



***K. Walker & J.C Dillard, Co - Chairs***

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**Planning & Development Committee Meeting Minutes**

**Meeting Date:** Thursday, March 12, 2020

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

**End Time:** 12:45 p.m.

**Location:** Paterson Free Library, 250 Broadway Paterson, NJ

**Presiding Chair:** K. Walker

**Recorder:** D. Jackson

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**Summary of Committee Business Votes**

- **Approval of February 13, 2020 Minutes**
- **Approval of Sexual Minority Health Survey to be the first survey to be administered**
- **Approval of the Directive to the Recipient.**

**(1.0) Moment of Silence**

K. Walker called the meeting to order at 11:00 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. Each person introduced themselves, and guests were reminded they'll have an opportunity to speak during the Public Comments portions of the meeting agenda. The Chair also read the mission statement, followed with D. Jackson reading of the open public meeting statement.

**(3.0) Review & Approval of Minutes: February 13, 2020 Minutes**

A motion to approve the February 13, 2020 minutes was made by R. Welsh and seconded by G. Kelly.

**VOTE: All – In Favor**

**(4.0) Review PCAT**

**(5.0) Review Parking Lot Items *(Discussion)***

<b>ITEM</b>	<b>STATUS</b>
Recipient to follow-up w/RDE about the dates of medical visits being visible in e2	This item remains open.
Reintroduce or revisit the Health Literacy Assessment	The committee voted to implement and administer the sexual minority health survey first, and then revisit the Health Literacy Assessment at a later time.
Find replacements for Group #3, re: Integrated Plan	Support Staff is in the works to develop a survey monkey tool to track the outcomes of the integrated plan to involve and capture data.

**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.



Assist the Integrated Plan’s Group Leaders with a format to collect updates and report-out	This item was resolved with the previous item.
Develop a Progress Report of the Integrated Plan (timeframe to be determined)	This item was resolved with the previous item.
Determine next Needs Assessment; e2 is part of needs assessment, maybe add the age +50 population	The committee is utilizing RDE and e2 for the needs assessment.
Draft Directives and provide copy of current Directives for review	The committee voted to approve
Use input from HRSA about obtaining participation from the TGA’s Federally Qualified Health Centers (FQHCs)	This item remains open.

A motion to administer the sexual minority health survey first, and revisit and administer the Health Literacy Assessment after was made by J. Dillard seconded by G. Kelly

**Vote: All – In Favor**

A motion to accept and approve the 2020 Directives to the Recipient was made by N. Kubisky and seconded by R. Welsh.

**Vote: All – In Favor**

**(6.0) Cultural Competency Recommendations**

This item was an old agenda item. The committee decided to keep this on the agenda and revisit at next month’s meeting.

**(7.0) Review Reallocation Requests from the Recipients Office**

There were no reallocation requests from the Recipient at this time.

**(8.0) Review Part A Expenditures Report by Service Category**

The committee reviewed the expenditure report from the recipient. Two categories are behind the target percentage: Substance Abuse-Outpatient at 66%, and Treatment Adherence under MCM at 31%.

The committee also reviewed the partial Grant Award provided by the recipient. The partial award totaled \$817,544.00. The remainder of the award is expected to be received in April from HRSA.

**(9.0) Review New Developments of “Ending the Epidemic, A Plan for America” and State of New Jersey’s End the Epidemic Initiative**

There were no new updates.

**(10.0) Review of Needs Assessment outcomes and data**

**(11.0) PSRA – Review framework and meeting logistics for PSRA**

**(12.0) PRSA – Identify datasets for PSRA**

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**(13.0) New Business**

Support Staff distributed:

PCN #18-01 - Clarifications Regarding the Use of Ryan White HIV/AIDS Program Funds for Health Care Coverage Premium and Cost Sharing Assistance

PCN #18.02 - The Use of Ryan White HIV/AIDS Program Funds for Core Medical Services and Support Services for People Living with HIV Who Are Incarcerated and Justice Involved

HRSA RWHAP Part A: Program Fact Sheet

**(14.0) Announcements**

**(15.0) Public Comments**

**(16.0) Adjournment – 12:45 p.m.**

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

Name of Commissioner	3/3/2020												
1. L. Ashe/A. Rodriguez	P												
2. P. Cuffee	A												
3. K. Daniels	A												
4. J.C. Dillard	P												
5. E. Elizondo	P												
6. A. Herrera	A												
7. G. Kelly	P												
8. N. Kubisky	P												
9. I. Malave	A												
10. R. Miles	P												
11. P. Moschella	A												
12. A. Munoz	A												
13. K. Walker	P												
14. R. Welsh	P												
<b>Members Present</b>	<b>8</b>												
<b>Recipient's Office</b>	<b>0</b>												
M. Izquierdo	A												
<b>Public/Guests</b>	<b>0</b>												
<b>Support Staff</b>	<b>2</b>												
T. Schucker	P												
D. Jackson	P												

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