



K. Walker & K. Daniels, Co-Chairs

Steering Committee Meeting Minutes

Meeting Date: Tuesday, March 3, 2020

Start Time: 9:37 a.m.

End Time: 11:02 a.m.

Location: Christopher Hope Building, 1st Fl. 60 Temple St., Paterson, NJ 07522

Presiding Chair: K. Walker

Recorder: D. Jackson

Summary of Committee Business Votes

- **Approval of Revised Services Standards**

(1.0) Moment of Silence

K. Walker called the meeting to order at a.m. A moment of silence was observed for those affected by HIV.

(2.0) Welcome by the Chair

Chair welcomed the commissioners, guests, and the public. Each person introduced themselves, and guests were reminded they'll have an opportunity to speak during the Public Comments portions of the meeting agenda.

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.

(3.0) Review & Approval of Minutes: February 4, 2020 Minutes

These were tabled until next meeting for review and approval.

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

ITEM	STATUS
Ask Hyacinth about a presentation on safe injection sites- K. Walker	Item open
Discuss ways to collect CAERAR dues	This item is ongoing
Send notice of next QM meeting	Notifications were sent out and received
Add to Directives What services are newly diagnosed accessing and where, and how are we capturing data for newly diagnosed	T. Schucker addressed in P&D that the current service standards revision captures that information
Address HOPWA concerns and Nutrition Therapy	These items were identified as being older. The HOPWA concerns remain ongoing addressing eligibility.
Address the client satisfaction survey and its implementation	This item was discussed in QM with RDE. Providers gave updates on their success/challenges with getting clients signed up.

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Follow-up with request for Planning Council's brochure (directory of providers)	Recipient and Support Staff to provide updates on PC brochure, and to send to CDC for review.
Add PC Budget to the agenda for Steering Committee	Awaiting final award from HRSA.
HRSA site-visit report Steering Comm	This item remains open since the Council is in the process of responding.
PREVIOUS OPEN ITEMS	STATUS
Administrative Portion of the PC Budget	Brought on as Agenda item.
Add Contingency scenarios and rapid reallocation to Directives	K. Walker addressed that there has always been so therefore this item is closed.
PCN are to be provided to the Chair and Vice-Chair on a regular basis as they come out	This has been an ongoing item.
Begin planning for next quarterly consumer forum	Sent to CDC
Review of Planning Council Polices and Procedure Manual	Support Staff will provide
Provide a Training for New PC Leadership on the business of the PC	Support Staff will provide
Discuss assigning either a Directive or QM project for unduplicated client count	Has been taken to QM.
Chair and Vice-chair to arrange a meeting with CEO coordinated; by the Recipients	This has been done, meetings will continue monthly.
Emphasize to commissioners the importance of completing the evaluations	This item is ongoing

(5.0) Report of the Chair

The co-chair had a meeting with the mayor and a meeting with the recipient and the director to discuss transparency and the budget information that was requested. There will be a meeting between co-chairs, the recipient, director, and consultants to discuss moving forward with better communication and transparency. J. Dillard brought along a copy of another EMA budget.

(6.0) Business Items

a. Review of Steering Committee PCAT

b. Review Planning Council Meeting Evaluations Results: March 3, 2020

c. Decide next month's training

It was decided the training would be on NGA or Service Standards training

d. Planning Council Budget and Expenditures

CR budget was shown and discussed with the explanations of recent changes and how those changes will make for funding to go back into administration for staff

e. Planning Council Committee Reports

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Planning and Development Committee (P&D)

Integrated Plan – Support staff to develop a tracking mechanism to have updates on the integrated plan more streamlined. It will allow all community organizations to utilize a drop-down menu in survey monkey to track progress, opposed to having to remember what you have done in the last 6 months that went along with the objective. This is to assist with updates and report-outs.

The committee passed the directive

Directive 1.1- Rapid Reallocation Tool for The Recipient

The Recipient may rapidly reallocate funds without Planning Council consent based on the following conditions:

1. Up to 10% of the service category allocation at any time during a grant year;
2. Service category reallocations can be made from support to core, and core to core;
3. After October 30 of every grant year, the Recipient's office may reallocate service category allocations without a 10% cap;
4. The Recipient will report all reallocations to Steering Committee at the next scheduled committee meeting following the reallocation.

The committee approved the service standards with the word change from should to must, as that legally requires actions to be followed.

VOTE: Approve Service Standards with the change from should to must. All For-PASSED

a. New Jersey HIV Planning Group (NJHPG) Update

Waiting on approval of EtHE plan. Awaiting for all collaborative partners involved to approve. Only members of the task force have a current copy of the plan and not allowed to share.

Community Development Committee (CDC)

March 1 starts a new slate with attendance- the committee will be following up and making sure to send letters by 3rd absence. It will be brought to steering, and then steering to send letter when that occurs.

Ray and Nick are officially the co-chairs of the committee.

Support staff to assist in helping to clean up the reflective matrix

Ray Welsh is commissioner of the month!

Support Staff is going to reach out and find a list of past Mark Benge award receivers

(7.0) Unfinished Business

a. Planning Council Corrective Action Response to HRSA Site Visit Report

This item to remain open while the council is working on the findings.

b. Planning Council Policies & Procedures review and updates

Support Staff to bring for review in Steering.

c. 2020 Planning Council Directives to the Recipient

Brought back to P&D for further review

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(8.0) New Business

No New Business

(9.0) Next Steering Committee

April 7 @ 9 a.m. via Zoom due to COVID-19

(10.0) Adjournment – 11:02am

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PATERSON-PASSAIC COUNTY-BERGEN COUNTY
 HIV HEALTH SERVICES PLANNING COUNCIL

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Name of Commissioner	12/3/2019	1/7/2020	2/4/2020	3/3/2020	4/7/2020							
1. Cuffe, P.	No Meeting	P	P	P								
2. Dillard, J.C.		P	P	P								
3. Elizondo, E.		P	P	P								
4. Kelly, G.		P	P	P								
5. Kubisky, N.		P	P	P								
6. Walker, K.		P	P	P								
7. Welsh, R.		P	P	P								
J. Daniel		NA	P	P								
D. Jackson		P	P	P								
M. Izquierdo		NA	P	P								
P.		NA	NA	P								

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