



*Karen Walker & Khalilah Daniels, Co-Chairs*

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### **Planning Council Meeting Minutes**

**Meeting Date:** Tuesday, October 6, 2020

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

**End Time:** 12:51 p.m.

**Location:** Videoconference via Zoom

**Presiding Chair:** Karen Walker

**Recorder:** Thomas Rodriguez-Schucker

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

- **September 1<sup>st</sup> Meeting Minutes**
- **Results of the 2019 Assessment of the Efficiency of the Administrative Mechanism**

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

Khalilah Daniels 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. Public Comments**

#### **V. Review & Approval of Minutes: September 1, 2020**

A motion was made by Nick Kubisky to accept the September 1<sup>st</sup> PC meeting minutes and was properly seconded by Paula Tenebruso.

**For: (13)** Adams, Cuffe, Dillard, Ferreira, Ferrigno, Herrera, Kubisky, Munoz, Obara, Price, Tenebruso, Torres, Yee

**Against: (0)**

**Abstain: (2)** Malave, Walker

#### **VI. Report of the Chair**

The new HIV Services Director attended the NJHPG for the first time in the September meeting. Rutgers has also announced that they are not going to be seeking the position for TA for the NJHPG. The state is seeking to fill that position with another entity similar to Rutgers.

The coordinating team, between the Chairs, the recipient's office, PO call and support staff. The recipient reported that they will begin program monitoring virtually in October. The grant application will be finalized and submitted before the due date.

#### **Mission Statement**

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

Support Staff presented the expenditure report on behalf of the recipient's office. For the period March 2020 through August 2020, Part A funds should be at 50% expended. Notable areas that are underspent are:

- Outpatient Ambulatory Health Services – 25%
- Substance Abuse-Outpatient – 40%
- Early Intervention Services – 21%
- Medical Case Management – 30%
- Oral Health – 34%

Health Insurance Premium and Cost Sharing Assistance – 28%

Mental health services are overspent with 70% expended. Cumulatively, the TGA is at 38% expended. A reallocation request is to be expected to exhaust and utilize funds.

In the Minority Aids Initiative (MAI) funding pot, services are cumulatively at 55% expended.

- Substance Abuse Outpatient Care – 60%
- Non-Medical Case Management Services – 45%
- Outreach & Health Ed. – 32%
- Health Education/Risk Reduction – 84%

There are still outstanding invoices from service providers that have not been turned in to the recipient for reimbursement payment, so this is not an accurate depiction of current Part A funds expended.

**VIII. Business Items**

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

<b>Bergen Passaic TGA Planning Council Planning Council Activity Timeline (PCAT) 2020/21 Grant Year</b>		<b>October</b>
<b>PLANNING COUNCIL</b>	Receive reports of standing committees	<b>X</b>
	Program updates and collaboration with the Recipient's office	<b>X</b>
	Review and resolve parking lot items	<b>X</b>
	Approval of new Planning Council members	<b>X</b>
	Presentation of the AAM	<b>X</b>

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

- i. The committee reviewed the expenditure report from the Recipient's office that covered the period of March 1- August 31. The target percentage for amount expended for this period was 42%. Some expenses are still outstanding- it is expected that more reimbursement requests from providers will be turned into the Ryan White office. There was no reallocation request at this time.
- ii. The committee also discussed planning for the next Needs Assessment (NA). The enrollment into the E2 system to assess client satisfaction has continuously been low- which was the current NA in progress. However, due to COVID- and its impact on services and client's- the committee wants to look at the current needs of clients in the TGA.
- iii. The committee will be working on developing the 2021 directives at the next committee meeting.

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

- i. The committee reviewed and discussed the current PC membership matrix and identified vacant membership positions. The committee also discussed ways to increase membership recruitment efforts by partnering with the case managers and reaching out to those who may be interested.

**d. Part B Report**

- i. Gabrielle informed the council that Kaleef has taken over as the HIV Services Director and there are shifts internally occurring in the structure of DHS in the works. There has not been a lot going on outwardly. Any entity that has a state Care and Treatment, Harm Reduction, or Prevention grant should have received amendments to make their grant whole to complete the funding cycle.

**IX. New Business**

- Training: Assessment of the Efficiency of the Administrative Mechanism (AEAM).
- Support Staff Presented a training that demonstrated what the AEAM is; a review of how quickly and how well the Ryan White HIV/AIDS Program Part A recipient carries out the process to contract with providers to deliver HIV services so that they meet the needs of people living with HIV throughout the TGA.
- Support Staff also presented the results of the 2019 AEAM that was administered to subrecipients in the TGA.

VOTE: A motion from the Steering Committee was brought to the full council to accept the results of the 2019 AEAM.

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**For: (15)** Adams, Cuffe, Dillard, Ferreira, Ferrigno, Herrera, Kubisky, Malave, Munoz, Obara, Price, Tenebruso, Torres, Walker, Yee

**Against: (0)**

**Abstain: (0)**

- Introduction of the Nominations Committee for Chair/Vice-Chair elections
- Patti Cuffe- Bergen Representative and Miriam Torres- Paterson Representative have volunteered to be on the Nominations Committee for the Chair/Vice Chair election. Council members will submit nominations to them, who will in turn contact that person to ensure they are willing and able to fulfill that position.

**X. Planning Council Evaluations**

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

**XI. Announcements**

- Karen Walker announced that Paterson Counseling is seeking a driver who has a CDL license. Paterson Counseling is also looking for a nurse practitioner that specializes in psych. Anyone interested should call and ask to speak to Yvette Washington.
- Ric Miles announced that there is an open spot in the Harrison House, so if there are any individuals in need that are eligible please direct them to Buddies. Ric also announced that Buddies will be hosting their 5<sup>th</sup> food distribution event on the Saturday following this meeting.
- Pauline Paulina introduced herself, she is a new case manager at CAPCO.
- Ana Munoz announced that she is continuing to do linkage at St. Joseph Hospital- filling in for the spots that were eliminated due to state funding.
- Make sure to vote in the upcoming Election!

**XII. Public Comments**

- XIII. Adjournment** – 12:34 p.m. A motion to adjourn was made by Ray Welsh and supported by Patti Cuffe. All in favor.

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

Karen Walker & Khalilah Daniels, Co-Chairs

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