

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

Date: Thursday, August 8, 2019 at 9:30 a.m.  
Location: Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ

<b>Moment of Silence</b>		A moment of silence was observed for those affected by HIV/AIDS.	
<b>AGENDA ITEM</b>	<b>SUMMARY</b>		
<b>Welcome</b>	Committee Chair K. Walker called the meeting to order at 10:45 a.m., and welcomed everyone.		
<b>Circulate Sign-in Sheet</b>	<p><b><u>Present (P&amp;D Members)</u></b></p> <ol style="list-style-type: none"> <li>1. P. Moschella</li> <li>2. K. Walker</li> <li>3. G. Kelly</li> <li>4. E. Elizondo</li> <li>5. J. C. Dillard</li> <li>6. O. Pena</li> <li>7. T. Coppla</li> <li>8. M. Izquierdo, Recipient</li> <li>9. Y. Guillen</li> <li>10. R. Welsh</li> <li>11. N. Kubisky</li> </ol>	<p><b><u>Guests (non P&amp;D members)</u></b></p> <p>--J. Joseph --K. Santos --A. Greitz</p> <p><b><u>Support Staff</u></b></p> <p>--T. Schucker --S. Gonzalez</p>	<p><b><u>Absent</u></b></p> <ul style="list-style-type: none"> <li>• P. Cuffe</li> <li>• K. Daniels</li> <li>• A. Herrera</li> <li>• A. Muñoz</li> <li>• I. Malave</li> <li>• L. Ashe/A. Rodriguez</li> </ul>
<b>Approval of Minutes</b>	<b>Motion:</b> To accept the meeting minutes of June 13, 2019, motioned by J.C. Dillard, seconded by G. Kelly. A vote took place after discussing edits and/or corrections and a review of the action items. <b>Vote: 5-Yes, 0-No</b>		
<b>PCAT</b>	A review of the Planning Council Action Timeline took place – the P&D Committee portion.		
<b>Needs Assessment Discussion</b>	<ul style="list-style-type: none"> <li>▪ Goal = Capture those who are not in-care</li> <li>▪ Needs Assessment will be determined in Nov./Dec. after we know quality indicators</li> <li>▪ Guidance of the PC Primer will be followed (applicable Primer section was reviewed, pgs. 20-22)</li> <li>▪ Determine what data is not available in our system; look at PrEP and other services</li> <li>▪ Focus on data related to HIV Continuum of Care and certain populations</li> <li>▪ Determine needs by asking the right questions and find out whether we can address those needs; develop pre-screening questions for respondents</li> <li>▪ Follow-up with data from the client satisfaction surveys (followed by focus groups in year two)</li> <li>▪ Focus groups may include: An “End the Epidemic” type study which ties to the national initiative; PrEP; partner disclosure; HIV and aging; housing questions; LGBTQ questions; include private physicians and nursing homes; follow-up with key informant’s interviews</li> <li>▪ Extend invitation to participate to all stakeholders/partners</li> <li>▪ Logistics to be discussed at a later time along with the budget information</li> </ul>		
<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>Update:</b> No new developments to report at this time.</p> <p><b><u>State of New Jersey’s Ending the Epidemic Initiative</u></b></p> <p><b>Update:</b> No new developments to report at this time</p>		
<b>Clinical Quality Management (CQM) Committee Update</b>	CQM met this morning prior to this meeting and discussed the following topics: CQM committee structure, CQM plan, policy clarification notices, updates from RDE, and reviewed the updated grantee (recipient) website. CQM is looking for consumers (separate and apart from the Planning Council) to be involved in CQM.		

<b>Integrated Plan: Implementation Discussion</b>	The next Integrated Plan for stakeholders will take place in October. Attendees will go into breakout groups by goals and a lead person (per group/goal), will be assigned to give a report. P&D would like to meet with stakeholders at least 2x per year, and obtain monthly updates in between. A member of P&D will be assigned to each of the 3 goals/groups and will be responsible for delivering ongoing updates to P&D.		
<b>2020 Priority Setting &amp; Resource Allocation (PSRA) Results</b>	The 2020 PSRA Report was handed-out.		
<b>Directives</b>	To be further discussed at the next meeting.		
<b>Reallocation Requests</b>	-No reallocation requests were received. -There'll be technical assistance on the new forms, in response to the HRSA site-visit.		
<b>Complete Service Standards</b>	To be further discussed at the next meeting.		
<b>Update Service Category Definitions</b>	To be further discussed at the next meeting.		
<b>New Business</b>	-Event @ Asbury Park, Project Real (MSM) – contact R. Welsh -Personnel (Austin J. Greitz and Kristy M. Santos) from CAPCO Resource Center introduced themselves.		
<b>Adjournment</b>	The meeting adjourned at 11:53 a.m. by unanimous consent. <b>Next Meeting:</b> 9/12/19 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>
--Determine next Needs Assessment (should know by Nov/Dec)	P&D	X	
--Provide Tom w/Linda's and Michael's email address for CQM Committee	KW		X
--Review goals of the Integrated Plan to determine group leaders for stakeholders' meetings and monthly ongoing updates	P&D	X	
--Draft Directives and provide copy of current Directives for review	ColRsch	X	
<u>Previous Open Action Items</u>			
--Finalize Service Standards; Create drafts for next meeting, track changes and include PCNs,(Policy Clarification Notices)	ColRsch	X	
--Use input from HRSA about obtaining participation from the TGA's Federally Qualified Health Centers (FQHCs)	ColRsch/KW	X	
--Going forward/ongoing - update Section 3.2.A* of the Integrated Plan, re: information resulting from the linkage-to-care meetings that will be added to tail-end of provider meetings.	J.C.D	X	
--Send the Integrated Plan w/invitation to Planning Council's 2019 annual meeting in December	Admin	X	
--Arrange meeting w/CEO regarding Planning Council's activities, concerns and needs; how the City's processes relate to set mandates	MI/KW/Admin	X	
--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."	ColRsch/Admin	X	