



K. Walker & K. Daniels, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Tuesday, April 7, 2020

Start Time: 11:35 a.m.

End Time: 12:26 p.m.

Location: Teleconference via Zoom

Presiding Chair: K. Walker

Recorder: T. Schucker

Summary of Committee Business Votes

- **Approval of February 4, 2020 Minutes**
- **Approval of Rapid Reallocation Directive to Recipient**

(1.0) Moment of Silence

K. Walker called the meeting to order at 11:35 a.m. A moment of silence was observed for those affected by HIV. Also remembering K. Daniels's mother who recently passed and G. Kelly, a PC member who passed.

(2.0) Welcome by the Chair

Chair welcomed the commissioners, guests, and the public.

(3.0) Review & Approval of Minutes: March 3, 2020 Minutes

VOTE: A motion to approve the March 3, 2020 minutes was made by P. Cuffe and seconded by R. Welsh. All in favor.

(4.0) Review Parking Lot Items *(Discussion)*

ITEM	STATUS
Keep a reminder here about collecting the annual dues for CAEAR. If each commissioner contributes \$20.00 the total amount would be covered.	Buddies of NJ has pledged the remaining balance for the PC dues.
Follow-up w/Recipient about the Planning Council Budget.	Awaiting the final grant award.

(5.0) Report of the Chair

- NJHPG** – Rutgers will be shutting down and not allowing meetings to be held on campus due to COVID19 and will be meeting via zoom moving forward.

Mission Statement

We strive to identify all individuals living with HIV/AIDS or at risk of HIV infection in Bergen and Passaic Counties and provide access to prevention, continuous care and support services.



K. Walker & K. Daniels, Co-Chairs

(6.0) Program updates and collaboration with the Recipient's office

Representatives from several agencies informed PC members of how their agency is running business during this time. All agencies will be sending that information to the recipient, and the recipient will disseminate information to all other subrecipients.

The recipient reminded agencies that were present to get in their budgets for the current grant year.

(7.0) Planning Council Training: Service Standards

This item has been tabled until the following month.

(8.0) Business Items

a. Review Planning Council Action Timeline (PCAT)

b. Planning & Development Committee (P&D) Report

- a. Support staff is in the stages of developing a tool with Survey Monkey to track the updates for the Integrated Plan. It will allow all community organizations to utilize a drop-down menu in survey monkey to track progress.
- b. The committee revisited directives and approved the one directive of the rapid reallocation tool for the Recipient.
- c. Support Staff distributed three documents;
 - i. HRSA's Ryan White HIV Program Fact Sheet
 - ii. The Use of Ryan White HIV/AIDS Program Funds for Core Medical Services and Support Services for People Living with HIV who are Incarcerated and Justice Involved
 - iii. Clarifications Regarding the Use of Ryan White HIV/AIDS Program Funds for Health Care Coverage

VOTE: To approve the rapid reallocation directive brought from the P&D committee. All in favor.

c. Community Development Committee (CDC) Report

- i. Support staff is working with the Recipient's office to update the information for providers on the Planning Council Brochure.
- ii. The CDC is also working on membership recruitment strategies; reaching out to agencies to help identify non-aligned consumers for possible interest in membership, and the "bring one" campaign, where current members invite at least one person to bring along to meetings.

Mission Statement

We strive to identify all individuals living with HIV/AIDS or at risk of HIV infection in Bergen and Passaic Counties and provide access to prevention, continuous care and support services.



K. Walker & K. Daniels, Co-Chairs

- iii. With the change of support staff and access to the BPTGA FB page, the committee is considering moving away from that at this moment.
- iv. The committee wants to look at the possibility of having meetings at later times to attract more who want to be a part, but maybe can't due to work schedule.
- v. Current membership is at **25 members**, with **28%** unaligned consumers.
- vi. Support staff showed the committee the newly up and running website: www.bergenpassaicga.com

d. Steering Committee

Report was given under the report of the chair. A reminder to keep G. Kelly's family in thoughts and prayers. G. Kelly was serving on the committee as an at large member. K. Walker to reach out to E. Elizondo to ask if he will continue to be a member at large.

(9.0) New Business

No New Business

(10.0) Planning Council Evaluations

While the PC will be meeting via Zoom, the evaluations will be administered via SurveyMonkey.

(11.0) Announcements

R. Welsh announced updates on the following:

- The retreat that is usually done in Ocean Grove every June has been postponed – the group has been penciled in for the soonest available date.
- The kickoff for the AIDS walk has canceled, and the walk itself will now be virtual.

(12.0) Public Comments

(13.0) Adjournment – 12:26 p.m.

Mission Statement

We strive to identify all individuals living with HIV/AIDS or at risk of HIV infection in Bergen and Passaic Counties and provide access to prevention, continuous care and support services.



K. Walker & K. Daniels, Co-Chairs

Name of Commissioner	5/7/19	6/14/19	7/2/19	8/6/19	9/10/19	10/1/19	11/12/19	12/4/2020	1/3/2020	2/4/2020	3/3/2020	4/7/2020		
1. Adams, D.	P	O	P	P	P	-----DAY OF CAPACITY-----	O	-----Cancelled due to Bad Weather-----	P	P	P	P		
2. Boatwright, A.	P	P	P	P	O		P		P	P	P			
3. Brown, B.	P	O	P	P	P		O		O	O	O			
4. Cuffe, P.	P	O	O	P	O		P		P	P	A	P	P	
5. Daniels, K.	P	O	P	P	P		O		O	O	P	A	P	P
6. Dillard, J. C.	P	P	P	P	P		P		P	P	P	P	P	P
7. Elizondo, E.	P	P	P	P	P		P		P	P	P	P	P	O
8. Ezomo, D.	P	O	P	P	O		O		O	O	P	P	P	P
9. Ferreira, G.	P	O	P	O	P		O		O	O	P	P	O	P
10. Ferrigno, G.	P	O	A	P	P		O		O	O	P	A	P	P
11. Friedman, J.	P	O	P	P	O		O		O	O	P	P	P	P
12. Herrera, A.	P	P	P	O	P		O		O	O	P	P	P	P
13. Johnson, E.	P	O	P	P	P		P		P	P	P	A	P	O
14. Kelly, G.	P	P	P	P	P		P		P	P	P	P	P	O
15. Kubisky, N.	P	P	P	P	P		P		P	P	P	P	P	O
16. Malave, I.	P	O	P	O	P		P		P	P	P	P	P	P
17. Munoz, A.	A	P	P	A	P		P		P	P	P	A	P	P
18. Obara, J.	P	P	O	O	P		P		P	P	O	P	P	O
19. Persuad, P.	O	A	O	A	O		O		O	O	O	A	O	O
20. Ponce, A.	P	P	P	O	P		P		P	P	P	A	P	P
21. Price, G.	P	P	P	P	P		P		P	P	P	P	O	P
22. Rodriguez, F.	P	P	P	P	P		P		P	P	P	P	O	O
23. Tenebruso, P.	P	P	P	O	P		P		P	P	P	P	O	P
24. Torres, M.	P	P	O	P	P		P		P	P	P	P	P	P
25. Walker, K.	P	P	P	P	P		P		P	P	P	P	P	P
26. Welsh, R.	P	A	P	P	P		O		O	O	P	P	P	P
27. Yee, A.	P	P	O	P	P		P		P	P	P	P	P	P
Members Present	25	16	22	19	22		17		19	19	19	19		
Alternates Present	1	2	1	2	0		1		0	0	0	0		
Recipient's Office	0	1	0	1	0		0		1	1	2	1		
Public/Guests	7	7	7	10	12		14		9	9	4	3		
Support Staff	2	3	3	3	3		2		2	2	2	3		

Key: Present (P), Late (L), Alternate (A), Absent (O)

*Alternate was present at time of roll call. Commissioner arrived afterward.

**Resignation received on this day.

Mission Statement

We strive to identify all individuals living with HIV/AIDS or at risk of HIV infection in Bergen and Passaic Counties and provide access to prevention, continuous care and support services.