



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

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**Planning & Development Committee Meeting Minutes**

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

**Start Time:** 10:45 a.m.

**End Time:** 11:45 p.m.

**Location:** VIA Zoom

**Presiding Chair:** J. Dillard

**Recorder:** T. Schucker-Rodriguez

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**Summary of Committee Business Votes**

- **Approval of March 12, 2020 Meeting Minutes**

**(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: March 12, 2020 Minutes**

A motion to approve the March 12, 2020 minutes was made by R. Miles and seconded by J. Dillard.  
**VOTE: All – In Favor**

**(4.0) Review PCAT**

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

ITEM	STATUS
Recipient to follow-up w/RDE about the dates of medical visits being visible in e2	This item remains open.
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.
Determine next Needs Assessment; e2 is part of needs assessment, maybe add the age +50 population.	The committee has decided to table this until everyone is able to go back to work in their offices.

**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.



**(6.0) Cultural Competency Recommendations**

Support staff recommended rolling this into a Human Resource inventory which will collect data on the needs of the clients as well as the needs of the agencies/case managers to meet those client needs. This will also serve as an assessment to gauge areas in which personnel serving clients may need trainings on.

**(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**

There was no expenditure report at this time as the Grant Year just started in March.

**(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**

Discussion about PSRA logistics including contingency plans in case the council is not able to meet in person in July. Support staff demonstrated Zoom break-out rooms so that the council as a whole could meet in smaller spaces without everyone talking over each other. The Committee agreed on two dates July 7<sup>th</sup> for the data presentation, and July 9<sup>th</sup> for the Priority Setting process. The chair also stated the three questions that should be asked so that the data clearly reflects:

- What services are most important to link to care?
- What services are most important to maintain someone in care?
- What services are most important to maintain viral suppression?

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

Data packets will be distributed by support staff before June 11<sup>th</sup> meeting.

**(13.0) New Business**

**(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	4/9/2020										
1. L. Ashe/A. Rodriguez	P	O										
2. P. Cuffee	O	P										
3. K. Daniels	O	P										
4. J.C. Dillard	P	P										
5. E. Elizondo	P	O										
6. A. Herrera	O	P										
7. N. Kubisky	P	P										
8. I. Malave	O	P										
9. R. Miles	P	P										
10. P. Moschella	O	P										
11. A. Munoz	O	P										
12. K. Walker	P	P										
13. R. Welsh	P	P										
Members Present	8	11										
Recipient's Office	0	1										
Public/Guests	0	1										
Support Staff	2	2										

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