

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL**  
**Steering Committee Meeting Minutes of July 2, 2019**

Location: Bergen New Bridge Medical Center, 230 East Ridgewood Avenue, Paramus, New Jersey 07652

<b>AGENDA ITEM</b>	<b>SUMMARY</b>		
<b>Opening</b>	Due to a later arrival of the Chair, the Vice-chair conducted this meeting. K. Daniels called the meeting to order at 9:10 a.m., and welcomed everyone in attendance, followed by observing a moment of silence for those affected by HIV.		
<b>Attendance</b> A quorum was present.	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;">           Present:            1. K. Walker            2. K. Daniels            3. E. Elizondo            4. J. C. Dillard            5. N. Kubisky            6. G. Kelly         </td> <td style="width: 50%; vertical-align: top;">           Recipient's Office: n/a             Support Staff in Attendance: T. Schucker and D. Jackson (Collaborative Research); S. Gonzalez, Admin         </td> </tr> </table>	Present: 1. K. Walker 2. K. Daniels 3. E. Elizondo 4. J. C. Dillard 5. N. Kubisky 6. G. Kelly	Recipient's Office: n/a  Support Staff in Attendance: T. Schucker and D. Jackson (Collaborative Research); S. Gonzalez, Admin
Present: 1. K. Walker 2. K. Daniels 3. E. Elizondo 4. J. C. Dillard 5. N. Kubisky 6. G. Kelly	Recipient's Office: n/a  Support Staff in Attendance: T. Schucker and D. Jackson (Collaborative Research); S. Gonzalez, Admin		
<b>Approval of Minutes</b>	<b>Motion:</b> To accept the meeting minutes of May 7, 2019 motioned by E. Elizondo, seconded by N. Kubisky. A vote took place after discussing edits and/or corrections. <b>Vote: 3-Yes, 0-No</b>		
<b>Meeting Evaluations</b>	T. Schucker and Admin presented meeting evaluation results from previous month for review and discussion. Evaluations are completed by those who attend Planning Council meetings.		
<b>PCAT</b>	A review of the Steering Committee <b>Planning Council Action Timeline</b> took place.		
<b>Addition</b>	<ul style="list-style-type: none"> <li>❖ With regards to the Recipient's Report, it can be requested monthly according to the Part A Primer, however, currently the MOU states that it is to be provided on a quarterly basis.</li> <li>❖ J. Rodriguez, Senior Program Manager, Office of the Recipient has retired, effective July 1, 2019.</li> <li>❖ A Policies and Procedures Manual needs to be put in place, to be updated at least once a year. T. Schucker presented a template/sample Table of Contents for review and discussion. A draft form will be available in time for this year's HRSA comprehensive site-visit.</li> </ul>		
<b>Training Topic</b>	<p>Included during monthly Planning Council meetings are mini-trainings and/or presentations on Ryan White legislative components. Suggestions for next month's training were discussed. The final decision by consensus was: Engaging Youth and LGBTQ Populations.</p> <ul style="list-style-type: none"> <li>• Between the time this discussion took place and the end of the meeting, Commissioner J.C. Dillard confirmed the presenter as A. Greitz, HIV Prevention Specialist, CAPCO Resource Center.</li> </ul> <p>The decision by consensus for the September 2019 topic was: An Analysis of the TGA's Integrated Plan as it Compares to the State's Plan.</p>		
<b>Ending the Epidemic, A Plan for America</b>	<p>The Steering Committee/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> <p>The following reports were presented for review and discussion, and are available via hyperlinks herein.</p> <ul style="list-style-type: none"> <li>• <a href="#">Ending the Epidemic, A Plan for America</a></li> <li>• <a href="#">NASTAD's Announcement on President's FY2020 Budget Request</a></li> </ul>		

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<p><b>Report of the Chair by K. Daniels</b></p>	<ul style="list-style-type: none"> <li>▪ Monthly conference call w/HRSA is scheduled to take place on Friday, July 5, 2019.</li> <li>▪ The meeting w/Sera Morgan during HRSA’s site visit has been scheduled for Thursday, August 1, 2019, at 10:00 a.m. Location to be determined.</li> <li>▪ Each commissioner must complete a Conflict of Interest/Affiliation form. It will be handed out at the start of the July 11<sup>th</sup> PSRA meeting next week.             <ul style="list-style-type: none"> <li>○ Reminder the PSRA meeting is next week Thursday, July 11 at the Paterson Museum (9:30 a.m. – 2:30 p.m.).</li> </ul> </li> <li>▪ Collaborative Research’s Learning Management System is on-going.</li> </ul>										
<p><b>Planning &amp; Development Committee Report (P&amp;D) by P&amp;D Co-chair J.C. Dillard</b></p>	<p><b>Important:</b> The Priority Setting &amp; Resource Allocation meeting will be on Thursday, July 11, 2019: 9:30 a.m. – 2:30 p.m., at the Paterson Museum, 2 Market St., 1<sup>st</sup> Fl., Paterson, NJ.</p> <ul style="list-style-type: none"> <li>▪ Commissioners must attend either today 7/2 or the morning of 7/11 trainings in order to participate in PSRA.</li> <li>▪ The mentor/buddy assignments will be as follows, however anyone who has a question during the process is encouraged to ask it.</li> </ul> <table border="1" data-bbox="436 831 1386 1050"> <thead> <tr> <th><b>Mentor</b></th> <th><b>Mentee</b></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"> <li>▪ The P&amp;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 in 2018-2019.</li> <li>▪ After priority setting, we’ll be revisiting all service standards for all service categories.</li> <li>▪ The 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.</li> </ul>	<b>Mentor</b>	<b>Mentee</b>	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
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<p><b>NJ HIV Planning Group (NJHPG) Update by K. Walker/J.C. Dillard</b></p>	<p>“NJHPG is a collaborative formed by the New Jersey Department of Health (NJDOH), Division of HIV, STD and TB Services (DHSTS) that combines HIV Care and Treatment and HIV Prevention efforts in order to make the best use of resources for both, while improving efficiency and effectiveness in planning in the state of New Jersey.” <a href="#">per the organization's website.</a></p> <p><b>State of New Jersey’s Ending the Epidemic Initiative:</b> 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. There were over 170 people in attendance, which includes 5 commissioners from the Planning Council’s Steering Committee.</p> <ul style="list-style-type: none"> <li>• With relation to the taskforce, it is on hold as a result of numerous personnel transitions. Commissioner G. Ferrigno is going to be leading the State’s taskforce.</li> </ul>										

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<p><b>Community Development Committee Report by Committee Chair E. Elizondo</b></p>	<p><b>Total Members on the Planning Council = 27</b>      <b>Representation of Unaligned PLWH = 33%</b></p>	
	<p><i>3 pending applications (general)</i></p>	<p><i>2 pending applications (unaligned)</i></p>
	<ul style="list-style-type: none"> <li>• The Community Development Committee did not meet in June, instead the committee hosted the Consumer Forum on that normal meeting day – June 13, 2019.</li> <li>• Consumer Forum: 38 attendees, including Bergen County Dept of Health representatives and a representative from the Haledon Board of Health and other non-PC members. Collaborative Research made the presentations, Admin was the emcee, 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.</li> </ul> <p style="margin-left: 40px;"><b><u>Agenda</u></b></p> <ul style="list-style-type: none"> <li>○ Services for PLWH that Support Health Outcomes and the HIV Care Continuum</li> <li>○ Speak Up and Be Heard Red Ribbon Exercise</li> <li>○ Getting and Keeping an Undetectable Viral Load Prevents HIV Transmission During Sex</li> <li>○ The Importance of the Patient Portal "e2 My Health"</li> <li>○ Event closed with the performance of vocalist, Lori Michaels 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.</li> </ul> <ul style="list-style-type: none"> <li>• The results from the red-ribbon exercise that was conducted at the consumer forum were presented and a discussion took place about how the questions are used in order to get feedback from participants. For example, asking "What are the most important services to keep you in care or that you need to stay in care?" separately from "What are the most important services to be virally suppressed?" <ul style="list-style-type: none"> <li>○ Top 5 services selected were: #1 Food Bank, #2 Mental Health, #3 Oral Health, #4 Health Education &amp; Risk Reduction and #5 Medical Case Management. The complete list is available upon request.</li> </ul> </li> <li>• Byron Brown is July's "Commissioner of the Month" and will be featured on our social media pages. Recommendations and volunteers are welcome the upcoming months.</li> <li>• Re: Day of Capacity Building – Tuesday, October 1, 2019 – The topic of medical marijuana and the impact on people living with HIV was Okayed by HRSA.</li> <li>• CDC will be requesting a Mayoral proclamation for this year's World AIDS Day.</li> <li>• CDC will not meet in this month (July), as the Planning Council will be conducting it's PSRA meeting that day, Thursday July 11 (next week).</li> </ul>	

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<b>Addition</b>	<ul style="list-style-type: none"> <li>▪ There was no needs assessment data collected at the consumer forum. There will be needs (barriers and gaps) and client satisfaction data integrated to the e2 my health patient portal going forward. The portal will track health indicators.</li> <li>▪ The Community Development can help consumers advocate for themselves as it relates to knowing what questions to ask the doctors. A suggestion was made to have “personal budgeting” as topic for the next community event. Community events/forum can be done back-to-back or on a quarterly basis.</li> </ul>
<b>PSRA Framework</b>	<p>Presented for Review and Discussion by T. Schucker, Collaborative Research (CR)</p> <p><b><u>2020 Priority Setting &amp; Resource Allocation (PSRA) Process</u></b></p> <ul style="list-style-type: none"> <li>❖ Agenda Overview (similar to the 2019 PSRA agenda)</li> <li>❖ 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)</li> <li>❖ 2018, 2017, 2016 Service Utilization data will be presented</li> <li>❖ 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, and ORC grant score. Hard copies will be provided at the meeting.</li> </ul> <p><b>Motion:</b> To accept the proposed PSRA agenda and information packet, motioned by G. Kelly, seconded by E. Elizondo. <b>Vote:</b> 6-Yes, 0-No</p>
<b>New Business</b>	None
<b>Adjournment</b>	<p>K. Walker adjourned the meeting w/unanimous consent. End Time 11:20 a.m.</p> <p><b>Next Meeting:</b> Tuesday, August 6, 2019, at 9:00 a.m., Bergen New Bridge Medical Center, 230 East Ridgewood Ave., Paramus, NJ 07652</p>

<b>Action Items</b>	<b>Who</b>	<b>Open</b>	<b>Closed</b>
--Keep on Steering’s Agenda: Review of Policies & Procedures Manual --Locate the checklist for HRSA’s visit that applies to the Planning Council --Prepare a draft Policies & Procedures Manual --Forward for distribution: NJHPG’s Summit presentations if available. --Interview Commissioner J.C. Dillard - August Commissioner of the Month --Discuss adding Directives to the PC agenda going forward --Add data about other sources of funding to PSRA packet --Email the PSRA packet in advance to all --Discuss assigning either a Directive or QM project for undocumented client count	Steering ColRsh ColRsh J.C. Dillard Admin Steering ColRsch ColRsh/Admin Steering		

<b>Previous Open Items</b>	<b>Who</b>	<b>Open</b>	<b>Closed</b>
--Update Planning Council By-Laws Section 8.1F1A: <i>Steering Committee “Shall have seven (7) members and be comprised of the Chairpersons of the Planning &amp; Development Committee and the Community Development committee, the Chair and Vice-Chair of the Council, and three (3) at-large members appointed by the Planning Council Chairperson.”</i> --Provide the “Bring One” campaign information to CDC	Steering         Admin	X         X	

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--Make arrangements to meet with the CEO; Discuss CEO's and City Council's attendance at PC	Chair/Admin	X	
--Obtain K. Walker's digital signature	Admin	X	
--Emphasize to commissioners the importance of completing the evaluations	Chair/Vice-chair	X	
--Add "contingency scenarios" and rapid reallocation to Directives	ColRsch	X	
--Hand-out the conflict of interest forms for completion, re; PSRA	Admin	X	
--Upload Standards of Care and 2018 and 2019 meeting minutes to the website	Admin	X	
--Lookup PCAT item of "review budgets"	J. Daniel/Admin	X	