



Karen Walker & Khalilah Daniels, Co-Chairs

Steering Committee Meeting Minutes

Meeting Date: Tuesday, June 2, 2020

Start Time: 9:33 a.m.

End Time: 10:50 a.m.

Location: Videoconference via Zoom

Presiding Chair: Khalilah Daniels

Recorder: Thomas Schucker

Summary of Committee Business Votes

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

I. Moment of Silence

Khalilah Daniels called the meeting to order at 9:33 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.

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 Nick Kubisky. All in favor.

V. Review Parking Lot Items *(Discussion)*

ITEM	STATUS
Support Staff is work on developing a Planning Council Policies & Procedures Manual	Tabled until after Priority Settings & Resource Allocation. The committee will review in August.
Reach out to Eduardo Elizondo on serving on the council as an at large member.	Eduardo has announced his resignation from the Planning Council.
Continue efforts to increase e2 enrollment for Needs Assessment	This item has been sent to the Clinical Quality Management committee
Emphasize to Commissioners the importance of completing he evaluations	This item is ongoing.

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VI. Report of the Chair

The Coordinating Team met on May 29th to discuss several topics. The first was the logistics of how the 2021 PSRA would be conducted this year due to it being completely online. Support staff will be utilizing the Zoom platform so individuals can join via computer, smartphone, tablet, or if they had no internet access, they would be able to participate via telephone by dialing in.

Support staff asked permission of the chairs to share the consumer COVID-19 survey results with the President's Advisory Council on HIV/AIDS (PACHA). Members of PACHA were interested in seeing the results and were impressed that jurisdictions were able to collect this data in a short turn around period to assess needs in their area.

The Project Officer did inform the Coordinating Team that the 2021 Part A grant application will still be due this year, however due to the impact COVID-19 has had on the country, jurisdictions will be allowed to use last year's data in the application. Next year the grant application is anticipated to be a bit odd due to the current impact COVID-19 is having on services.

VII. Business Items

- a. Review Steering Committee PCAT
- b. Review Planning Council Meeting Evaluations Results: May 5, 2020
- c. Decide next month's trainings topic for Planning Council:
 - a. Next month's training will be the data training for the PSRA workshop. The training will take place on July 7th, and the PSRA workshop will take place on July 9th. New this year to the data training, the council will be looking at the Final Financial Report (FFR). This report will examine service utilization, amount spent on each service category, and how much funding was left in each pot of funding. There are three pots of funding; Supplemental – funding based off the grant application, Formula – traditionally the big pot of funding, and MAI- the Minority AIDS Initiative. During the fiscal year, it is the recipient's responsibility to ensure that supplemental funding is spent first. Funding leftover in supplemental cannot be carried over and the unspent amount will be deducted from the next Grant Award. Formula funds can be carried over with the limitation of no more than 5%. MAI is always a carryover.
- d. Review and Sign Annual Progress Report/Program Terms Report
- e. Planning Council Committee Reports
 - a. New Jersey HIV Planning Group (NJHPG) Update
 - i. No new updates currently
 - b. Planning and Development Committee (P&D)
 - i. The Committee has been discussing the 2021 PSRA workshop session that will take 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

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- 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 also is 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 core medical services waiver for the mandated 75/25% split between core and support services.
- c. Community Development Committee
- i. The committee met on 5/14/2020, but quorum was not met, and official business did not take place.
 - 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 (bergenpassaictga.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.

VIII. Unfinished Business

- a. Planning Council Corrective Action Response to HRSA Site Visit Report
 - a. The Planning Council will be finalizing the Corrective Action Response to the HRSA site visit after PSRA. In August, the first draft of the Policy and Procedures manual will be reviewed. Once finalized the Planning Council will have addressed both legislative findings of the HRSA site visit, service standards and the policy and

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procedure manual, and will submit the response that shows the PC has addressed those items.

IX. New Business

- a. It was brought to attention that the newly revised service standards have not been uploaded into the E2 system. The Recipient's office is going to investigate and upload them as soon as possible.
- b. A question was asked if the PC website could have information on the Ryan White service providers in the area and which services were provided. Support staff to have a services page on the website by next committee meeting.

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Name of Commissioner	12/3/2019	1/7/2020	2/4/2020	3/3/2020	4/7/2020	5/5/2020	6/2/2020					
1. Cuffe, P.	No Meeting	P	P	P	P	P	P					
2. Daniels, K.		P	P	P	P	P	P					
3. Dillard, J.C.		P	P	P	P	P	P					
4. Kubisky, N.		P	P	P	P	P	P					
5. Walker, K.		P	P	P	P	P	P					
6. Welsh, R.		P	P	P	P	P	P					
Members Present		7	7	7	7	6	6					
Recipient's Office		0	0	2	1	1	1					
Public/Guests		0	0	1	1	1	0					
Support Staff		2	2	2	3	3	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.

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