



*Karen Walker & Khalilah Daniels, Co-Chairs*

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### Planning Council Meeting Minutes

**Meeting Date:** Tuesday, June 2, 2020

**Start Time:** 11:35 a.m.

**End Time:** 12:26 p.m.

**Location:** Videoconference via Zoom

**Presiding Chair:** Karen Walker

**Recorder:** Thomas Schucker

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#### Summary of Committee Business Votes

- **Approval of May 5, 2020 Minutes**

**I. Moment of Silence**

Karen Walker called the meeting to order at 11:35 a.m. A moment of silence was observed for those affected by HIV.

**II. Welcome by the Chair**

Chair welcomed the Commissioners, guests, and the public. Chair also read the Bergen-Passaic TGA Mission Statement, and Open Public Meeting statement.

**III. Roll Call**

**IV. Review & Approval of Minutes: May 5, 2020 Minutes**

**VOTE:** A motion to approve the May 5, 2020 minutes was made by Jerry Dillard and seconded by Anjettica Boatwright. All in favor.

**V. Review Parking Lot Items *(Discussion)***

ITEM	STATUS
Check with Eduardo Elizondo on serving on the council as an at-large member	Karen Walker announced that Eduardo has resigned from the Planning Council effective immediately.

**VI. Report of the Chair**

The NJHPG is still meeting virtually. Rutgers University remains closed through August. Updates will be provided as they come in regarding meeting in person. The Gay Men’s group will be moving their events to the Zoom platform starting in September.

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**VII. Program updates and collaboration with the Recipient's office**

At the last Coordinating Team call it was announced that the grant application will still be due this year, and HRSA is allowing previous year's data to be used due to COVID.

PSRA logistics details were provided by support staff as how PSRA would take place via zoom this year.

The Recipient will be purchasing Personal Protective Equipment (PPE) which will be available to subrecipients to request. The Recipient is having RDE setup reporting requirements in ECompass because monthly reports are required, which will show the different items available so that they are able to be tracked and alleviate the burden of tracking with each subrecipient.

HOPWA running a YouTube and Facebook discussion to get information out to the public.

HOPWA CARES funds will cover rental fees, utilities, etc.

Funds returning in MAI due to a subrecipient staffing issue. A substance abuse counselor did not stay with the subrecipient. Approximately \$43,000 is expected to be left over. The Recipient has already put in a carryover request for this amount.

**VIII. Business Items**

**a. Review Planning Council Action Timeline (PCAT)**

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

- i. The Committee has been discussing the 2021 PSRA workshop session that will be taken place online due to in-person meeting restrictions. As this is a new process and unfamiliar territory for everyone, it was asked that people be patient and not hesitate to ask questions if there was any confusion at any point during the process.
- ii. The current Needs Assessment is being implemented through E2myhealth. Enrollment numbers are still too low for any valuable data. This issue has been brought to the Clinical Quality Management committee under the Recipient, and efforts to increase numbers have been stressed. The next Needs Assessment will survey Early Intervention Services (EIS) and Outreach workers to assess their needs and current knowledge. This will serve as an indicator of the type of trainings that may be needed in the TGA and will be provided by the Recipient.
- iii. The committee is also pre-planning for next year's funding decisions with the impact that COVID might have on services and expenditures. There is a possibility that the TGA may have to file a waiver for the mandated 75/25% split between core and support services

**c. Community Development Committee (CDC) Report**

- i. The committee met on 5/14/2020, but quorum was not met, and official business did not take place.

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- ii. The committee has received an application for membership and has invited the applicant to come to the next scheduled committee meeting to be interviewed.
- iii. Support staff has been working with the Recipient to provide updates on the PC flier with the TGA's service providers' information. The committee has discussed and agreed to have the final version posted on the PC website ([bergenpassaic.org](http://bergenpassaic.org)) as well as printed.
- iv. Ray Welsh has planned to call PC members individually that haven't been in attendance in the online PC and committee meetings since the pandemic started to see if there are any barriers in joining and the overall well-being of members.
- v. Support staff has finished creating the PC application and the committee will be reviewing and bringing to a possible vote at the next committee meeting with a quorum.

**IX. New Business**

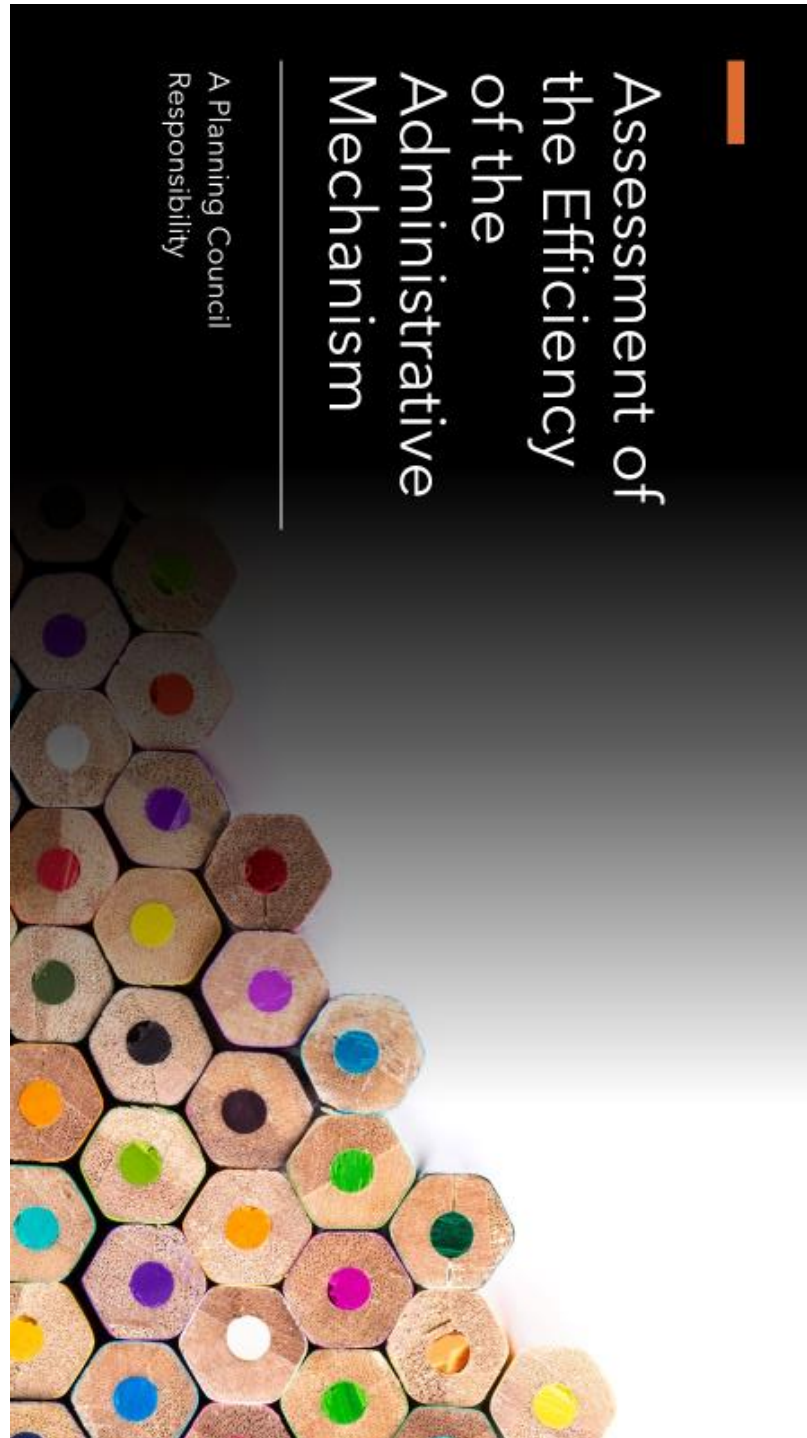
Trainings: Assessment of the Efficiency of the Administrative Mechanism

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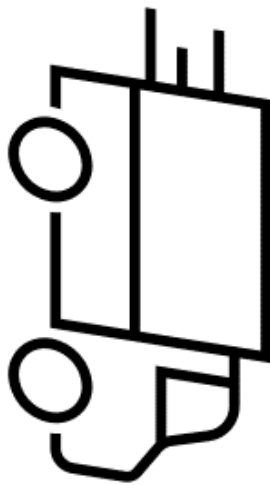
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## Efficiency, eh?

- The planning council is responsible for evaluating how rapidly RWHAP Part A funds are allocated and made available for care.



### **Mission Statement**

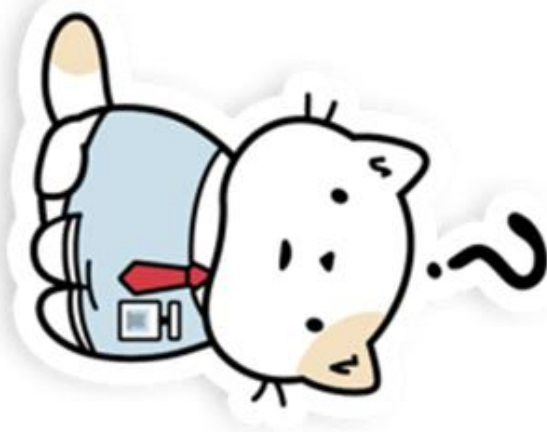
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- This involves ensuring that funds are being contracted for quickly and through an open process, and that providers are being paid in a timely manner.
- It also means reviewing whether the funds match the planning council's allocations for each service categories and are used to pay only services that were identified as priorities by the planning council



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## Assessing

- The PC develops questions for the subrecipients, agencies, or providers (any entity receiving Ryan White part A funding) to determine those aforementioned areas.



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## Data

- The questions developed by the PC to subrecipients are collected through surveys. This allows for aggregate- or total- data to be collected. This way it ensures results remain anonymous from agencies. This is important to remember as the PC has no say over contracting. This survey is the *Assessment of the Efficiency of the Administrative Mechanism*.



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## Ta-da! Data

- The results of this assessment of the efficiency of the administrative mechanism are shared with the recipient, who develops a response including corrective actions if needed.



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## Afterwards...

- Both the results of the assessment and the recipient response are summarized in the RWHAP Part A funding application for the following year.



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Zoom Overview: Support Staff compiled slides from the AETC training center on the overview of how to use Zoom. This served as a refresher for the Commissioners.

### **Planning Council Evaluations**

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

#### **X. Announcements**

Part B Report – The State is pulling a vast majority of the **PMO** group to become contact tracers. The idea being that they are going to start with a core group of people to train up to become contact tracers and then hiring an “army” that the core group will be responsible for. A lot of individuals might face being furloughed during this time.

The affects and cost of COVID-19 has greatly impacted state funding. Part B is only funding the first quarter of state grant renewals, i.e., Care Prevention, Harm Reduction, STI testing through September. This idea being that in September there will be an **RFA** to make grantees whole again. The state also plans to trim programs that have not been performing over the years. Programs across the board are being asked to make cuts. These cuts are coming from the Governor’s office to be in line with the stat budget.

#### **XI. Public Comments**

#### **XII. Adjournment – 12:26 p.m.**

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Name of Commissioner	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	5/5/2020	6/2/2020		
1. Adams, David	P	P	P	DAY OF CAPACITY -----	O	Cancelled due to Bad Weather-----	P	P	P	O	O	O		
2. Boatwright, Anjettica	P	P	O		P		P	P	P	P	P	P	P	
3. Cuffe, Patti	O	P	O		P		P	A	P	P	P	P	P	
4. Daniels, Khalilah	P	P	P		O		P	P	A	P	P	P	P	
5. Dillard, Jerry C.	P	P	P		P		P	P	P	P	P	P	P	
6. Elizondo, Eduardo	P	P	P		P		P	P	P	P	P	O	O	O
7. Ezomo, Dorris	P	P	O		O		P	P	P	P	P	P	P	P
8. Ferreira, Graziella	P	O	P		O		P	P	P	O	P	P	P	P
9. Ferrigno, Gabriella	A	P	P		O		P	P	A	P	P	P	P	P
10. Friedman, Jeff	P	P	O		O		P	P	P	P	P	P	O	O
11. Herrera, Andriana	P	O	P		O		P	P	P	P	P	P	P	P
12. Johnson, Eddie	P	P	P		P		P	P	P	A	P	O	O	O
13. Kubisky, Nick	P	P	P		P		P	P	P	P	P	O	P	P
14. Malave, Ivone	P	O	P		P		P	P	P	P	P	P	P	P
15. Munoz, Ana	P	A	P		P		P	P	P	A	P	P	P	P
16. Obara, Jessica	O	O	P		P		P	O	P	P	P	P	P	P
17. Persuad, Paul	O	A	O		O		P	O	O	A	O	O	O	O
18. Price, Gloria	P	P	P		P		P	P	P	P	O	P	P	P
19. Rodriguez, Freddy.	P	P	P		P		P	P	P	P	O	O	O	O
20. Tenebruso, Paula	P	O	P		P		P	P	P	P	O	P	P	P
21. Torres, Miriam	O	P	P		P		P	P	P	P	P	P	P	P
22. Walker, Karen	P	P	P		P		P	P	P	P	P	P	P	P
23. Welsh, Ray	P	P	P		P		O	P	P	P	P	P	P	P
24. Yee, Alma	O	P	P		P		P	P	P	P	P	P	P	P
Members Present	22	19	22		17		19	19	19	19	18	18		
Alternates Present	1	2	0		1		0	0	0	0	0	0		
Recipient's Office	0	1	0		0		1	1	2	1	1	1		
Public/Guests	7	10	12		14		9	9	4	3	4	3		
Support Staff	3	3	3		2		2	2	2	3	3	2		

**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.

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