

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
PLANNING COUNCIL MEETING MINUTES of August 13, 2014**

Agenda Item	Description													
<p>Opening</p> <p>Roll Call</p> <p>Welcome Chair, Gregory Kelly</p>	<p>Location: Paterson Public Library, 250 Broadway, Paterson, NJ</p> <p>The meeting was called to order at 9:40 a.m. by Chairman Gregory Kelly, who welcomed members and the public to the meeting. A Moment of Silence was observed for those infected & affected by HIV/AIDS.</p> <p>Roll Call: Roll was taken and quorum was established with 18 members present. The current total membership of the Planning Council (PC) is 30. There were 2 members from the Public present.</p> <table border="1" data-bbox="347 682 1552 779"> <thead> <tr> <th data-bbox="347 682 526 743">Action to be Taken</th> <th data-bbox="526 682 769 743">Responsible Party</th> <th data-bbox="769 682 948 743">Open</th> <th colspan="2" data-bbox="948 682 1552 743">Closed</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 743 526 779"></td> <td data-bbox="526 743 769 779"></td> <td data-bbox="769 743 948 779"></td> <td colspan="2" data-bbox="948 743 1552 779" style="text-align: center;">X</td> </tr> </tbody> </table>				Action to be Taken	Responsible Party	Open	Closed					X	
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			X											
<p>PRIORITY SETTING</p>	<p>This Planning Council Meeting was dedicated to continue Priority Setting which was led by the Planning and Development Committee. The following Agenda was completed:</p> <table border="1" data-bbox="376 890 1523 1108"> <tbody> <tr> <td data-bbox="376 890 480 961">1.</td> <td data-bbox="480 890 1523 961">Resource Allocation Completion (75/25)</td> </tr> <tr> <td data-bbox="376 961 480 1033">2.</td> <td data-bbox="480 961 1523 1033">Resource Allocations – Review and Approval</td> </tr> <tr> <td data-bbox="376 1033 480 1108">3.</td> <td data-bbox="480 1033 1523 1108">Contingency Scenarios Discussion and Voting</td> </tr> </tbody> </table>				1.	Resource Allocation Completion (75/25)	2.	Resource Allocations – Review and Approval	3.	Contingency Scenarios Discussion and Voting				
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<p>PRIORITY SETTING</p>		<p>The Priority Setting meeting was led again by P& D Chair-Karen Walker. The Fiscal Year 2014 and Preliminary FY 2015 Resource Allocations sheet was distributed at this meeting as a result of the August 5 Priority Setting Meeting. This was the tool used for the rest of the meeting.</p> <p>Discussions at this meeting focused around the previous work by the Planning Council (PC) at the August 5, 2014 PS meeting regarding Resource Allocations of Part A and MAI. Additionally, clarification of Part A and MAI services was reiterated. The PC was guided to the Summary page of the Workbook for clarification. Frank Covello, Esq. also stated that any medical money moved in MAI, would add to the core, but money could not be moved from MAI to Part A. Jerry Dillard stated that it was the MAI that needed adjustment.</p> <p>It was recommended by Pat Virga that the Waiver be explained. The option of a Waiver was explained by Karen Walker. It was determined that a Waiver should not be entertained at this time. It was also explained that the PC has up to 90 days after the Award is received to apply for a Waiver. It was recommended that a few meetings before the anticipated</p>												

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	Award, that the PC look at the utilization of the Core Services and to have discussions around the impacts of a potential need for waiver.		
Action to be Taken	Responsible Party	Open	Closed
			X
<p>PRIORITY SETTING</p> <p>RESOURCE ALLOCATION</p>	<p align="center"><u>SERVICE CATEGORIES – RESOURCE ALLOCATION COMPLETION</u></p> <p>Members were reminded of conflicts of interest in making their motions. Remove Paul Persaud from Substance Abuse on the Affiliation Sheet</p> <p><i>Motion #1 - Paul Persaud Moved that 3% within MAI from Non-Medical Case Management MAI be moved to Substance Abuse MAI, 2nd by Marie Browne, VOTE 4 YES, 6 NO. <u>The vote failed</u></i></p> <p><i>Motion #2 Provi Zeno-Martinez Motioned to move 3% from Non-Medical Case Management Part A to Health Insurance Premium, Part A, Sonya Franklin-Thompson 2nd. VOTE: 4 Yes, 7-No, <u>The vote failed.</u></i></p> <p><i>Motion #3: Anjettica Boatwright motioned to move 1.5% from Part A, Non-Medical Case Management to Part A Health Insurance Support Part A; 2nd by Paula Tenebruso Vote: 10 Yes, 0 No, <u>the vote carried.</u></i></p> <p><i>Motion #4: Paul Persaud motioned to move 1.5% from MAI Non(Medical) Case Management to MAI Substance Abuse, 2nd by Elaine Halstead, VOTE: 6 Yes, 2 NO, <u>the vote carried.</u></i></p> <p><i>Motion #5: Kathleen DeMichele moved and Nick Kubisky 2nd to move 0.5% from Legal to Non-Medical Case Management, Part A. VOTE: 3 Yes, 8 NO, <u>the motion failed</u></i></p> <p><i>Motion #6: Moved by Sonya Franklin-Thompson and 2nd by Elaine Halstead to move 1.5% from Substance Abuse, Part A, to Oral Health Care, Part A: Vote: 6 Yes, 4 No, <u>the motion carried</u></i></p> <p><i>Motion #7: Jerry Dillard Moved and 2nd by Paul Tenebruso to accept the final FY2015 Resource Allocations. VOTE: 18 Yes, 0-NO, <u>the motion carried.</u> (Attached)</i></p>		
Action to be Taken	Responsible Party	Open	Closed
Remove Paul P. from Affiliation Sheet	Admin	8/13/14	

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<p>PRIORITY SETTING</p> <p>CONTINGENCY SCENARIOS</p>	<p><u>Priority Setting – Contingency Scenarios, Page 5, PS Process:</u></p> <p>During the review and discussion, the PC changed the percentage from 30%, as shown, to 20%. This will allow the PC to be more responsive to changes, impacts and utilization.</p> <p><i>Motion# 8: Jerry Dillard Moved and 2nd by Paul Persaud to accept the Contingency Scenarios change from 30% to 20 %. VOTE: 19 Yes, 0 NO, <u>the vote carried.</u></i></p> <p>Scenario 1: If funding is up to 20% (+/-) of the FY 2013 award, the Grantee will distribute funds proportionately in accordance with percentages established by the Planning Council.</p> <p>Scenario 2: If funding is increased or decreased by more than 20%, the Planning Council will convene to revise the previously established allocations.</p>
<p>Motion to Adjourn</p>	<p><i>The meeting was adjourned at 11:30 a.m.</i></p> <p><i>Next Meeting: September 9, 2014, where the Directives will be a part of the Agenda. Place: Maggiano's, Hackensack, NJ at 11:30 a.m. for lunch and meeting starts at Noon.</i></p>

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**Fiscal Year 2015 Planned Services
Ryan White Part A Direct Services and MAI
Bergen-Passaic TGA**

Fiscal Year 2015 Priority Ranking	Service Category	Fiscal Year 2015 Allocation (In Percent)	Fiscal Year 2015 Allocation Part A and MAI (In Percent)
	<u>Core Services</u>		
1	Ambulatory/Outpatient Medical Care	16.09%	14.72%
2	Medical Case Management	17.89%	16.37%
3	Oral Health Care	19.63%	17.96%
4	AIDS Drug Assistance Program (ADAP)/AIDS Pharmaceutical Assistance (local)/Home & Community-based Health Services ^(b)	-	-
5	Health Insurance Premium & Cost Sharing Assist.	2.81%	2.57%
6	Mental Health Services	10.08%	9.22%
7	Substance Abuse Services/Outpatient ^(a)	7.98%	11.92%
8	Early Intervention Services	2.46%	2.25%
	<i>Support Services</i>		
9	Case Management - Non-medical ^(a)	11.74%	13.08%
10	Housing Services	0.28%	0.26%
11	Food Bank/Home Delivered Meals	2.19%	2.01%
12	Outreach Services/Health Ed. and Risk Reduction ^(a)	2.75%	4.06%
13	Medical Transportation Services	4.39%	4.02%
14	Psychosocial Support Services	0.49%	0.45%
15	Emergency Financial Assistance	0.32%	0.29%
16	Legal Services/Permanency Planning	0.89%	0.82%
17	Linguistic Services ^(b)	-	-
	MAI		
1	Case Management - Non-medical	27.51%	2.34%
2	Substance Abuse Services Outpatient	54.36%	4.62%
3	Outreach Services/Health Ed. and Risk Reduction	18.14%	1.54%
4	Early Intervention Services ^(b)	-	-
5	Emergency Financial Assistance ^(b)	-	-

^a Also funded in MAI.

^b Not funded in FY 2015

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**Fiscal Year 2014 and Fiscal Year 2015
 Resource Allocations
 Totals**

	Fiscal Year 2015
Part A Core Services	76.93%
Part A Support Services	23.07%
Total Part A Services	100.00%
MAI Core Services	54.36%
MAI Support Services	45.64%
Total MAI Services	100.00%
Part A and MAI Core Services	75.01%
Part A and MAI Support Services	24.99%
Total Part A and MAI Services	100.0%

Actions from Previous PS Meeting

Action to be Taken	Responsible Party	Open	Closed
Make corrections to Affiliation Sheets confirm with Grantee	Admin	8/5/14	
Make changes to page 3 and 4 of the PS Process, as amended, to reflect public inclusion in service ranking and resources discussions.	P&D	8/5/14	

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PLANNING COUNCIL ATTENDANCE RECORD													
			9/10/2013	DOC - 10/15	11/12/13	12/3/13	1/7/14	2/4/14	4/1/14	5/6/14	6/3/14	8/5/14	8/13/14
	Member Name/BD												
1	Anderson, Mark 3/12	P	P	P	P	A	A	P	P	P/A	A	P	
2	Boatwright, Anjettica	P	P	P	P	P	P	O	P	P	P	P	
3	Brown, Marie (MB) 6/23	P	P	P/A	P	P	P	P	P	P	P	P	
4	Buscher, Paul 11/3	P		P	P	O	P	O	O	O	O		
5	Daniels, Khalilah											P	P
6	DeMichele, Kathleen	P	P	P	P	P	P	P	P	P	P	P	P
7	Diaz, Jessica 1/13	P	P	P	A	P	A	P	A	A	P	P	P
8	Dillard, Jerry (JD) 11/27	P	P	P	P	P	P	P	P	P	P	P	P
9	Elizondo, Eduardo											P	
10	Fischetti, Tom (TF) 2/22	A		P	P	A	O	A	P	A	A	A	A
11	Franklin-Thompson, Sonya	P	P	P	P	P	L	P	P	P	P	P	P
12	Fray, LeRoy (LF) 12/4	O	P	P	P	O	P	O	P	P	P	L	
13	Frederick, John (JF) 12/4	P	P	O	P	O	O	P	P	O	L		
14	Halstead, Elaine 9/26	P	P	P	P	P	P	O	P	P	P	P	P
15	Kelly, Gregory (GK) 7/14	P	P	P	P	P	P	P	P	P	P	P	P
16	Kubisky, Nick (NK)							P	P	P	L	P	
17	Love, Troy (TL) 7/20	L	P	P	P	A	AL	L	P	L	A		
18	Marshall, Edward EM) 2/17	O	P	P	P	O	P	O	P	P	L		
19	Nelson, Richard	O	P	P	P	P	P	P	P	P	O		
20	Nelson-Ivy, Donna DNI) 3/16	P	P	AP	P	A	P	P	P	P	AP	A	
21	Persaud, Paul (PP) 12/19	P	P	P	O	P	P	P	O	P	O	P	
22	Price, Gloria (GP)							O	P	P	P	L	
23	Robinson, Dora (DR) 7/30	O	P	P	O	P	P	O	O	L	P		
24	Rodriguez, Freddy (FR) 10/27	P	P	P	P	O	O	O	P	P	L		
25	Santiago, Jorge							P	P	P	L	P	
26	Sonye, Ron							P	P	P	L	P	
27	Smith, Linda (LS) 8/18	P	P	P	P	P	A	O	A	P	P		
28	Tenebruso, Paula 6/11	P	P	P	A	A	A	A	A/P	L	L	L	
29	Walker, Karen (KW) 9/24	A		P	P	P	P	L	P	P	P	P	
30	Zeno-Martinez, Providencia 9/2	O	P	P	P	O	P	P	A	P	P	P	
	Members Present	19	22	24	23	13	15	17	21	24	24	20	
	Alternates Present	2		2	1	4	7	2	4	3	3	1	
	Alternate Pool					0	0	0	0	0	0	0	
	Public Present			8	3	4	3	4	4	6	4	2	
	Absent				2	6	3	9	3	2	3	10	
	Other	3			6	4	4		3	5	5		
	Key												
	P-Present A-Alternate												
	O-Absent L-Late RES-Resigned												
	* Special Meeting												
	r = removed												