



Karen Walker & Jerry C. Dillard, Co - Chairs

Planning & Development Committee Meeting

Meeting Date: Thursday, October 8, 2020

Start Time: 10:58 a.m.

End Time: 12:35 p.m.

Location: VIA Zoom

Presiding Chair: Jerry Dillard

Recorder: Thomas Schucker-Rodriguez

Summary of Committee Business Votes

- Approval of September 10, 2020 Meeting Minutes
- Service Standards Review

I. Moment of Silence

Karen Walker called the meeting to order at 10:58 a.m. A moment of silence was observed for those affected by HIV.

II. Roll Call

III. Welcome by the Chair

Chair welcomed the commissioners, guests, and the public. Each person introduced themselves, and guests were reminded they will have an opportunity to speak during the Public Comments portion of the meeting agenda.

IV. Public Comments

Deanne Hackett announced to the committee that she is recruiting individuals for a nursing program at Jersey College.

V. Review & Approval of Minutes: September 10, 2020 Minutes

A motion to approve the September 10 meeting minutes by Ray Welsh and properly seconded by Jerry Dillard.

For: (5) Dillard, Herrera, Kubisky, Malave, Welsh

Against: (0)

Abstain: (2) Moschella, Walker

VI. Review Planning Council Activity Timeline (PCAT)

PLANNING & DEVELOPMENT COMMITTEE	Review and resolve parking lot items	X
	Review Reallocation Requests from the Recipients Office	X
	Review Part A Expenditure Reports by Service Category	X
	Development of Directives to Recipient	X
	Review of Quality Assurance Site Visit Results	X
	Review of Service Standards	X

Mission Statement

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VII. Review Parking Lot Items 10.8.2020 (Discussion)

ITEM	STATUS
Identification of data problems or gaps in data	<p>Support Staff reported to the committee that there is additional funding in the PC budget line item due to the impact COVID-19 has had on in-person meetings. The committee requested that the funding be used as an incentive to help administer the next Needs Assessment. This Needs Assessment will take a look at all persons in the Bergen-Passaic TGA who are living with HIV/AIDS, regardless if they are a consumer of Ryan White services. Karen Walker suggested that the committee work closely with St. Joseph hospital- as they are the only Part C recipient in the TGA. Andriana Herrera suggested that the committee also work with pharmacies to participate in the data collection process; where pharmacies could drop palm cards in the medication boxes that are being shipped.</p> <p>There was concern brought up on how to track the participants to ensure the assessment is not collecting duplicate responses from the same people. Andriana Herrera suggests creating an identifier to reduce duplicates by using different forms.</p> <p>The aim is to collect 140 responses, which is 10% of the 1400 clients in the TGA. The committee would like to run this Needs Assessment from November through the end of December with the option to extend it in the case that data collection is low.</p> <p>The committee also discussed the type of incentives that would be given. The committee agreed that the gift cards should not be limited to one entity, and to give options for the consumers to chose based on what is most accessible to them. The options include Wal-Mart, Shop-Rite, Price-Rite, and a “write-in” option that could be considered. The focus on distributing the gift cards was to ensure that they are used for essentials, and not alcohol, cigarettes, etc.</p>

VIII. Review reallocation requests from the Recipient’s Office

There were no reallocation requests at this time.

IX. Review Part A Expenditures Report by service category

Support Staff presented the expenditure report from the Recipient that covered the start of the Grant year, 3-1-2020 through 8-31-2020. The recipient added notes (*as of 10.6.2020*) that four sub-recipients have not billed for the month of August 2020, no sub-recipients have submitted their voucher for the month of September 2020, one sub-recipient has not billed for May, June, July and August 2020- due to medical reasons, and one sub-recipient has not billed for March, April May, June, July, and August 2020 but their billing will be completed within the next two weeks.

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- X. Review New Developments of “Ending the Epidemic, A plan for America” And State of New Jersey’s End the Epidemic Initiative**
Karen Walker provided updates from the NJHPG. Rutgers is no longer the TA for the HPG, and the state is currently seeking an entity to fulfill that role. Kaleef Mores, the new Director of HIV services at DSH attended his first meeting with the executive committee of HPG in September.
- XI. New Business: Development of 2021 Directives**
This item was tabled until the next committee meeting.
- XII. Review of Quality Assurance Site Visit Results**
This item will be reviewed after monitoring is concluded.
- XIII. Review of Service Standards**
There were no recent Policy Clarification Notices (PCN) that have come from HRSA indicating any changes in service definition or delivery. Since the committee recently revised and reviewed all service standards at the start of the grant year, a motion was made by Nick Kubisky and properly seconded by Jerry Dillard to update the review date for the services standards.
For: (7) Dillard, Herrera, Kubisky, Malave, Welsh, Moschella, Walker
Against: (0)
Abstain: (0)
- It was also suggested that the review date be placed on the back of page, instead of the footer of the document.
- XIV. Announcements**
Pauline Paulina introduced herself as a new case manager at CAPCO. Karen Walker announced that Paterson Counseling is still looking for a CDL driver, and a nurse practitioner.
- XV. Public Comments**
There were none
- XVI. Adjournment- 12:35 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	5/14/2020	6/11/2020	July 2020	8/13/2020	9/10/2020	10/8/2020	11/12/2020	12/10/2020	1/14/2020	2/11/2020
1. Leah B. Ashe	P	O	O	O	2020/21 PSRA	O	P	O				
2. Patti Cuffee	O	P	P	P		O	O	O				
3. Khalilah Daniels	O	P	P	P		P	O	O				
4. Jerry C. Dillard	P	P	P	P		P	P	P				
5. Andriana Herrera	O	P	P	P		P	P	P				
6. Nick Kubisky	P	P	P	P		O	P	P				
7. Ivone Malave	O	P	O	P		P	P	P				
8. Ric Miles	P	P	O	P		O	P	O				
9. Priscilla Moschella	O	P	P	P		P	O	P				
10. Ana Munoz	O	P	P	P		P	P	O				
11. Karen Walker	P	P	P	P		O	O	P				
12. Ray Welsh	P	P	P	P		O	P	P				
Members Present	8	11	9	11		6	8	7				
Recipient's Office	0	1	1	0		0	0	0				
Public/Guests	0	1	0	0		0	2	2				
Support Staff	2	2	2	2		2	2	2				

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