



*Karen Walker & Khalilah Daniels, Co-Chairs*

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### **Planning Council Meeting Minutes**

**Meeting Date:** Tuesday, September 1, 2020

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

**End Time:** 12:34 p.m.

**Location:** Videoconference via Zoom

**Presiding Chair:** Khalilah Daniels

**Recorder:** Thomas Rodriquez-Schucker

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

- **Approval of PC & PSRA Minutes**

**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: August 11, 2020**

**VOTE:** 15 for 0 against 1 abstain- Alma Yee

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

**VII. Report of the Chair**

The coordinating team meeting occurred on 8.28.2020. The Recipient has applied for carryover. The Recipients office is finalizing monitoring forms and will start program monitoring second week of October. Monitoring tools will be conducted virtually. The steering committee will be reviewing the Policies and Procedures manual and finalize it over the next two months. This item will complete the Corrective Action Plan from the HRSA site visit. AAM results have been low. A small meeting may need to be called before Octobers steering committee to approve the results when they come in.

#### **Mission Statement**

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

Grant application is due on oct 7, recipients office and support staff are working on that. Also looked at the unobligated balance for the next grant year. Currently the TGA is 6 months into the grant year and the target is to be 50% expended. Overall Ryan White part A expenditures are at 36%. The recipient did report that there is a lag in billing due to multiple factors including COVID-19. It is expected that expenditures will pick up.

**IX. Business Items**

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

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

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

- i. The committee reviewed the PSRA report in more detail with an emphasis on the feedback that was collected. During this review, the members gave input on what changes they would like to see in next year's process. Members would like to see a needs assessment done on a population that is reflective of the current PLWH in the TGA. Also, when looking at needs of consumers we should add more demographic questions such as level of insurance, Medicaid/Medicare, etc. The needs of a consumer with Medicaid would vastly differ from the needs of a consumer who has no insurance.

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

- i. The CDC met and approved all commissioners for a year extension on their terms. The committee also discussed what they personally thought of the day of capacity. Due to COVID-19 it won't be able to happen this year, however, it was discussed that they would like to keep it on everyone's mind to possibly have it next year after the pandemic.

**d. Part B Report**

- i. No new updates at this time.

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## **X. New Business**

- i. Training: HIV & COVID by Gilead
  - Allision from Gilead was a special guest in attendance to provide a training to the council on HIV & COVID-19. However, after unforeseen technical difficulties, she was unable to finish her presentation. Support Staff reviewed the handout that she provided with the Planning Council.

LEARNING  
MORE  
ABOUT  
HIV

## **COVID-19 and HIV**

### **What is COVID-19?**

**COVID-19** is a disease caused by a novel (new) coronavirus.



### **How is COVID-19 spread?**

The virus that causes COVID-19 is thought to spread from person to person by tiny droplets that spray into the air when someone with the virus coughs, sneezes, talks, sings, or breathes.

### **Do people with HIV have a higher risk of getting COVID-19?**

The risk of getting COVID-19 in people with HIV is not yet known. Nor is there any evidence that people with HIV who are taking HIV medicines and are healthy are affected differently by COVID-19 than other people. But we do know that:

- HIV attacks the immune system, which means that people with HIV are, in general, at a greater risk for infections than other people
- Taking your HIV medicines exactly as prescribed can help keep you and your immune system healthy

### **How can you manage your HIV and stay healthy during the COVID-19 pandemic?**

- Follow up regularly with your HIV healthcare provider, including talking with your provider if you are due for lab work to monitor your HIV. Ask your provider if telephone or video visits (telemedicine) are available instead of in-person office visits
- Take your HIV medicines exactly as prescribed. If possible, have at least a 30-day supply (ideally, up to 90 days) of your medicines on hand so you don't run out

If you have HIV and are taking HIV medicines, it is important that you keep taking them exactly as prescribed. Staying on track with your HIV treatment can help you stay as healthy as possible.



**If you have lost your job or health insurance because of the COVID-19 pandemic and can no longer afford your HIV medicines, there may be programs that can help you.**

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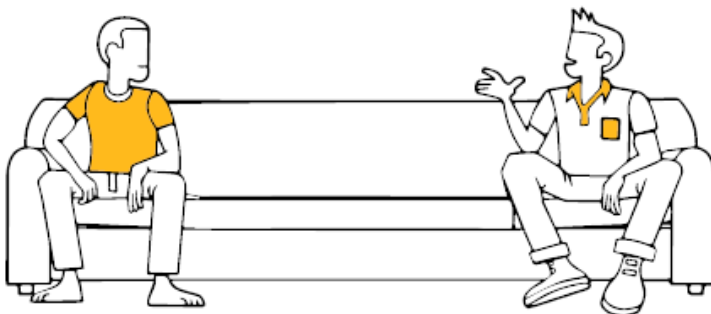
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## COVID-19 and HIV

### What can you do to protect yourself and others from COVID-19?

Here are some steps to take recommended by the Centers for Disease Control and Prevention (CDC) that may help you avoid getting COVID-19 or passing it to others. Some additional protective measures may be required, depending on where you live, so always check your state and local guidelines.

- ☐ **Wash your hands often** with soap and water for at least 20 seconds, or clean them with an alcohol-based hand sanitizer that contains at least 60% alcohol. Avoid touching your nose, mouth, and eyes with unwashed hands.
- ☐ **Cover your mouth and nose** with a flexed elbow or tissue when you cough or sneeze. Then throw the tissue away.
- ☐ **Practice social distancing.** Stay at least 6 feet away from other people who are not members of your household. Do not gather in groups, stay out of crowded places, and avoid mass gatherings. Check your local guidelines to know what types of gatherings are allowed.
- ☐ **Avoid close contact with people who are sick**, even inside your home. Stay 6 feet away from the person who is sick, if possible. Also, stay home and distance yourself from others if you are sick.
- ☐ **Wear a cloth face cover to cover your mouth and nose** whenever you go out in public. Remember that a cloth face cover is not a substitute for social distancing.



For more information  
about COVID-19 and HIV

**COVID-19 and HIV**  
[cdc.gov/hiv/covid-19/index.html](https://www.cdc.gov/hiv/covid-19/index.html)

**Coronavirus (COVID-19) and People With HIV**  
<https://www.hiv.gov/hiv-basics/staying-in-hiv-care/other-related-health-issues/coronavirus-covid-19>

**AIDSinfo**  
[www.aidsinfo.nih.gov](http://www.aidsinfo.nih.gov)

For more information  
about HIV

**Help Stop The Virus**  
[HelpStopTheVirus.com](http://HelpStopTheVirus.com)

**Let's Stop HIV Together**  
[cdc.gov/StopHIVTogether](https://www.cdc.gov/StopHIVTogether)

Talk with your  
healthcare  
provider if you  
have questions  
about HIV  
and COVID-19.

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**XI. Planning Council Evaluations**

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

**XII. Announcements**

**XIII. Public Comments**

**XIV. Adjournment – 12:34 p.m.**

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

Karen Walker & Khalilah Daniels, Co-Chairs

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