



K. Walker & K. Daniels, Co-Chairs

**Steering Committee Meeting Minutes**

**Meeting Date:** Tuesday, April 3, 2020

**Start Time:** 9:34 a.m.

**End Time:** 10:51 a.m.

**Location:** Teleconference via Zoom

**Presiding Chair:** K. Walker

**Recorder:** T. Schucker

**Summary of Committee Business Votes**

- **Approval of Last Meeting Minutes**
- **Approval of the Assessment of the Administrative Mechanism Tool**
- **Approval of the Rapid Reallocation Directive**

**(1.0) Moment of Silence**

K. Walker called the meeting to order at 9:34 a.m. A moment of silence was observed for those affected by HIV. Also remembering K. Daniels mother who recently passed and G. Kelly, a PC member who passed.

**(2.0) Welcome by the Chair**

Chair welcomed the commissioners. T. Schucker called out the roll call.

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: March 3, 2020 Minutes**

**VOTE:** Motioned by N. Kubisky, seconded by P. Cuffe, all in favor.

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

<b>ITEM</b>	<b>STATUS</b>
Ask Hyacinth about a presentation on safe injection sites- K. Walker	Safe injections sites are closed down due to COVID-19. K. Walker will check on this once the pandemic is over and business are open.
Discuss ways to collect CAEAR dues	Buddies of NJ has pledged the remaining balance for the PC dues.
Work on developing a Planning Council Policies & Procedures Manual	Support Staff will provide
Add to Policies & Procedures: Provide a training for new PC leadership on the business of the PC	Support Staff will provide
Emphasize to commissioners the importance of completing the evaluations	This item is ongoing

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**(5.0) Report of the Chair**

J. Dillard working on a bio for G. Kelly highlighting his activities with CAPCO as well as the Planning Council. They will be having a service later. More information will follow.

**NJHPG** had an executive committee in which they were told that Rutgers would not be hosting anymore meetings until August due to COVID-19. NJHPG will be moving meetings to Zoom. The Gay Men’s Group will still be planning for their event in September. The group is also planning contingencies to hold the Gay Man’s Awareness day via zoom if they can not hold the event in person. The HIV & Aging event scheduled in June as been canceled.

**(6.0) Business Items**

**a. Review of Steering Committee PCAT**

a. Final award still pending, added to be reviewed in May.

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

**c. Decide next month’s training**

It was decided the training would be on Notice of Grant Award & Service Standards training

**d. Negotiation of PC budget amount with recipient**

This item will be discussed when the TGA receives the final award.

**e. Design the Assessment of the efficiency of the administrative mechanism (AAM)**

**VOTE:** A motion to accept the AAM tool with the updated grant year by J. Dillard, seconded by R. Welsh. All in favor.

**f. Recipients Report**

Recipient and staff are working from home. They are currently facing problems assisting the homeless population.

**g. Planning Council Committee Reports**

**a. Planning and Development Committee (P&D)**

- i. 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.
- ii. The committee revisited directives and approved the one directive of the rapid reallocation tool for the Recipient.
- iii. Support Staff distributed three documents;
  1. HRSA’s Ryan White HIV Program Fact Sheet
  2. 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
  3. Clarifications Regarding the Use of Ryan White HIV/AIDS Program Funds for Health Care Coverage

**b. Community Development Committee (CDC)**

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- 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.
- 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.bergenpassaictga.com](http://www.bergenpassaictga.com)

**(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**

**VOTE:** Coming from P&D, All in Favor.

**(8.0) New Business**

No New Business

**(9.0) Next Steering Committee**

May 5 @ 9:30 a.m. via Zoom

**(10.0) Adjournment – 11:02am**

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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	P							
2. Daniels, K.		P	O	O	P							
3. Dillard, J.C.		P	P	P	P							
4. Elizondo, E.		P	P	P	O							
5. Kelly, G.		P	P	P	NA							
6. Kubisky, N.		P	P	P	P							
7. Walker, K.		P	P	P	P							
8. Welsh, R.		P	P	P	P							
Members Present		NA	P	P	P							
Recipient's Office		P	P	P	1							
Public/Guests		NA	P	P	1							
Support Staff		NA	NA	P	3							

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