="list-style-type: none"> ▪ Sign-in Sheet Reminder; Next Meeting; Mark Your Calendar (as seen on agenda) ▪ Commissioner J. C. Dillard thanked those who contributed and/or attended the CAPCO Resource Center Tricky Tray Fundraiser. ▪ The discussion continued about giving case managers of support services access to medical information so they can input CD4 and Viral Load data in the system. Concerns were expressed about confidentiality. <ul style="list-style-type: none"> ○ J. Daniel, Collaborative Research explained the main purpose is to track every time a client touches Ryan White services and verify that said clients are up-to-date on their recertification (should be done every 6 months), engaged in medical care, taking their medication and are virally suppression ▪ 6/2/19: Jersey Pride – Gay Men’s Retreat in Asbury park; contact R. Welsh ▪ 6/28/19: Stonewall 50th Anniversary ▪ 9/22/19: NJHPG Gay Men’s Health Awareness Event
Facebook and Twitter @Bergen-Passaic TGA	
Public Comments	There were 7 members of the public in attendance.
Adjournment	<p>Unanimous call and decision to adjourn. End Time: 1:55 p.m.</p> <p>Next Meeting: Tuesday, June 4, 2019, Bergen New Bridge Medical Center, 230 East Ridgewood Ave., Paramus, NJ 07652, 11:30 a.m. – 2:30 p.m.</p>

Action Steps	Who	Open	Closed
--When available, share a copy of the final 2018 Progress Report (Accomplishments & Challenges)	Admin		
--Email the webinar details announced by the Chair to all	Admin		
--Obtain the survey/focus group results from NJ Housing Collaborative	Admin		
--Re-send presentation/training materials to all	Admin		

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ATTENDANCE RECORD

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