

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

July 2, 2019

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

AGENDA ITEM	SUMMARY
Opening	<ul style="list-style-type: none"> ▪ Lunch preceded the start of the meeting. ▪ The meeting was called to order at 11:57 a.m. by Chair K. Walker. ▪ A Moment of Silence was observed for those affected by HIV. ▪ Reading of Open Public Meeting Statement
Attendance	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	Chair welcomed the commissioners, guests, and the public.
Approval of Minutes	Motion: To accept the meeting minutes of June 4, 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: 15-Yes, 0-No
PCAT	A review of the PCAT took place.
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 held a webinar 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. <p><u>State of New Jersey’s Ending the Epidemic Initiative</u></p> <ul style="list-style-type: none"> ▪ The NJ HIV Planning Group held the Resources Unifying, Prevention, Care, and Treatment Summit on Thursday, June 20, 2019 which focused on the Ending the Epidemic by 2025 Initiative.
Report of the Chair/Steering Committee By Planning Council Chair, K. Walker	<ul style="list-style-type: none"> ▪ Monthly conference call w/HRSA is scheduled to take place on Friday, July 5, 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. This is a meeting with the Steering Committee. Location to be determined. ▪ In preparation for the upcoming Priority Setting & Resource Allocation (PSRA), each commissioner must complete a Conflict of Interest/Affiliation form. The forms will be handed out that day, prior to the start of the meeting. ▪ Reminder: Starting/completing the training modules of the Learning Management System that was distributed by Collaborative Research. ▪ Reminder: The PSRA meeting is next week Thursday, July 11, 2019 at the Paterson Museum. Breakfast at 9:0 a.m., followed by the training and meeting at 9:30 a.m.

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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 Service Standards definitions; ○ Following the Continuum of Care Model • P&D meets each 2nd Thursday on a monthly basis. <hr style="border: 1px solid orange;"/> <ul style="list-style-type: none"> ▪ The Priority Setting & Resource Allocation (PSRA) meeting will be on Thursday, July 11, 2019 at the Paterson Museum, 2 Market St., 1st Fl., Paterson, NJ. Breakfast at 9:0 a.m., followed by the training and meeting at 9:30 a.m. ▪ Commissioners must attend either today 7/2 or the morning of 7/11 trainings in order to participate in PSRA. ▪ The mentor/buddy assignments will be as follows, however anyone who has a question during the process is encouraged to ask it. <table border="1" data-bbox="467 1016 1419 1234" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Mentor</th> <th style="text-align: left;">Mentee</th> </tr> </thead> <tbody> <tr> <td>Commissioner J.C. Dillard</td> <td>w/Commissioners B. Brown and F. Rodriguez</td> </tr> <tr> <td>Commissioner K. Walker</td> <td>w/Commissioner A. Boatwright</td> </tr> <tr> <td>Commissioner R. Welsh</td> <td>w/Commissioners J. Friedman and A. Ponce</td> </tr> <tr> <td>Commissioner K. Daniels</td> <td>w/Commissioners D. Ezomo and G. Price</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ▪ The P&D Committee met on June 13, 2019, and received an orientation of the PSRA process such as the data sources and ranking of data sources (which are the most reliable; which receive the highest weight); the split between core services (75%) and support services (25%); we received a hand-out of expended amounts by services categories which shows the variance between what was allocated and what was actually spent. ▪ After priority setting, we'll be revisiting all service standards for all service categories. ▪ The <i>updated</i> Integrated Plan was redistributed to stakeholders, and the next stakeholders meeting will be October 10, 2019, where we'll look at each goal again and the progress of the activities outlined in the Integrated Plan, which relate to HIV prevention and care with outside parties. All are welcome to attend the stakeholders meeting on 10/10/19 at Crossroads Ministry Center. 	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
Mentor	Mentee										
Commissioner J.C. Dillard	w/Commissioners B. Brown and F. Rodriguez										
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Commissioner R. Welsh	w/Commissioners J. Friedman and A. Ponce										
Commissioner K. Daniels	w/Commissioners D. Ezomo and G. Price										
<p>Community Development Committee (CDC)</p>	<p><u>Introduction</u></p> <ul style="list-style-type: none"> ▪ CDC is responsible for membership recommendations, community engagement and events and the organization of the Annual Day of Capacity Building. 										

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<p>Report by Committee Chair E. Elizondo</p>	<p>Introduction (continued)</p> <ul style="list-style-type: none"> ▪ 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>Total Membership of the Planning Council: 27 Commissioners (plus one ex-officio member); PLWH representation of 33%; Pending Applications: 5</p> <ul style="list-style-type: none"> ▪ The Community Development Committee did not meet in June, instead the committee hosted the Consumer Forum on that normal meeting day – June 13, 2019. There were 38 attendees at the forum, including Bergen County Dept. of Health representatives and a representative from the Haledon Board of Health. Collaborative Research (T. Schucker and D. Jackson) made the presentations and Chair K. Walker was there to assist as well. The CDC would like to thank everyone who helped us make the event a success. <p align="center"><u>Consumer Forum Agenda</u></p> <ul style="list-style-type: none"> ▪ Services for PLWH that Support Health Outcomes and the HIV Care Continuum ▪ Speak Up and Be Heard Red Ribbon Exercise ▪ Getting and Keeping an Undetectable Viral Load Prevents HIV Transmission During Sex ▪ The Importance of the Patient Portal "e2 My Health" ▪ Event closed with the performance of vocalist, Lori Michaels (and another young girl), who does events to raise awareness and engage with organizations that work to end HIV stigma. Her performance was courtesy of Wayne Cesa's non-profit organization, Free Throw for AIDS. <ul style="list-style-type: none"> ▪ B. Brown is July’s “Commissioner of the Month” and will be featured on the Planning Council’s social media pages. Recommendations/volunteers are welcome going forward. ▪ Re: Day of Capacity Building – Tuesday, October 1, 2019 – The topic of medical marijuana and the impact on people living with HIV was cleared with HRSA. Ideas are welcome. ▪ CDC will be requesting a Mayoral proclamation for this year’s World AIDS Day. ▪ CDC will not meet in this month (July), as the Planning Council will be conducting its PSRA meeting that on that committee meeting date – Thursday, July 11, 2019.
<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 Planning Council (PC) is responsible for making decisions about service priorities and resource allocation of RWHAP Part A funds. ▪ The recipient works with the Planning Council, manages the grant by making sure funds are used according to the legislation, program policy guidance, and grants policy. ▪ The recipient is responsible for making sure that funds are fairly and correctly managed and used and reports to the PC how much money is spent for each funded service category. <hr/> <ul style="list-style-type: none"> ▪ In the absence of Director M. Izquierdo due to a HUD site-visit, T. Schucker delivered the Recipient’s Report. ▪ In reviewing the percentage of the budget expended at this point in time (a quarter into the grant year), the goal should be 25% expended.

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**Recipient's
Office
Report
(cont.)**

Recipients Report: PC Meeting 07/02/2019

Utilization Report - FY 2019

03/01/2019 - 06/30/2019 (3 month report)

Ryan White Service Categories	Actual Expenditure	Utilization by Percentage
Outpatient/Ambulatory Health Services	\$ 132,085.76	15%
Substance Abuse Outpatient Care	\$ 52,106.32	18%
Early Intervention Services	\$ 12,539.54	13%
Medical Case Management Including (Treatment Adherence)	\$ 117,944.00	24%
Mental Health Counseling	\$ 38,327.95	30%
Oral Health Care	\$ 190,212.00	38%
Health Insurance Premium & Cost Sharing Assistance	\$ 5,018.31	12%
Non-Medical Case Management Services	\$ 182,611.77	56%
Medical Transportation Serv.	\$ 26,372.11	23%
Food & Nutrition Serv.	\$ 30,462.43	49%
Other Professional Services	\$ 12,232.00	38%
Outreach & Health Ed.	\$ 18,874.10	16%
Psycho-Social Group	\$ 5,624.00	18%
Total	\$ 824,410.29	

MAI Service Categories	Actual Expenditure	Utilization by Percentage
Substance Abuse Outpatient Care	\$ 21,014.74	48%
Non-Medical Case Management Services	\$ 27,866.39	4%
Outreach & Health Ed.	\$ 5,375.35	15%
Health Education/Risk Reduction	\$ 4,549.07	31%
Total	\$ 58,805.55	

Total Direct Service Award (Ryan White)	\$ 3,182,060.00	26%
Total Direct Service Award (MAI)	\$ 298,056.00	20%

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<p>Recipient's Office Report (cont.)</p>	<ul style="list-style-type: none"> ▪ J. Rodriguez, Senior Program Manager, Office of the Recipient has retired. He served 17 years with the City of Paterson, 11 of which were with the Ryan White Program. ▪ Regarding HRSA's comprehensive site-visit, it will be July 29 – Aug. 2, 2019. ▪ The grant application was released today and is due September 30, 2019.
<p>New Business</p>	<p>Presented for Review and Discussion by T. Schucker, Collaborative Research (CR)</p> <p><u>Training for the 2020 Priority Setting & Resource Allocation (PSRA) Process</u></p> <ul style="list-style-type: none"> ❖ Agenda Overview (similar to the 2019 PSRA agenda) ❖ Commissioners were asked to be there for the entirety of the PSRA meeting as it will be hard to determine exactly at what time the "training" will be done in the morning that day that will lead into the PSRA voting session. ❖ 4 years of data will be presented (2018, 2017, 2016, 2015) ❖ Overview and explanation of the data sets that will be used during PSRA and the format in which the information will be presented: historical rankings of the service categories, 2018 Service Utilization data, 2016 Needs Assessment data (366 respondents), Red Ribbon Exercise (two sets of results will be used; results from commissioners at PSRA and results from the 6/13/19 Consumer Forum) ❖ Explanation and examples of ranking process in which commissioners will decide what data sets are most reliable, i.e., those ranked 1=most reliable, those ranked 3=not most reliable and those ranked 5= least reliable. ❖ Questions about any significant differences or other major changes in the funding of service categories can be addressed to the Recipient. ❖ Re: Resource Allocation <ul style="list-style-type: none"> ○ Explanation of 2018 Service Utilization data; shows unduplicated historical use and cost per client for each category. ○ Core Services → Direct Medical Outcome ○ Reasons for a drop in a particular service category may include, but is not limited to losing a provider, Medicaid expansion coverage, Affordable Care Act coverage and eligibility. ❖ HRSA has stated the "Funding Ceiling" for FY2020 for the Bergen-Passaic TGA is \$4,209,473.00. ❖ A complete packet will be sent in advance via email, which will include agenda, glossary of terms, service definitions, ranking and funding information and worksheets. ❖ A discussion ensued about Minority AIDS Initiative (MAI), its origin, purpose and rationale. MAI exists as a result of legislative efforts by the Congressional Black Caucus, and per the government's definition for MAI funding, it is strictly for minority communities. ❖ The Ryan White federal program was discussed in terms of the way the grant application is analyzed (formula, supplemental and MAI) and the different parts within it (A, B, C, D, & F).

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New Business	<ul style="list-style-type: none"> ❖ Although incidence numbers are decreasing in the Bergen-Passaic TGA, the number of PLWH receiving HIV services has increased. Our TGA does not get credit for individuals who are receiving services here that were diagnosed elsewhere. ❖ Incidence → New Cases ❖ Prevalence → PLWH who have prevailed ❖ Homework for commissioners will be to read the materials ahead of time once they received them, develop questions if necessary, familiarize themselves with definitions and come prepared to have discussions during the PSRA meeting. ❖ Reminder: During PSRA, Planning Council Commissioners are not representing their respective agencies or themselves as consumers with personal “wants” rather, commissioners are responsible for reviewing data, making informed decisions and representing the population they serve.
Evaluations	Meeting evaluations were handed out for completion.
Announcements	Mark Your Calendar (as seen on agenda); Sign-in Sheet Reminder; Next Meeting Date
Facebook and Twitter @Bergen-Passaic TGA	
Public Comments	There were 7 members of the public in attendance.
Adjournment	<p>Unanimous motion and decision to adjourn. End Time: 1:35 p.m.</p> <p>Next Meeting: Tuesday, August 6, 2019, Bergen New Bridge Medical Center, Auditorium, 230 East Ridgewood Ave., Paramus, NJ 07652, 11:30 a.m. – 2:30 p.m.</p>

Action Items	Who	Open	Closed
--Email HRSA's June 25, 2019 webinar presentation on "Ending the HIV Epidemic: A Plan for America."	Admin		
--Double-check parking arrangements for the 7/11 PSRA meeting at the museum	Admin		
--Organize the service categories in the PSRA ranking sheet in alphabetical order with core services first, followed by support services	TS		
--Send PSRA packet in advance	TS/Admin		
Previous Open Action Item(s)			
--Obtain the survey/focus group results from NJ Housing Collaborative	Admin	X	

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ATTENDANCE RECORD

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