

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

Date: Thursday, June 13, 2019 at 9:30 a.m.  
Location: Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ

AGENDA ITEM	SUMMARY																																				
<b>Moment of Silence</b>	A moment of silence was observed for those affected by HIV/AIDS.																																				
<b>Welcome</b>	Committee Chair K. Walker called the meeting to order at 9:37 a.m., and welcomed everyone.																																				
<b>Circulate Sign-in Sheet</b>	<table border="0"> <tr> <td colspan="2"><b>Present (P&amp;D Members)</b></td> <td></td> <td><b>Absent</b></td> </tr> <tr> <td>1. G. Kelly</td> <td>9. I. Malave</td> <td>Recipient: n/a</td> <td>▪ P. Cuffe</td> </tr> <tr> <td>2. J. C. Dillard</td> <td>10. L. Ashe/A. Rodriguez</td> <td></td> <td>▪ K. Daniels</td> </tr> <tr> <td>3. K. Walker</td> <td><b>Other (non P&amp;D members)</b></td> <td></td> <td>▪ O. Pena</td> </tr> <tr> <td>4. A. Muñoz</td> <td>11. J. Joseph</td> <td><b>Support Staff</b></td> <td>▪ P. Moschella</td> </tr> <tr> <td>5. T. Coppla</td> <td>12. B. Brown</td> <td>▪ T. Schucker</td> <td>▪ Y. Guillen</td> </tr> <tr> <td>6. R. Welsh</td> <td>13. D. Ezomo</td> <td>▪ D. Jackson</td> <td>▪ A. Herrera</td> </tr> <tr> <td>7. E. Elizondo</td> <td>14. G. Price</td> <td>▪ S. Gonzalez</td> <td></td> </tr> <tr> <td>8. N. Kubisky</td> <td>15. Boatwright</td> <td></td> <td></td> </tr> </table>	<b>Present (P&amp;D Members)</b>			<b>Absent</b>	1. G. Kelly	9. I. Malave	Recipient: n/a	▪ P. Cuffe	2. J. C. Dillard	10. L. Ashe/A. Rodriguez		▪ K. Daniels	3. K. Walker	<b>Other (non P&amp;D members)</b>		▪ O. Pena	4. A. Muñoz	11. J. Joseph	<b>Support Staff</b>	▪ P. Moschella	5. T. Coppla	12. B. Brown	▪ T. Schucker	▪ Y. Guillen	6. R. Welsh	13. D. Ezomo	▪ D. Jackson	▪ A. Herrera	7. E. Elizondo	14. G. Price	▪ S. Gonzalez		8. N. Kubisky	15. Boatwright		
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<b>Approval of Minutes</b>	<b>Motion:</b> To accept the meeting minutes of May 9, 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. <b>Vote: 8-Yes, 0-No</b>																																				
<b>PCAT</b>	A review of the Planning Council Action Timeline took place – the P&D Committee portion.																																				
<b>Ending the Epidemic</b>	<p>The P&amp;D Committee 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> <p><b>State of New Jersey’s Ending the Epidemic Initiative</b></p> <ul style="list-style-type: none"> <li>• Re: Governor Phil Murphy’s development of a plan to End the HIV Epidemic by 2025 <ul style="list-style-type: none"> <li>○ NJHPG’s annual summit will be Thursday, June 20, 2019 which will focus the new initiative and the plan will be released. The State’s plan release date is June 27, 2019.</li> <li>○ The State’s taskforce is currently on hold, as a result of personnel changes.</li> <li>○ On 6/18/19, naloxone nasal spray will be available at pharmacies in New Jersey free of charge and without a prescription. It’s a statewide effort to help those addicted to opioids. This will be done on a first come first serve basis. A list of participating pharmacies can be found online.</li> </ul> </li> </ul>																																				
<b>CQM Committee Update</b>	There are no new updates to report at his time.																																				
<b>Integrated Plan</b>	Clarify “the how” in relation to the Integrated Plan at the next meeting.																																				
<b>PSRA Orientation &amp; Training</b>	<p>Presented for review, discussion and questions by T. Schucker (Collaborative Research)</p> <p>Overview and Explanation of the following:</p> <ul style="list-style-type: none"> <li>➤ The data sets that will be used for Priority Setting &amp; Resource Allocation (PSRA) are Red Ribbon Exercise (what services do consumers need to get in care and to stay in care); Service Utilization Data (best indicator of what is being used, shows how many people touched a particular service); 2016 Needs Assessment Data (Q1 what is the most important service, Q2 what service do you need).</li> <li>➤ Step 2 of the PSRA process is ranking the data sources, in order of most reliable to least reliable. That is, those ranked 1=most reliable, those ranked 3=not most reliable and those ranked 5= least reliable. In the end, after the multiplier formula is calculated, the service categories with the lowest number gets the highest rank. An analogy was briefly presented by the Admin in an effort to help simplify the instructions related to ranking data sources.</li> </ul>																																				

- The Planning Council must rank (prioritized) all service categories in order to fund them, allowing for the possibility to move funds around if/when necessary.
- There is a requirement to have the services funded at the level of 75% Core and 25% Support.
- The committee reviewed a hand-out, named Part A Service Category Plan Table which shows the actual spend of 2018 and the related variances.

Notes

- ❖ EPI Profile Data for 2018 is not finalized yet.
- ❖ At the very least, the PSRA process should maintain the services people are already using.
- ❖ The number of new cases is going down, however the number of people being served is going up, which leaves the question of where are people coming from.
- ❖ The Client Satisfaction Survey is a living document which can be revised. Clients will not have access to it unless they are enrolled in the patient portal called e2myhealth. This portal is supposed to serve as a real-time health indicator.
- ❖ Going forward, we are getting better at asking for the information we need.

The mentor/buddy assignments will be as follows, however anyone who has a question during the process is encouraged to ask it.

Mentor	Mentee
Commissioner J.C. Dillard	w/Commissioners B. Brown and F. Rodriguez
Commissioner K. Walker	w/Commissioner A. Boatwright
Commissioner R. Welsh	w/Commissioners J. Friedman and A. Ponce
Commissioner K. Daniels	w/Commissioners D. Ezomo and G. Price

<b>Update Service Category Definitions</b>	On hold		
<b>Complete Service Standards</b>	On hold		
<b>Reallocation Requests</b>	None		
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Committee Chair asked that anyone who was already here, either as a committee member or PC member to let guests of the consumer forum who will be arriving for the 1:00 p.m. event grab their lunch first, as the food order was placed for less than the estimated headcount.</li> <li>• On 6/25/19 there will be a HRSA webinar about "Ending the Epidemic, A Plan for America." If you plan to call-in, register early and sign-on early.</li> </ul>		
<b>Adjournment</b>	The meeting adjourned at 12:02 p.m. by unanimous consent. <b>Next Meeting:</b> 8/8/19 at Crossroads Ministry Cntr., 511 East 22nd St., Paterson, NJ., at 10:45 a.m.		
<b>New Action Items</b>	<b>Who</b>	<b>Open</b>	<b>Closed</b>
--Send link or copy of list of participating pharmacies in NJ, re: free naloxone	TC		X
--Update the committee on the State's taskforce, re: enrollment purposes	J.C. Dillard		X
--Reminder to sub-recipients, re: which clients are not signed-up to e2myhealth	M.Izquierdo/ColRsSch	X	
--Obtain information from Recipient to clarify Outreach I and EIS/Outreach III	ColRsSch	X	
--Send link for parking registration to all or to Admin for distribution, re: NJHPG 6/20	RW		
<u>Previous Action Items</u>			
--Ask about using a space at the college for the next integrated plan meeting	MI	X	
--Finalize Service Standards	P&D	X	



<p>--Use input from HRSA about obtaining participation from the TGA's Federally Qualified Health Centers (FQHCs)</p>	ColRsch/KW	X	
<p>--Update Section 3.2.A* of the Integrated Plan, going forward, re: Linkage-to-Care</p>	J.C.D	X	
<p>--Send the Integrated Plan w/invitation to Planning Council's 2019 annual meeting in December</p>	Admin	X	
<p>--Arrange meeting to inform CEO of Planning Council activities</p>	KW/SG	X	
<p>--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>	ColRsch/Admin	X	