



*Karen Walker & Khalilah Daniels, Co-Chairs*

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### **Steering Committee Meeting Minutes**

**Meeting Date:** Tuesday, August 11, 2020

**Start Time:** 9:37 a.m.

**End Time:** 11:00 a.m.

**Location:** Videoconference via Zoom

**Presiding Chair:** Karen Walker

**Recorder:** Deryk Jackson

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#### **Summary of Committee Business Votes**

- **Approval of June 2, 2020 Minutes**
- **Approval of Assessment of Administrative Mechanism (AAM)**

#### **I. Moment of Silence**

Karen Walker called the meeting to order at 9:37 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: June 2, 2020 Minutes**

**VOTE:** A motion to approve the June 2, 2020 minutes was made by Nick Kubisky and seconded by Ray Welsh. All in favor.

#### **V. Review Parking Lot Items (August 11, 2020 Meeting) *(Discussion)***

<b>ITEM</b>	<b>STATUS</b>
Support Staff working on developing a Planning Council Policies & Procedures Manual	Support staff presented a template to the steering committee. The Policies and Procedures Manual will comply directly with the current Bylaws and both documents will reside together as one final document for feasible reference.
Upload new service standards on the ECompass system for providers	Support staff confirmed that the new service standards are available for subrecipients in ECompass.
Bergen-Passaic TGA Ryan White service provider information to be available on PC website	Support staff confirmed that current service provider information is available on the PC website.

#### **Mission Statement**

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Emphasize to Commissioners the importance of completing the evaluations	This item is ongoing.
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**VI. Report of the Chair**

NJHPG will continue to meet virtually while Rutgers campus is closed and meeting virtually. The seminars that were originally planned to be in person have been broken up over days and will be resumed virtually.

The coordinating team met, and the Recipient’s office and support staff has started working on the 2021/22 Grant application.

The State of New Jersey has hired a new Director of HIV Services Director from Newark.

**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: **HIV & COVID**
- d. Planning Council Committee Reports
  - i. New Jersey HIV Planning Group (NJHPG) Update
  - ii. Planning and Development Committee (P&D)
    - i. 6.11.2020 Meeting  
This meeting was a review and preparation for the Data Training and PSRA Workshops on July 7 & 9. This year’s PSRA sessions will take place virtually due to COVID-19 and the inability to meet in person.
    - ii. 7.9.2020 PSRA Workshop  
The committee reviewed the PSRA report presented by staff. In the report the committee reviewed feedback provided and demographics of those attended. It was brought up that in the future when asking the red ribbon questions, parching them out by Medicaid status and racial ethnicity to have as valuable data in comparing the needs of PLWH.
  - iii. Community Development Committee (CDC)
    - i. The committee reviewed the membership matrix an assess the vacant spots- Local Public Health Agencies and Hospital Planning Agencies or other healthcare planning agencies.

**VIII. Unfinished Business**

- a. Planning Council Corrective Action Response to HRSA Site Visit Report  
This will remain on the Agenda as a reminder until all HRSA’s findings have been resolved.

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- b. Planning Council Policies & Procedures review and updates

**IX. New Business**

- a. Administer the 2019 Assessment of the efficiency of the administrative mechanism (AAM)
  - a. The committee reviewed and approved the questions of the 2019-20 AAM. Questions will be broken up by who is responding: Commissioner, Subrecipient, and Community Member.

**Commissioner Questions**

1. Using the graphic above, did the Recipients Office (City of Paterson) adhere to the Planning Council's recommendations by allocating a specific percentage of funds to each service category as approved by the Planning Council during the Priority Setting and Resource Allocations process?
2. During the 2019/20 Ryan White Part A grant year (March 1, 2019 – February 29, 2020), did the Recipient’s Office provide expenditure reports to the Planning Council at least quarterly?
3. During the 2019/20 Ryan White Part A grant year (March 1, 2019 – February 29, 2020), did the Recipient’s Office participate in the development of Needs Assessments?
4. During the 2019/20 Ryan White Part A grant year (March 1, 2019 – February 29, 2020), did the Recipient’s Office participate in the development and tracking of the Integrated HIV Prevention and Care Plan?
5. During the 2019/20 Ryan White Part A grant year (March 1, 2019 – February 29, 2020), did the Recipient’s Office participate in the development and update of Service Standards?
6. During the 2019/20 Ryan White Part A grant year (March 1, 2019 – February 29, 2020), did the Recipient’s Office participate in the coordination of Planning Council Support operations?

**Subrecipient Questions**

1. During the 2019 grant year (March 1, 2019 – February 29, 2020), did your agency receive an executed contract within 45 days of your letter of award issued by the Recipient’s Office (City of Paterson)?
2. During the 2019 grant year (March 1, 2019 – February 29, 2020), did your agency receive payment from the City of Paterson within 30 days of submitting a correct cash voucher/reimbursement request to the Recipient’s Office?

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3. During the 2019 grant year (March 1, 2019 – February 29, 2020), did your agency receive a notification from the Recipient's Office that your cash voucher/reimbursement?
4. During the 2019 grant year (March 1, 2019 - February 29, 2020), on average, how many days elapsed between the day you submitted your cash voucher/reimbursement request and the date you were notified by the Recipient's office that corrections were needed?
5. During the 2019 grant year (March 1, 2019 - February 29, 2020), did your agency submit a budget modification/amendment (request to change the amount of money allocated to a service category) to the Recipient's office?
6. During the 2019 grant year (March 1, 2019 - February 29, 2020), on average, how many days did it take for the Recipient's office to approve the requested budget modification/amendment?
7. During the 2019 grant year (March 1, 2019 - February 29, 2020), did your agency receive a Program Monitoring (chart audit for services) visit?
8. During the 2019 grant year (March 1, 2019 - February 29, 2020), did your agency receive a Fiscal Monitoring (audit for Ryan White expenses) visit?
9. During the 2019 grant year (March 1, 2019 - February 29, 2020), did your agency request any technical assistance from the Recipient's office?

**Community Member Questions**

1. Using the graphic above, did the Recipients Office (City of Norfolk) adhere to the Planning Council's recommendations by allocating a specific percentage of funds to each service category as approved by the Planning Council during the Priority Setting and Resource Allocations process?
2. During the 2019/20 Ryan White Part A grant year (March 1, 2019 - February 29, 2020), did the Recipient's Office provide expenditure reports to the Planning Council at least quarterly?
3. During the 2019/20 Ryan White Part A grant year (March 1, 2019 - February 29, 2020), did the Recipient's Office participate in the development of Needs Assessments?
4. During the 2019/20 Ryan White Part A grant year (March 1, 2019 - February 29, 2020), did the Recipient's Office participate in the development and tracking of the Integrated HIV Prevention and Care Plan?

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5. During the 2019/20 Ryan White Part A grant year (March 1, 2019 - February 29, 2020), did the Recipient's Office participate in the development and update of Service Standards?
6. During the 2019/20 Ryan White Part A grant year (March 1, 2019 - February 29, 2020), did the Recipient's Office participate in the coordination of Planning Council Support operations?

**VOTE:** A motion to approve the 2019-20 AAM was made by Nick Kubisky and seconded by Ray Welsh. All in favor.

- b. Review and approve carryover request from the Recipient's Office  
None at this time.
- c. Membership terms- possibility of extending membership terms by one year due to the impact of COVID has had on PC and committee meetings.  
The committee discussed the possibility of extending current commissioner's terms by one year. The CDC committee will review each member on a case by case basis and return to the Steering committee with a slate of approved individuals for a vote.

**X. Adjournment-** 11:00 am.

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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	8/11/2020				
1. Cuffe, Patricia	No Meeting	P	P	P	P	P	P	P				
2. Daniels, Khaliah		P	P	P	P	P	P	P				
3. Dillard, Jerry		P	P	P	P	P	P	O				
4. Kubisky, Nick		P	P	P	P	P	P	P				
5. Walker, Karen		P	P	P	P	P	P	P				
6. Welsh, Ray		P	P	P	P	P	P	P				
Members Present		7	7	7	7	6	6	5				
Recipient's Office		0	0	2	1	1	1	0				
Public/Guests		0	0	1	1	1	0	0				
Support Staff		2	2	2	3	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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