

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

June 4, 2019

Location: Bergen New Bridge Medical Center, 230 East Ridgewood Ave., Paramus, NJ 07652

| AGENDA ITEM | SUMMARY |
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| Opening | <p>The meeting was called to order at 11:49 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 | <ul style="list-style-type: none"> • An announcement was made about D. Jackson, who came with J. Daniel (Collaborative Research). D. Jackson is the newest member of CR’s consulting team, is based in Norfolk, VA and previously was a grant analyst for the largest ASO in the Greater Hampton Roads area. He also served on the Norfolk Planning Council. • The manner of taking attendance was modified, in order to allow each commissioner in attendance (and guests) to introduce themselves to D. Jackson. • 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. |
| Welcome | <p>Chair welcomed the commissioners, guests, and the public.</p> |
| Approval of Minutes | <p>Motion: To accept the meeting minutes of May 7, 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: 13-Yes, 0-No</p> |
| PCAT | <p>A review of the PCAT took place.</p> |
| Ending the Epidemic, A Plan for America | <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. • The Health Resources and Services Administration’s HIV/AIDS Bureau will host its second webcast for all Ryan White HIV/AIDS Program (RWHAP) recipients, partner organizations, and stakeholders on “Ending the HIV Epidemic: A Plan for America” on Tuesday, June 25, 2019, from 2:00-3:00 p.m. ET. <p><u>State of New Jersey’s Ending the Epidemic Initiative</u></p> <ul style="list-style-type: none"> • 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. • Commissioner J.C. Dillard encouraged PLWH from this Planning Council to participate in NJHPG’s task force when it reopens for implementation of the plan. |
| Report of the Chair/Steering Committee | <ul style="list-style-type: none"> • The monthly conference call w/HRSA is scheduled to take place on Friday, June 7, 2019. • The meeting w/Program Officer S. Morgan during HRSA’s site visit has been scheduled for Thursday, August 1, 2019, at 10:00 a.m. Location to be determined. |

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| <p>By Planning Council Chair, K. Walker</p> | <ul style="list-style-type: none"> This morning, the Steering Committee made a change to the training topic that appears on the agenda. The Planning Council will not be presented with Policies and Procedures, but rather will receive a demo and explanation of Collaborative Research’s Learning Management System. This is a new tool that highlights Ryan White Part A information as described in the HRSA Primer, 2018 version. The Chair expressed that commissioners should plan to complete 2 sections (or more if possible) by the time the next monthly Planning Council meeting takes place on July 2, 2019. |
| <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/> <p><u>Important Dates</u></p> <ul style="list-style-type: none"> Thursday, June 13, 2019: PSRA Orientation with the P&D Comm., 9:30 a.m. – 12:00 p.m. at Crossroads Mnstry. (followed by the Consumer Forum 1 – 3 PM) Tuesday, July 2, 2019: Next regular monthly Planning Council meeting which will have PSRA Training & Data. We’ll be at Bergen New Bridge Medical Ctr. 11:30 a.m. – 2:30 p.m. Thursday, July 11, 2019: 2020 PSRA Session, 9:30 a.m. – 2:30 p.m., at the Paterson Museum. Commissioners must attend either 7/2 or 7/11 trainings in order to participate in PSRA. <ul style="list-style-type: none"> 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. The P&D Committee met on May 9, 2019. The revised Integrated Plan will be distributed to all stakeholders and a meeting to reconvene all stakeholder will be arranged for October 10, 2019. The new client satisfaction survey will be available in e2 this month. The newly diagnosed survey should be up by July 1. After priority setting, we’ll be revisiting all service standards, all service categories. |

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| <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"> The Community Development Committee met on May 9, 2019. Consumer Forum Update: There are less than 12 people confirmed. We expected to have more RSVP, as all sub-recipient’s were asked to send at least 5 consumers --- we really need that to happen. Also, flyers were mailed to all non-aligned PLWH with a request to distribute the flyers to places and to people they may know that could benefit from attending the consumer forum. <p><u>On the Agenda is:</u></p> <ul style="list-style-type: none"> ❖ U=U Presentation by Thomas Rodriguez-Schucker ❖ Service Category Review ❖ e2 My Health Presentation / Enrollment ❖ Client Satisfaction Survey/Red Ribbon Exercise ❖ Live singer/performer (a gift donated by W. Cesa, Free Throws for AIDS) <ul style="list-style-type: none"> We’ll be looking for the next “Commissioner of the Month” to be featured on social media pages. Recommendations and volunteers are welcome. Re: Day of Capacity Building – Tuesday, October 1, 2019 - If anyone knows of good speakers or people that can contribute please let the committee know. A new topic may have to be selected because the marijuana debate is probably not acceptable according to the consultant. The question should be asked to HRSA. |
| <p align="center">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"> All funds have been exhausted for 2018 Part A expenditures. There was \$1,226 remaining in MAI under Substance Abuse as a result of a provider no longer existing. The Recipient will |

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| <p>Recipient's Office Report (cont.)</p> | <p>ask HRSA Program Officer S. Morgan about whether a carry-over request should be made for the \$1,226 amount.</p> <ul style="list-style-type: none"> • All 2019 contracts are w/the City's legal department and we hope to get them back this week in order to have sub-recipients sign-off on the contracts. The legal department is taking longer than usual, though they understand that the current timing puts us out-of-compliance. Director Izquierdo makes every attempt to follow-up. Another point that was made is that those working in the legal department are not there full-time. • Regarding HRSA's comprehensive site-visit, it will be July 29 – Aug. 2, 2019. There is no agenda yet or more details, however, Director Izquierdo mentioned that HRSA is going to be identifying a medical provider to review during the site-visit. • Update on SPNS – Special Projects of National Significance: The TGA has been granted access to the jails via permission from the warden. The plan is to have sub-recipients shadow Director Izquierdo during the implementation of this project, then she can remove herself. We'll be focusing on the transition phase for those who are ready to be released and need to contact a provider (service, support or housing) in Bergen or Passaic County. Director Izquierdo is also getting direction from a consulting group for this project. • The Recipient will be working with the Admin on any pending items. |
| <p>New Business</p> | <p>Presented for Review and Discussion by D. Jackson, Collaborative Research (CR) <u>CR's Learning Management System</u></p> <p>This is an interactive training program for the Planning Council which highlights topics from the Ryan White HIV/AIDS Program Part A Planning Council Primer. It's available on demand so people can learn at their own pace. Commissioners were presented with a demo of the training course/modules available.</p> <p>Training modules are presented in a slideshow format with a voice-over narrative. Training modules have quizzes placed throughout the presentations and the capability to view previous slides. Upon completion, there will be a certificate of completion available to print. Each section takes approximately 15-minutes to complete.</p> <p>The Chair expressed that commissioners should plan to complete 2 sections (or more if possible) by the time the next monthly Planning Council meeting takes place on July 2, 2019. The Steering Committee will receive a report on the results and/or progress of the tool, and will be able to determine if there are topics or specific areas where that people are having difficulty understanding. The tool is accessible for guests as well.</p> |
| <p>Evaluations</p> | <p>Meeting evaluations were handed out for completion.</p> |
| <p>Announcements</p> | <ul style="list-style-type: none"> ▪ Sign-in Sheet Reminder; Next Meeting; Mark Your Calendar (as seen on agenda) ▪ Commissioner J. C. Dillard informed everyone about the complimentary gift bags courtesy of Bergen New Bridge Medical Center that were in a box at the back of the room. |

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| | <ul style="list-style-type: none"> ▪ Commissioner A. Ponce thanked the sub-recipient’s who participated in the survey that was conducted by Hackensack Meridian Health. The results of the survey are now with Georgetown Lombardi Cancer Center in Washington, DC. A. Ponce mentioned that last month, Hackensack Meridian Health applied for and was awarded a grant related to Hepatitis A, B and C and HIV. He’ll have more details at a later date. ▪ Paterson Counseling is testing and treating Hep C; contact K. Walker. ▪ CAPCO Resource Center has a new program with a Disease Intervention Specialist |
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| Public Comments | There were 7 members of the public in attendance. |
| Adjournment | <p>Motion to adjourn by N. Kubisky, seconded by F. Rodriguez. Unanimous decision to adjourn. End Time: 1:00 p.m.</p> <p>Next Meeting: Tuesday, July 2, 2019, Bergen New Bridge Medical Center, 230 East Ridgewood Ave., Paramus, NJ 07652, 11:30 a.m. – 2:30 p.m.</p> |

| Action Items | Who | Open | Closed |
|---|--------------|-------------|---------------|
| --Email the 6/25 webinar details announced by the Chair to all | Admin | | |
| --Provide commissioners w/the annual progress report which relates to the Planning Council’s achievements and challenges. | Admin | | |
| --Coordinate communication, emails and registration for the new Learning Management System | Admin/ CR | | |
| Open Action Item(s) from Last Month | | | |
| --Obtain the survey/focus group results from NJ Housing Collaborative | Admin | X | |

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ATTENDANCE RECORD

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

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.