



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

Date: Thursday, November 14, 2019 at 10:45 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		P&D Committee Chair K. Walker called the meeting to order at 10:47 a.m., and welcomed everyone.	
Circulate Sign-in Sheet	Present (P&D Members)	Guests (non P&D members)	Absent
	1. J. C. Dillard 2. P. Moschella 3. K. Walker 4. A. Herrera 5. A. Muñoz 6. O. Pena	7. L. Ashe/A. Rodriguez 8. K. Daniels 9. E. Elizondo 10. N. Kubisky 11. I. Malave 12. G. Kelly	Each meeting attendee introduced themselves, as there were 3 guests.
Approval of Minutes	Motion: To accept the meeting minutes of September 12, 2019, motioned by N. Kubisky, seconded by I. Malave. A vote took place after discussing edits and/or corrections and a review of the action items. Vote: 5-Yes, 0-No		
PCAT	A review of the Planning Council Action Timeline took place – the P&D Committee portion.		
Integrated Plan Meeting of 10/10/19 for Stakeholders	Recap/notes were recorded in a separate document. The intention is to write a progress report of the Integrated Plan for the Health Resources and Services Administration (HRSA). The Plan will be updated in January.		
2020 Priority Setting & Resource Allocation (PSRA)	<p>Based on feedback from the 2020 PSRA meeting, the following was noted:</p> <ul style="list-style-type: none"> • The Planning Council will not use The Paterson Museum again. • Next year’s red-ribbon exercise during PSRA will include a better explanation of the question being asked, as it was tested during the 10/10/19 Integrated Plan Meeting using e2polls. The questions are divided as: What Ryan White (RW) services do you feel are most important to link people living with HIV (PLWH) to care? ; What RW services do you feel are the most important to link newly diagnosed to care? ; What RW services do you feel are the most important to achieve viral suppression? ; Which services are most needed that RW does not pay for, i.e. laundry, gym membership, self-care products and other daily living necessities? • P&D will be working with the Community Development Committee (CDC) of the Planning Council to put forums in place in order to collect data regularly. • Next year, data will be used from a) the Client Satisfaction Survey and b) performance measures for each service category. • This year, preparation for the PSRA session was done well, as there was data available and 3 meetings took place prior which lead up to the day of PSRA. These prior meetings served as trainings, one during a P&D meeting, one during a Planning Council meeting and one also took place of the morning of the PSRA date. 		
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.</p> <p>State of New Jersey’s Ending the Epidemic Initiative</p> <p>Update: The State’s taskforce met and NJHPG will be following-up on the Plan’s pending approval which reached the Governor’s desk.</p> <p>--Substance-abuse providers (in NJ) are no longer funded for HIV testing, as NJ fell below the threshold, percentage wise, of what is required for the federal block grant funds. A conversation ensued about the effects and impact of this change, and its connection to Early Intervention Services (EIS).</p> <p>--NJHPG’s HIV Issue Committee meets in New Brunswick on 12/9/19 at 10am. To use the call-in option, use phone 800-868-1123, #63591541.</p>		



<p>Update from Group Leaders on Integrated Plan</p>	<ul style="list-style-type: none"> • Inquiries were made concerning the next step and whether there is a format or guide that group leaders can use going forward. • As it was planned originally, group leaders should be looking into following-up with their assigned group and updating their portion. • Most of the members of Group 3 are no longer involved. • 2019 will be the baseline for the Integrated Plan
<p>Reallocation Requests</p>	<p>--No reallocation requests were received. --As presented at the 11/12/19 Planning Council Meeting, there is a \$7K Unobligated Balance (UOB) estimate amount.</p>
<p>Directives</p>	<p>Collaborative Research presented information on Directives which covered what Directives are and their purpose, how Directives relate to PSRA, HRSA/HAB Expectations, and the process of developing Directives. Currently, the TGA's only Directive is a Rapid Reallocation Tool.</p>
<p>Service Standards</p>	<p>The Planning Council's Planning & Development (P&D) Committee is to work closely with the Recipient on updating the Service Standards, however, final decisions are in the hands of the Recipient. T. Schucker (Collaborative Research) presented the drafted Medical Case Management Service Standard and led an in-depth discussion on each element of the draft. Special emphasis was given to reviewing and understanding the Eligibility section. Related information which was discussed included Household Income, CD4/Viral Load and Quality Management Performance Measures. The Service Standards will have color codes to identify HRSA/HAB requirements, program requirements, and TGA specific requirements.</p>
<p>New Business: Needs Assessment Tabled</p>	
<p>Adjournment</p>	<p>The meeting adjourned at 1:01 p.m., by unanimous consent. Next Meeting: 12/12/19 at Crossroads Ministry Cntr., 511 East 22nd St., Paterson, NJ, at 9:30 a.m.</p>

Action Items	Who	Open	Closed
➤ Reintroduce or revisit the Health Literacy Assessment	ColRsch/P&D	X	
➤ Find replacements for Group #3, re: Integrated Plan	P&D	X	
➤ Update/breakdown the Integrated Plan's information (for January)	ColRsch	X	
➤ Assist the Integrated Plan's Group Leaders with a format to collect updates and report-out	ColRsch/P&D	X	
➤ Prepare the first report-out of the Integrated Plan to be shared at the committee's January meeting	Group Leaders	X	
➤ Develop a Progress Report of the Integrated Plan (time-frame to be determined)	ColRsch/P&D	X	
➤ Provide Service Standards for review at next meeting	Colsch/Admin	X	
➤ Provide K. Walker with 2020 dates for committee meetings to reserve meeting room @ Crossroads Ministry Center.	Admin		X
<p><u>Previous Action Items</u></p>			
--Determine next Needs Assessment (should know by Nov/Dec); e2 is part of needs assessment; maybe add the age 50+ population	P&D	X	
--Draft Directives and provide copy of current Directives for review	ColRsch	X	
--Finalize Service Standards; Create drafts, track changes and include PCNs (Policy Clarification Notice)	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	
--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)	MI/KW	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/MI	X	