



*K. Walker & K. Daniels, Co-Chairs*

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### **Planning Council Meeting Minutes**

**Meeting Date:** Tuesday, May 5, 2020

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

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

**Location:** Teleconference via Zoom

**Presiding Chair:** K. Walker

**Recorder:** T. Schucker

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

- **Approval of April 7, 2020 Minutes**

#### **(1.0) Moment of Silence**

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

#### **(2.0) Welcome by the Chair**

Chair welcomed the commissioners, guests, and the public.

#### **(3.0) Review & Approval of Minutes: April 7, 2020 Minutes**

**VOTE:** A motion to approve the April 7, 2020 minutes was made by P. Cuffe and seconded by R. Welsh. All in favor.

#### **(4.0) Review Parking Lot Items *(Discussion)***

<b>ITEM</b>	<b>STATUS</b>
Follow-up w/Recipient about the Planning Council Budget	Awaiting the final grant award.
Send out EtHE Training that was presented by J. Saperio of Collaborative Research	Support Staff has sent this to the commissioners.
Check with E. Elizondo on serving on the council as an at-large member	K. Walker will check in and provide an update.

#### **(5.0) Report of the Chair**

The National Ryan White Conference will be held virtually this year.

COVID-19 Subrecipient survey was discussed during the last coordinating team meeting. The data from the survey will also be used in the PSRA as a data set moving forward for decision making. The steering committee will have an interim meeting on May 12 to have decide on the COVID-19 funding.

#### **Mission Statement**

We strive to identify all individuals living with HIV/AIDS or at risk of HIV infection in Bergen and Passaic Counties and provide access to prevention, continuous care, and support services.



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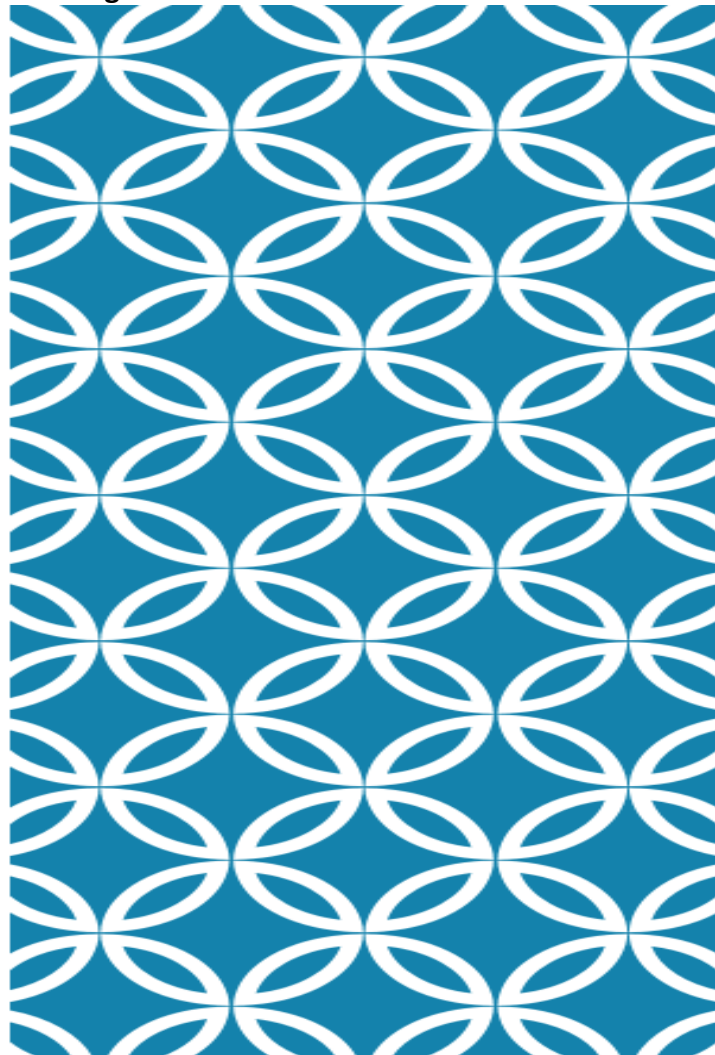
**(6.0) Program updates and collaboration with the Recipient's office**

The Recipient had no updates. Recipient's office is continuing to work from home. Information regarding which subrecipients are participating in telehealth has been sent out.

**(7.0) Planning Council Training: Funding Flow**

**RYAN WHITE PART A**

Funding Cycle



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## HOW THE FUNDS FLOW

- ❖ Each year Congress approves a budget that includes funds for Ryan White programs, including Part A. The money for Part A is divided into formula, supplemental and Minority AIDS Initiative (MAI) funds.
- ❖ Formula funds are awarded to Eligible Metropolitan Areas (EMA) or Transitional Grant Areas (TGA) based on the number of persons living with HIV and AIDS in the EMA or TGA. Supplemental funds are awarded to the EMA or TGA based on demonstrated need and other factors. EMAs or TGAs must submit an annual grant application to HAB/DSS each year to receive formula and supplemental Part A funds.
- ❖ The Recipient should prepare all Part A applications with planning council input (Priority & Allocations; Assessment of the Administrative Agent, etc).
- ❖ February 10<sup>th</sup>, 2020-- Congress passes budget, President signs budget
- ❖ Partial Award for GY 20 starting March 1, 2020--Part A Recipient's will receive award for partial funding (approximately 31% Formula and 20% MAI) based on the continuation of FY 2019 program requirements and funding levels.

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## ONCE THE CITY OF PATERSON RECEIVES THE AWARD

- ❖ The City of Paterson receives the Notice of Grant Award (NGA) indicating the amount of funding the TGA is to receive for the grant year. The Ryan White Part A Grant year starts March 1<sup>st</sup> and ends February 28<sup>th</sup> (or 29<sup>th</sup>).
- ❖ The Recipient's Office procures services with Subrecipient's based on the Planning Council's allocation directive.
- ❖ Contracts are issued by the City of Paterson to each Subrecipient based on approved contracts to provide Ryan White Services by the Recipient's Office in alignment with the Planning Council's allocation directive.
- ❖ Once contracts are executed, billing for services can begin.

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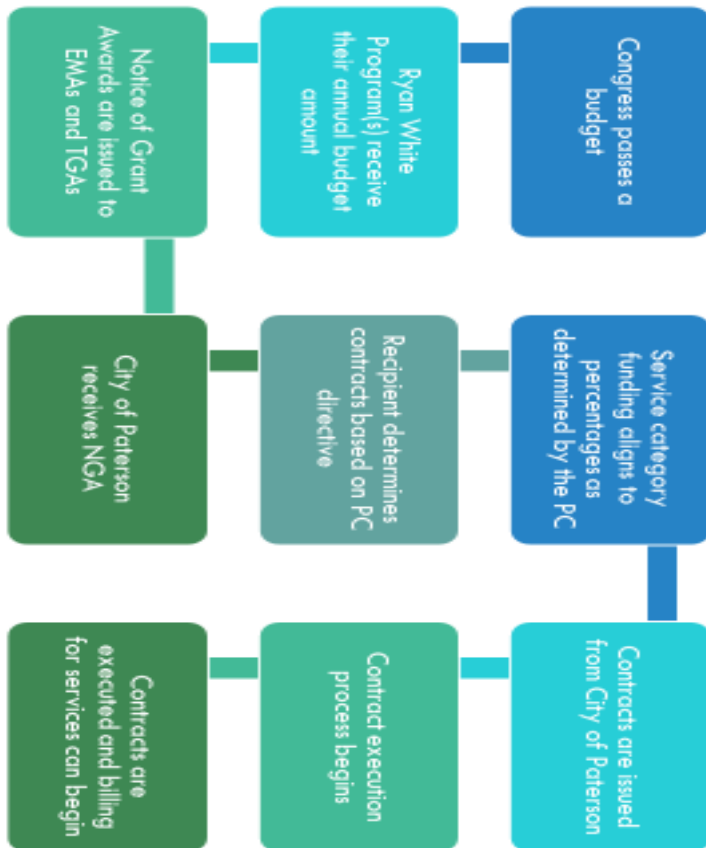
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## HOW IT ALL WORKS



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**(8.0) Business Items**

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

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

- The committee discussed logistics for this year's PSRA process- to have contingency plans in case the COVID-19 pandemic extends the social distancing order through July. T. Schucker demonstrated a feature on Zoom that would allow for multiple meeting rooms rather than having everyone trying to talk at once.
- T. Schucker also introduced a Human Resource Inventory survey that would take a look at what clients need, as well as what subrecipients personnel need to fulfil those needs. This also would serve as an indicator for what trainings the Recipient could provide to better the program in the TGA.
- With the current situation the country is facing, it was decided that the needs assessment be tabled, and revisited once people are able to meet in person again

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

- The committee discussed holding educational forums via zoom to keep engaging with the committee during this time of social distancing and looking at ways to hold "Town Halls" to capture the consumer voice for input into the PSRA process.
- The committee looked over a new applicant submitted to R. Welsh and has planned to interview the applicant at the next scheduled meeting

**d. Steering Committee**

- Reported under Report of the Chair.

**(9.0) New Business**

No New Business

**(10.0) Planning Council Evaluations**

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

**(11.0) Announcements**

**(12.0) Public Comments**

**(13.0) Adjournment – 12:26 p.m.**

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