

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

Date: Thursday, September 12, 2019 at 9:30 a.m.
Location: Crossroads Ministry Center, 511 East 22nd St., Paterson, NJ

Moment of Silence		A moment of silence was observed for those affected by HIV/AIDS.	
AGENDA ITEM	SUMMARY		
Welcome	Committee Co-chair J. C. Dillard called the meeting to order at 9:45 a.m., and welcomed everyone.		
Circulate Sign-in Sheet	Present (P&D Members)		Absent
	<ol style="list-style-type: none"> 1. J. C. Dillard 2. G. Kelly 3. E. Elizondo 4. O. Pena 5. T. Coppla 6. M. Izquierdo, Recipient 7. Y. Guillen 	<ol style="list-style-type: none"> 8. R. Welsh 9. N. Kubisky 10. P. Cuffe 11. K. Daniels 12. A. Muñoz 13. I. Malave 	<p>Guests (non P&D members)</p> <p>None</p> <p>Support Staff</p> <p>--T. Schucker --D. Jackson --S. Gonzalez</p> <ul style="list-style-type: none"> ▪ A. Herrera ▪ P. Moschella ▪ K. Walker ▪ L. Ashe/A. Rodriguez
Approval of Minutes	Motion: To accept the meeting minutes of August 8, 2019, motioned by N. Kubisky, seconded by G. Kelly. A vote took place after discussing edits and/or corrections and a review of the action items. Vote: 10-Yes, 0-No		
PCAT	A review of the Planning Council Action Timeline took place – the P&D Committee portion. <ul style="list-style-type: none"> • The 2020 Priority Setting & Resource Allocation (PSRA) results were viewed. 		
Ending the Epidemic	<p>The P&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>Update: No new developments to report at this time. The committee was referred to the Planning Council's website to obtain details of the national initiative.</p> <p>State of New Jersey's Ending the Epidemic Initiative</p> <p>Update: State-level activities are on hold for now due to a leadership reorganization. Additional grants funds (non-Ryan White) will be available for Essex and Hudson counties and other targeted states, cities and regions, per the national initiative. The TGA wouldn't need its own Ending the Epidemic plan, rather follows the State's.</p>		
Plan-Do-Study Act (PDSA) Initiatives	Per the provider meeting of 9/11/19, enrollment to e2myhealth will be looked at along with barriers, strategies to overcome those barriers and how to be proactive, i.e. access to computers, no email addresses. Email addresses are needed for patients to sign-up to the portal and receive alerts. As stats become available, CQM will present information on low performing medical indicators.		
Reallocation Requests	<ul style="list-style-type: none"> -No reallocation requests were received. -The Recipient has requested waiver docs from HRSA. -With the exception of audits, subrecipients should be able to resolve arising issues with her office's staff (when in place), as she will no longer do work outside her scope. Providers are required to meet deadlines. -There are 14 providers, and 24 in total in the entire program including HOPWA. -The City of Paterson's new DHHS Director is Oshin Castillo. Director Castillo will be attending the PC meeting. M. Izquierdo has asked to the Admin to submit an email/letter to invite the involvement of the new Director and the Municipal Council's DHHS committee, as it relates to the Planning Council. 		
Integrated Plan's Next Steps Meeting	<ul style="list-style-type: none"> • The next Integrated Plan for stakeholders will take place October 10, 2019. 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. • Two hand-outs were reviewed: one that shows the corresponding leads and partners by goal and the other lists the stakeholders that have taken part in the process from the beginning and to-date. • Goal 1 will be led by R. Welsh. Goal 2 will be led by K. Walker and P. Moschella. Goal 3 will be led by G. Kelly and Y. Guillen. Leaders will facilitate their group and ask questions. They'll need note-takers. • Group leaders should follow this guideline: 		

<p>Integrated Plan's Next Steps Meeting</p>	<ol style="list-style-type: none"> 1. Review the goal and objectives, and each objectives' strategies as written in the plan. 2. Converse about activities stakeholders have done and/or are doing that directly relate to the objectives and strategies of the goal. Suggestions for new or revised strategies will be welcome. 3. Learn about challenges stakeholders are facing or have faced. 4. Brainstorm, as a group, about ways to overcome said challenges. 5. Ask about which areas, if any, of the plan should be removed in order for stakeholders to proceed with a realistic charge. <ul style="list-style-type: none"> • P&D discussed the agenda for the 10/10/19 Integrated Plan Next Steps Meeting, and finalized it as: <p style="margin-left: 40px;">Agenda</p> <table style="margin-left: 80px; border: none;"> <tr> <td style="padding-right: 20px;">9:00 - 9:30 a.m.</td> <td>Breakfast and Networking</td> </tr> <tr> <td>9:30 - 9:45 a.m.</td> <td>Welcome, Overview & Self-Introductions</td> </tr> <tr> <td>9:45 - 10:00 a.m.</td> <td>Instructions and Forming of Breakout Groups</td> </tr> <tr> <td>10:00 - 11:00 a.m.</td> <td>Breakout Groups</td> </tr> <tr> <td>11:00 - 11:45 a.m.</td> <td>Reports from Group Leaders, Survey and Red Ribbon Exercise</td> </tr> <tr> <td>11:45 a.m. - 12:00 p.m.</td> <td>Final Discussion</td> </tr> </table> 	9:00 - 9:30 a.m.	Breakfast and Networking	9:30 - 9:45 a.m.	Welcome, Overview & Self-Introductions	9:45 - 10:00 a.m.	Instructions and Forming of Breakout Groups	10:00 - 11:00 a.m.	Breakout Groups	11:00 - 11:45 a.m.	Reports from Group Leaders, Survey and Red Ribbon Exercise	11:45 a.m. - 12:00 p.m.	Final Discussion																					
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<p>Directives</p>	<p>Collaborative Research presented information on Directives, which will also be presented at the November PC meeting. Information included: what directives are, relationship to PSRA, purpose, HRSA/HAB Expectations, development and current Directives. The TGA's only Directive is a Rapid Reallocation Tool. A soft-copy of the PowerPoint is available upon request.</p> <p>As part of the eligibility process and conditions of award, medical and non-medical case managers are responsible for collecting CD4 count and viral load every 6 months. The goal is for each agency to be able to look at their own continuum of care to determine what is affecting viral load and other indicators.</p>																																	
<p>Complete Service Standards Remains as Unfinished Business</p>																																		
<p>New Business</p>	<p>None</p>																																	
<p>Adjournment</p>	<p>The meeting adjourned at 11:48 a.m., by unanimous consent. Next Meeting: 10/10/19 at Crossroads Ministry Cntr., 511 East 22nd St., Paterson, NJ., at 9:00 a.m.</p>																																	
<p>Action Items</p>																																		
<p>--By 9/19, send names/email addresses to Admin of suggested stakeholders to be invited</p> <p><u>Previous Action Items</u></p> <p>--Determine next Needs Assessment (should know by Nov/Dec); e2 is part of needs assessment; maybe add the age 50+ population</p> <p>--Determine group leaders for stakeholders' meeting and delivery of monthly updates</p> <p>--Draft Directives and provide copy of current Directives for review</p> <p>--Finalize Service Standards; Create drafts, track changes and include PCNs (Policy Clarification Notice)</p> <p>--Use input from HRSA about obtaining participation from the TGA's Federally Qualified Health Centers (FQHCs)</p> <p>--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.</p> <p>--Send the Integrated Plan to stakeholders w/invitation to Planning Council's 2019 Dec. annual meeting – send ASAP</p> <p>--Arrange meeting w/CEO regarding Planning Council's activities, concerns and needs; how the City's processes relate to set mandates (for K. Walker & K. Daniels, Chair and Vice-Chair respectively)</p> <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>	<table border="1"> <thead> <tr> <th>Who</th> <th>Open</th> <th>Closed</th> </tr> </thead> <tbody> <tr> <td>P&D</td> <td></td> <td>X</td> </tr> <tr> <td>P&D</td> <td>X</td> <td></td> </tr> <tr> <td>P&D</td> <td></td> <td>X</td> </tr> <tr> <td>ColRsch</td> <td>X</td> <td></td> </tr> <tr> <td>ColRsch</td> <td>X</td> <td></td> </tr> <tr> <td>ColRsch/KW</td> <td>X</td> <td></td> </tr> <tr> <td>J.C.D</td> <td>X</td> <td></td> </tr> <tr> <td>Admin</td> <td>X</td> <td></td> </tr> <tr> <td>MI/KW</td> <td>X</td> <td></td> </tr> <tr> <td>ColRsch/Admin</td> <td>X</td> <td></td> </tr> </tbody> </table>	Who	Open	Closed	P&D		X	P&D	X		P&D		X	ColRsch	X		ColRsch	X		ColRsch/KW	X		J.C.D	X		Admin	X		MI/KW	X		ColRsch/Admin	X	
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