



**Karen Walker & Jerry C. Dillard, Co - Chairs**

**Planning & Development Committee Meeting Minutes**

**Meeting Date:** Thursday, May 14, 2020

**Start Time:** 10:50 a.m.

**End Time:** 11:51 a.m.

**Location:** VIA Zoom

**Presiding Chair:** Karen Walker

**Recorder:** Thomas Schucker-Rodriguez

**Summary of Committee Business Votes**

- Approval of April 9, 2020 Meeting Minutes

**I. Moment of Silence**

Karen Walker called the meeting to order at 10:50 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. Each person introduced themselves, and guests were reminded they will have an opportunity to speak during the Public Comments portion of the meeting agenda. The Chair also read the mission statement, followed the Open Public Meeting statement.

**III. Review & Approval of Minutes: April 9, 2020 Minutes**

A motion to approve the April 9, 2020 minutes with corrections was made by Nick. Kubisky and seconded by Patti Cuffe.

**VOTE: All – In Favor**

**IV. Review Planning Council Activity Timeline (PCAT)**

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

ITEM	STATUS
Check Library for availability for Priority Setting & Resource Allocation	Support staff will check on availability for dates.
Obtain Transgender Data Report	Jerry Dillard reached out and distributed it to support staff and Chair.
Send concerns over enrollment numbers in E2my health to Quality Management for discussion	Item has been sent and will be discussed at QM.

**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.



**VI. Human Resource Inventory**

- There are few clients enrolled in the E2 system for the current needs assessment. The committee is planning to take this issue to the next Quality Management meeting to come up with solutions to increase client enrollment.
- The next needs assessment will be a Human Resource Inventory which will be addressing outreach and early intervention services workers. This will look at the current areas of knowledge that staff hold and identify areas of trainings that are needed in the TGA. The assessment will also determine the needs of clients, and the needs of staff to meet the needs of clients.

**VII. Review Reallocation Requests from the Recipients Office**

There are no reallocation requests currently.

**VIII. Review Part A Expenditures Report by Service Category**

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

There are no known updates currently.

**X. Priority Setting & Resource Allocation(PSRA) – Review framework and meeting logistics for PSRA**

The committee is reviewing meeting logistics for this year’s PSRA session. It is likely the session will be held virtually via Zoom due to COVID-19 and the new limitations set on the number of people that can be in a meeting space. PC Support Staff is looking at ways to take an inventory to ensure that all participants will have access to Zoom or by phone.

**XI. Priority Setting & Resource Allocation(PSRA) – Identify datasets for PSRA**

PC Support staff is putting together the data packet for PSRA that will be either sent out electronically or mailed to those who need do not have computer access.

**XII. New Business**

CARES COVID Funding- the Steering Committee met with the Recipient to discuss allocations for the new CARES funding. Recommendation include: 1) tracking data elements for to track services provided through telehealth during the pandemic; 2) purchase of Personal Protective Equipment (PPE). PPE will be available to Ryan White Part A subrecipients upon request from the Recipient’s office.

**XIII. Announcements**

**XIV. Public Comments**

**XV. Adjournment – 11:51 a.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									
1. Leah B. Ashe	P	O	O									
2. Patti Cuffee	O	P	P									
3. Khalilah Daniels	O	P	P									
4. Jerry C. Dillard	P	P	P									
5. Eduardo Elizondo	P	O	O									
6. Andriana Herrera	O	P	P									
7. Nick Kubisky	P	P	P									
8. Ivone Malave	O	P	O									
9. Ric Miles	P	P	O									
10. Priscilla Moschella	O	P	P									
11. Ana Munoz	O	P	P									
12. Karen Walker	P	P	P									
13. Ray Welsh	P	P	P									
<b>Members Present</b>	<b>8</b>	<b>11</b>	<b>9</b>									
<b>Recipient's Office</b>	<b>0</b>	<b>1</b>	<b>1</b>									
<b>Public/Guests</b>	<b>0</b>	<b>1</b>	<b>0</b>									
<b>Support Staff</b>	<b>2</b>	<b>2</b>	<b>2</b>									

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