

Community Development Committee (CDC)

Meeting Minutes of 8/8/19

Start Time 12:45 p.m.; End Time 2:42 p.m.

This committee currently has 6 members. For quorum, 4 committee members must be present.	
Members Present, per sign-in sheet:	1. D. Adams 2. G. Kelly 3. E. Elizondo 4. R. Welsh
Absent	1. I. Malave 2. N. Kubisky
Guests	K. Walker, T. Coppla
Recipient's Office	n/a
Consultant/Support Staff	S. Gonzalez

- Circulate Sign-In Sheet, Moment of Silence, Welcome and Committee Responsibilities
- **Approval of Minutes:** The May 9, 2019 meeting minutes are pending, as Admin will need to refer to the audio recording for finalization.
- **Consumer Forum Evaluations:** The consumer forum was held on June 13, 2019 and based on the responses on the evaluation forms, some attendees found the information difficult to understand.
- **Attendance Record Review:** After review of the attendance records, T. Love is approaching the 3-absences mark. CDC will wait for next month before making a formal notification. There is currently no-one else who needs to be alerted.
- R. Welsh expressed his dissatisfaction concerning the lack of consideration to appoint applicant T. Coppla (who was present and presented a series of additional questions), and stated the reasons he strongly believes a seat on the Planning Council should be made available to her. R. Welsh also spoke about the lack of measuring LGBTQ representation on the Planning Council. A discussion ensued about how the membership selection and recommendation process works, relates to legislative mandates and reflectiveness of the Bergen-Passaic TGA, and most importantly the emphasis or prioritization of ensuring a Planning Council with 33% of non-aligned PLWH.
- **Federal Reflectiveness:** The membership matrix information, was reviewed.
 - As of today, total membership is 27 Commissioners (plus one ex-officio member); PLWH representation of 33%
 - A discussion took place about providing a way to empower consumers who may be qualified candidates to potentially serve on the Planning Council. For example, holding the monthly Planning Council meetings in the evening.
- **Membership Applications, Recruitment and Orientation:** Decisions for new member recommendations are based on mandated membership categories outlined by HRSA and other demographics to reflect Paterson, Passaic County and Bergen County.
 - The Planning Council currently has all required categories filled.
 - There are 7 applicants waiting; applications were presented for review, questions and discussion; original applications will remain in a confidential file (no copies or electronic transmissions), however Admin will make files accessible to CDC upon request.
 - No decision was made with regards to a prospective new member orientation.

- **Agreement Amongst Committee:** Between now and next month, CDC will check whose terms are expiring in December and request a reply indicating their intentions.
- During the HRSA site-visit, they brought up making subcommittee participation mandatory for all Planning Council commissioners, but we've never taken that approach.
- **Brochures:** For the new grant year, Collaborative Research (CR) will be coordinating with the Recipient changes in the budget that includes facilitating the cost and vendor(s) for printed brochures. Other suggestions made were to email the brochures to each provider and ask them to print out for distribution at their agency, or ask Director Izquierdo to run a batch or ask CR.
- **Budget:** New changes are forthcoming with regards to the food budget/food menu. Concern was raised about the Recipient's unwillingness to share budget details. Our organizational chart indicates that the Planning Council is at the same level with the Recipient, but when it comes to the budget anyone who wants to know more is referred to OPRA.
- **2019 Day of Capacity Building – October 1st :** The meeting room at Crossroads Ministry Bldg. has been secured. Possible topic: HIV and marijuana's side effects/interactions and/or host a panel that addresses housing, insurance and financial planning). Possible presenters include Project COPE and Drug Policy Alliance. See action items.
- **World AIDS Day:** Commemorate on 10/2/19; find out what else is happening locally that say; see working list at end of these minutes. The proclamation request should be done by the Chair when the meeting with the Mayor occurs.
- Bring-1 Campaign – on hold
- **Announcements**
 - Commissioner of the Month: Jerry C. Dillard for August, followed by Ray Welsh for September
 - 9/27 Gay Men's Awareness Day event; contact R. Welsh
 - 9/28 Health Fair @ Buddies of NJ; contact R. Welsh (CDC can have a table)

Action Items:

Revisit T. Love's attendance for possible Letter of Removal.....	CDC
Confirm Gilead Sciences' participation in Day of Capacity Building.....	Admin
Solicit speakers for DOC (Medicaid/Medicare, Rutgers' professor, pharmacist).....	RW
Make WAD proclamation request via meeting between Chair and Mayor.....	CDC
Follow-up w/Recipient to update the brochure.....	CDC and Admin
Formal motion for Steering Comm., re: evening PC meeting time.....	R. Welsh and Admin
Inform PC about new multi-race category used in annual report to HRSA.....	E. Elizondo
Contact Picco Tavern (Hackensack, Essex Street), re: Day of Capacity.....	Admin

WORKING LIST FOR 2019 WORLD AIDS DAY

- Request Mayor's attendance; Begin Mayor's Proclamation process
- Letter to high schools (September)
- Create a media contact list for announcements, ads, press releases (Channel 12 New Jersey, Channel 77 local Optimum)
- Distribution of flyers, Use Social Media
- Invite Elected Officials
- Wayne Cesa: solicit guest speakers, look into gymnasium; red ribbons
- Banner, Posters (request to Recipient)