

PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
Steering Committee Meeting Minutes of September 10, 2019

Location: Christopher Hope Bldg., 60 Temple Street, Paterson, NJ 07522

AGENDA ITEM	SUMMARY	
Opening	Chair K. Walker called the meeting to order at 9:17 a.m., and welcomed everyone in attendance, followed by observing a moment of silence for those affected by HIV.	
Attendance A quorum was present.	1. K. Walker 2. K. Daniels 3. E. Elizondo 4. J. C. Dillard 5. N. Kubisky 6. G. Kelly 7. Patricia 'Patty' Cuffe (absent)	Recipient's Office: n/a Support Staff in Attendance: T. Schucker and D. Jackson (Collaborative Research); S. Gonzalez, Admin
Approval of Minutes	Motion: To accept the meeting minutes of August 6, 2019 motioned by N. Kubisky, seconded by G. Kelly. A vote took place after discussing edits and/or corrections. Vote: 6-Yes, 0-No <ul style="list-style-type: none"> Review of Action Items: The status of previously recorded Action Items can be found in the last section of these minutes. 	
Meeting Evaluations	Admin presented meeting evaluation results from previous month for review and discussion. Evaluations are completed by those who attend Planning Council meetings.	
PCAT	A review of the Steering Committee Planning Council Action Timeline took place. <ul style="list-style-type: none"> Next PC Training Topic: 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: Overview and Explanation of What Directives Are 	
Ending the Epidemic, A Plan for America	<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>Developments as Presented by Collaborative Research</p> <p>Ending the Epidemic is a joint effort between Centers for Disease Control and Prevention (CDC) and HRSA. Firstly, high prevalence areas in the U.S. have been identified (states/counties/territories), and phase two will involve getting more specific geographical needs data. The 3 parts of Ending the Epidemic are technical assistance, state-level and jurisdiction specific.</p> <p>According to the Ending the HIV Epidemic (EHE) Planning Program Guidance, planning should be organized by 4 Pillars. For each Pillar, anticipated HIV workforce needs should be described. HHS will work with each community to establish local teams on the ground to tailor and implement strategies to:</p> <ul style="list-style-type: none"> <i>Diagnose</i> all people with HIV as early as possible. <i>Treat</i> people with HIV rapidly and effectively to reach sustained viral suppression. <i>Prevent</i> new HIV transmissions by using proven interventions, including pre-exposure prophylaxis (PrEP) and syringe services programs (SSPs). <i>Respond</i> quickly to potential HIV outbreaks to get needed prevention and treatment services to people who need them. Today, the life expectancy of PLWH is 2x less than someone without HIV. <p>Further information can be obtained by visiting, https://www.hiv.gov/federal-response/ending-the-hiv-epidemic/overview.</p> <p>❖ Harold Phillips is now working directly under the DHHS Secretary, and in charge of Ending the Epidemic.</p>	

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<p>Report of the Chair by K. Walker</p>	<ul style="list-style-type: none"> ▪ The monthly conference call w/HRSA did not take place. It usually takes place each month on the first Friday, which would have been 9/6/19. ▪ The Planning Council is a member of Communities Advocating Emergency AIDS Relief (CAEAR) Coalition. Regarding the Planning Council’s annual dues for the FY2020 membership, an invoice in the amount of \$500 has been received. Commissioners of the PC are asked to make a contribution because CAEAR membership dues cannot be paid with funds for the Ryan White program. <ul style="list-style-type: none"> ○ CAEAR plays a major role in the reauthorization verbiage in collaboration with elected officials. ▪ With regards to the process of determining a PC Budget, Steering had a discussion about resuming that responsibility. Each committee will work on developing their respective budgets for the next fiscal year. <ul style="list-style-type: none"> ○ Collaborative Research shared a sample template spreadsheet for a PC budget and a conversation took place about changes in the administrative portion of the budget as it relates to buying food for the meetings; obtaining a guideline or direction to know a starting point; being able to keep track of what is expended; and adding the consumer forums, Day of Capacity and flyers. ○ The Recipient doesn’t know the PC budget until the 1st of the year. Therefore budget planning should be tackled in January/February and delivered to the Recipient by March 1.
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Collaborative Research presented the Recipient’s Report as follows:

10-Sep-19
 FY-2019-2020

From 3/01/2019-08/31/2019		
Ryan White Part A	Expenditures	
Core service Allocations	\$ 2,336,846.00	
Outpatient/Ambulatory Health Services	\$ 205,696.18	23%
Substance Abuse Outpatient Care	\$ 95,203.36	33%
Early Intervention Services	\$ 27,029.54	29%
Medical Case Management Including (Treatment Adherence)	\$ 170,836.86	34%
Mental Health Counseling	\$ 66,429.08	52%
Oral Health Care	\$ 299,358.00	60%
Health Insurance Premium & Cost Sharing Assistance	\$ 8,373.44	21%
Total Expenditure	\$ 872,926.46	37%
Available Balance	\$ 1,463,919.54	63%

MAI	Expenditures	
Service Allocations	\$ 291,875.00	
Substance Abuse Outpatient Care	\$ 38,604.26	30%
Non-Medical Case Management Services	\$ 41,176.52	36%
Outreach & Health Ed.	\$ 11,286.03	32%
Health Education/Risk Reduction	\$ 8,731.00	60%
Total Expenditure	\$ 99,797.81	34%
Available Balance	\$ 192,077.19	66%

Sub-service Allocations	\$ 778,948.00
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Non-Medical Case Management Services	\$ 196,237.30	60%
Medical Transportation	\$ 40,957.99	36%
Food & Bank/Home Delivered Meals	\$ 49,970.80	81%
Other Professional Services	\$ 14,872.00	46%
Outreach & Health Ed.	\$ 29,475.15	25%
Psycho-Social Group	\$ 7,720.68	25%
Total expenditure	\$ 339,233.92	44%
Available Balance	\$ 439,714.08	56%

<p>Planning & Development Committee Report (P&D) by P&D Co-chair J.C. Dillard</p>	<ul style="list-style-type: none"> ▪ P&D met on Thursday, August 8, 2019 ▪ We're anticipating that in November/December (after we know more about quality indicators) we'll determine the next comprehensive needs assessment. Included will be client surveys and focus groups results. The goal is to capture those not in care. We'll ask for involvement from all stakeholders. ▪ P&D reviewed the 2020 PSRA results, however the results excluded "administration" numbers for the total grant request which will be inputted. The report will need to be redistributed. ▪ We will be in the process of finalizing the updates to Service Standards and Service Category definitions, to ensure their in line with all Policy Clarification Notices (PCNs) ▪ Recipient will be arranging technical assistance for the new HRSA forms. (to be discussed at the provider meeting) ▪ Linkage-to-care meetings will be added to the tail-end of provider meetings. ▪ The Integrated Plan "next steps" meeting w/stakeholders is Thursday, October 10, 2019 at Crossroads Ministry Center. ▪ The committee meets Thursday, September 12, 2019 @ Crossroads Ministry center, 511 East 22nd St., Paterson, NJ. The start time will be 10:45 a.m.
<p>NJ HIV Planning Group (NJHPG) Update by K. Walker/J.C. Dillard</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." per the organization's website.</p> <p>State of New Jersey's Ending the Epidemic Initiative:</p> <p>No new developments to report at this time. The NJHPG does not meet during the summer.</p> <ul style="list-style-type: none"> ▪ State is currently in a reorganization phase. ▪ Cindy Mimmo is retiring as of 10/31/19. ▪ At the end of September, substance abuse and HIV counseling facilities will no longer receive State funding for HIV testing, and the fear is that without support to provide testing and testing kits, the epidemic numbers can increase again.
<p>Community Development Committee</p>	<p>Total Membership of the Planning Council: 27 Commissioners (plus one ex-officio member); PLWH representation of 33%; There are 7 pending applications.</p> <ul style="list-style-type: none"> ▪ CDC met on Thursday, August 8, 2019 ▪ Those whose term is expiring in December will be notified. We ask that you let us know your intentions ASAP, whether you're interested in renewing for a 3-year term.

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Report by Committee Chair E. Elizondo	<ul style="list-style-type: none"> ▪ We would like to thank Jerry C. Dillard for being our July/August "Commissioner of the Month." Next up, is Ray Welsh, so we look forward to sharing his profile with everyone. <ul style="list-style-type: none"> ▪ As a reminder, recommendations/volunteers are welcome for the months to come. ▪ The Day of Capacity Building meeting will be Tuesday, October 1, 2019. The committee Chair and Admin read the event's agenda and named the guest speakers. ▪ Concerning Worlds AIDS Day, CDC is looking into what activities are taking place that day. ▪ The committee meets Thursday, September 12, 2019 @ Crossroads Ministry center, 511 East 22nd St., Paterson, NJ. The start time will be 12pm.
Old Business	Planning Council's Policies & Procedures Manual is pending and Steering will revisit it.
New Business	None
Adjournment	K. Walker adjourned the meeting w/unanimous consent. End Time 11:06 a.m. Next Meeting: Steering Committee will not meet in October. The Annual Day of Capacity Building will take place on October 10, 2019.

Action Items	Who	Open	Closed
--Email the CAEAR webinar information to Admin for distribution	KW		
--Follow-up w/Recipient to obtain specific information on the administrative portion of the PC budget	ColRsh		
--Add PC Budget/Expenditures to next month's Steering agenda.	Admin		
--Make extra copies of the Chair's report and committee reports for K. Daniels	Admin		
--Send notice, agenda and related materials to all, re: Integrated Plan Next Steps Stakeholders Meeting of 10/10/19	Admin		
--Inform D. Coba about the time change of the 9/12/19 committee meetings, re: food delivery	Admin		
Previous Open Items	Who	Open	Closed
--Add to Policies & Procedures: Provide a training for new PC leadership on the business of the PC	Steering/ColRsh	X	
--Policy Clarification Notices (PCNs) are to be provided to the Chair and Vice-chair on an on-going basis	ColRch	X	
--Work on developing a Planning Council Policies & Procedure Manual (waiting on HRSA feedback)	ColRch	X	
--Begin planning for next quarterly consumer forum	CDC	X	
--Share HRSA's PC findings	ColRch	X	
--Keep on Steering's Agenda: Review of Policies & Procedures Manual	Steering	X	
--Discuss adding Directives to the PC agenda going forward (needed by 3/1/20)	Steering	X	
--Discuss assigning either a Directive or QM project for undocumented client count	Move to QM	X	
--Chair and Vice-chair to arrange a meeting with CEO coordinated by the Recipient's Office (to discuss CEO's and City Council's attendance at PC's annual meeting; and/or a representative or other liaison (besides the Recipient) to attend the PC's monthly meetings).	MI/KW/KD	X	
--Emphasize to commissioners the importance of completing the evaluations	KW/KD	X	
--Add "contingency scenarios" and rapid reallocation to Directives	ColRsch	X	