

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
PLANNING COUNCIL MEETING MINUTES OF February 4, 2014**

Agenda Item	Description			
Opening Roll Call Welcome Chair, Gregory Kelly	The PC location was published to be at PCCC (Passaic County Community College) , 100 College Blvd., Paterson Room, Paterson, NJ , however with a last minute change, the Planning Council met at the Hamilton Club, on Church Street, 2nd Floor, Paterson, NJ			
	The meeting was called to order by Gregory Kelly, Chair, who welcomed everyone to the meeting. A Moment of Silence was observed for those infected & affected by HIV/AIDS.			
	Roll Call: Roll was taken and quorum was established with 19 members present. The current total membership of the Council is 24. There were 3 members from the Public present.			
	Action to be Taken	Responsible Party	Open	Closed
				X
Minute Approval	<i>Motion #1: Anjettica Boatwright moved to approve January 7, 2014, Minutes and 2nd by Donna Nelson-Ivy with necessary corrections. Corrections and changes were made. Vote: <u>14</u> Yes, <u>0</u>No, <u>0</u> Abstentions</i>			
	<i>The request was made to send a corrected copy of the Minutes back out to the Council.</i>			
	Action to be Taken	Responsible Party	Open	Closed
	Send corrected copy of Minutes to the Council	Admin	2/4/14	
Report of the Planning Council Chair Gregory Kelly	<u>Chairman's Report, Gregory Kelly:</u>			
	-The Chairman reported on his attendance at a <u>Leadership Conference in Florida</u> , where participants from all over the country were present. He's looking forward to the future one-on-one leadership coaching sessions.			
	-The Chair wants to secure the latest <u>HRSA Primer</u> . This will benefit new and old members, as it covers the responsibilities of the Planning Council, the Grantee, and HRSA. It condenses the HRSA Part A Manual. The latest online edition is the 2008 Primer. <u>The Grantee has the latest edition and will provide it to the PC within the next few meetings.</u>			
- <u>Upcoming CDC & Steering Committee meetings</u> will now be held in Passaic County where the majority of committee members reside.				
-The Chair reported that some <u>PC meetings will be canceled</u> . Canceling meetings will help to reduce cost. Definite months have not been determined.				
The Chair stated that, again, the HRSA call was cancelled.				
This ended the Chair's report.				
	Action to be Taken	Responsible Party	Open	Closed
	Provide latest HRSA Primer to PC	Millie I.	2/4/14	

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<p>Report of the Liaisons Karen Walker CAEAR</p> <p>Sonya Franklin-Thompson DOH</p>	<p>Karen Walker – CAEAR Liaison</p> <p>1. The Annual CAEAR meeting will be held in New Orleans next week. Parts of the CAEAR meeting will be recorded, especially on updates. Once Karen W. receives the dial-in information, she will forward the information to Steering or to anyone who may want to dial-in next week.</p> <p>2. Karen W. received some comparison studies on ACA and Ryan White from CAEAR. She will forward this information to the Council, once located.</p> <p>This ended her Liaison report</p> <p>Later in the meeting, Sonya Franklin-Thompson – DOH (NJ Department of Health) reported on the following:</p> <p>1. The DOH’s emphasis is on <u>Linkage to care and retaining clients in care.</u></p> <p>2. The <u>Navigation Program</u> in 2014 continues to focus on Linkage as one of its highest priorities.</p> <p>Question: Where are all the unaware - those who have not been tested? Answer: From Sonya F-T.’s perspective as a PMO - people who are unaware are the people who don’t come back for their confirmatory results after being tested. She will research more detail on the Unaware and get back to the Council.</p> <p>Chairman Kelly stated that this is a question all across the U.S. as it was talked about at the Leadership Conference in FL.</p> <p>3. Sonya F-T. also stated that <u>repetitive testing at same sites</u> (not van related schedules) may require a relook. For example if a location for health fairs (5 times a year) is not yielding any positives, then maybe there is another location that should be considered for testing. Sonya F-T. reiterated that repeating a location, time after time needs to be looked at more carefully.</p> <p>This ended her Liaison report.</p>		
	<p>Action to be Taken</p>	<p>Responsible Party</p>	<p>Open</p>
<p>Office of the Grantee Millie Izquierdo</p>	<p>Office of the Grantee, Millie Izquierdo</p> <p>Millie I. stated that Pat Virga would give the presentation on the results of this TGA’s Quality Management and an overview of Quality Management (QM101).</p> <p>The QM presentation (PowerPoint) provided by Pat V. will be sent to Council members along with the Minutes (separately)</p> <p>The Utilization Report was distributed by Millie I. at the meeting and discussed briefly. Please see the Attachment A: Utilization Report.</p> <p>That ended the Grantee’s presentation and report.</p>		
<p>Action to be Taken</p>	<p>Responsible Party</p>	<p>Open</p>	<p>Closed</p> <p align="center">X</p>

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<p>340B Presentation Kathleen DeMichele</p>	<p>340B Presentation</p> <p>The Chair allowed Kathleen DeMichele to speak on bringing in a presenter to talk about 340B. It was the consensus of the PC, that a speaker from Walgreens be secured. Kathleen will try to secure for next meeting.</p>		
<p>Action to be Taken</p>	<p>Responsible Party</p>	<p>Open</p>	<p>Closed</p>
<p>Secure 340 B Presenter</p>	<p>Kathleen D.</p>	<p>1/7/14</p>	
<p>Community Development Committee (CDC) Chair, Jessica Frenkian Community Development Committee (CDC) Chair, Jessica Frenkian</p>	<p>In the absence of Jessica Frenkian, CDC (Community Development Chair), Chairman, Gregory Kelly provided the following report:</p> <ol style="list-style-type: none"> Currently there are four new candidates in the process of becoming PC members. Once the interview process is completed with Director Ivy, the process will continue for swearing in by the Mayor. (During this PC meeting, Director Ivy interviewed the candidates outside the meeting room). On February 21st Elaine Halstead and Anjettica Boatwright and possibly Gregory Kelly, will be going to S/N Medical Day Care to do member recruitment. Question: Will there be a flyer provided? Answer: Yes, it's in the print process and the electronic version will be sent to members once completed. The CDC is requesting seasoned members to become Mentors for new members. Those volunteering for mentoring today were: Karen Walker, Jerry Dillard, and Elaine Halstead. Another part of the recruitment process will continue with 380 Straight Street, S/N Tenant meeting. Suggestions made: Utilize Newspaper and PSA. Ray Welch, announced that Cablevision had just sent him information regarding free space for public service announcements. It will be filmed in Bergen and aired over all Cablevision. This information will be forwarded to the CDC. Elections for Chair and Vice Chair will be held on February 25. Two re-appointed members were sworn in this past Wednesday. <p>This ended the CDC report.</p>		
<p>Action to be Taken</p>	<p>Responsible Party</p>	<p>Open</p>	<p>Closed</p>
<p>Send recruitment flyer to PC electronically when available</p>	<p>Admin</p>	<p>2/4/14</p>	
<p>Refer Newspaper & PSA suggestions to CDC</p>	<p>Admin</p>	<p>2/4/14</p>	

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<p align="center">PLANNING & DEVELOPMENT Chair, Karen Walker</p>	<p>Planning & Development (P&D) Chair, Karen Walker reported on the following:</p> <p><i><u>Priority Setting Report for FY2014 and revised Action Plan from the Comprehensive Plan come to the Planning Council as a Motion</u> from P&D & Steering.–<u>The motion comes from the Committees for approval.</u></i></p> <p>1. Before the vote was taken on the PS Report, a change was requested: Add: <i>The Department and the Division Director did recuse themselves from voting to the 3rd paragraph and to add as 3rd bullet to the <u>tasks of the PC were to Review HRSA Statement of Need or process</u></i></p> <p><i><u>The quorum of P&D and Steering were present and agreed to changes.</u></i> <i><u>Planning Council Vote: 18 Yes, 0 No</u></i></p> <p><i><u>2. Action Plan from the Comprehensive Plan comes to the Planning Council as a Motion from P&D & Steering.–</u></i> <i><u>Planning Council Vote: 20 Yes, 0 NO</u></i></p> <p>This ended the P&D Report.</p>
<p>Old Business/New Business Gregory Kelly</p>	<p><u>Old Business</u> Chair, Gregory Kelly, passed out the Meeting Evaluations Summary (January- November 2013) to the PC. He stated that any concerns can be addressed at the next Council meeting.</p> <p><u>New Business, MEDICAID</u></p> <ul style="list-style-type: none"> • Provi Zeno-Martinez stated that as a result of the Affordable Care Act new enrollments in Medicaid have been very problematic. Volume of calls difficult to manage. People were looking for rebates and approved for Medicaid. People don't want to be on Medicaid, however, no entity has been developed to terminate their eligibility. • She stated that if there are clients who had been classified as 761s (single adults – no children), they are now eligible for hospital coverage and additional services for which they weren't eligible before. Per Marie Browne during the 45-60 day wait, clients must be patient. Provi Z-M, added that it takes time for everything to process through the system and eligibility to be posted. Question: How will pharmacies know? Answer: Pharmacies will be notified at the time of switch. If someone is having problems getting prescriptions filled at pharmacy, they should contact the Passaic MACC (Medical Assistance Customer Center) 973-977-4077. • Provi Z-M will forward the list of Coverages: Plan A, B, and C and also ABP to MJ for distribution • Provi stated that the Health Benefit Identification card (Medicaid Card) which they have is good, the number is assigned for life. Clients will,

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<p>Old Business/ New Business Gregory Kelly</p>	<p>however, have to get an HMO card, and select a Primary Care Physician.</p> <p><u>New Business, IDUs</u></p> <ul style="list-style-type: none"> • Jerry Dillard, provided information coming from the NJHPG subcommittee, HIV Issues; which stated that not all agencies which test for STDS are testing for HIV. Also a Stigma Workgroup is being formed for anyone who wants to attend. Next meeting February 10 in New Brunswick (about 11:30 am) • Jerry D. noted that per the News, Heroin overdoses are still on the increase throughout the nation. IDU is still alive. • Per Karen W. – The Governor of Vermont gave his entire State of the State address on overdoses (per the News). 								
	<table border="1"> <thead> <tr> <th data-bbox="440 688 979 751">Action to be Taken</th> <th data-bbox="979 688 1141 751">Responsible</th> <th data-bbox="1141 688 1343 751">Open</th> <th data-bbox="1343 688 1484 751">Closed</th> </tr> </thead> <tbody> <tr> <td data-bbox="440 751 979 793">Provide list of Coverages to Council via MJ</td> <td data-bbox="979 751 1141 793">Provi Z-M</td> <td data-bbox="1141 751 1343 793">2/4/14</td> <td data-bbox="1343 751 1484 793"></td> </tr> </tbody> </table>	Action to be Taken	Responsible	Open	Closed	Provide list of Coverages to Council via MJ	Provi Z-M	2/4/14	
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Provide list of Coverages to Council via MJ	Provi Z-M	2/4/14							
<p>Public Comments</p>	<p>Question1: Why has no one approached locations like Turning point, Clinic on Broadway, Barnert, & others to get new people on the Committee? Why has no one approached cities like Elmwood Park, Woodland Park, etc.?</p> <p>Answer: The Chair stated that the CDC report made today is just the beginning to approach different areas and they will be looking into other areas like those suggested. However, in the past some of these communities & locations have been approached.</p> <p>Question2: Why aren't local channels being considered to promote HIV, for instance, in Clifton, Elmwood Park, etc.? More than Cablevision should be used.</p> <p>Answer: The Chair stated that these suggestions can be brought to the CDC.</p>								
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Responsible Party	Open	Closed							
		X							
<p>Networking & Community Check-in</p>	<ul style="list-style-type: none"> • Director Nelson-Ivy received a weather alert from Emergency Management regarding the predicted storm. She asked that Council member take care of themselves and remember the seniors and prepare themselves for the storm. • Ray Welch announced that the Outreach ANGELS, a non-profit which services Bergen and Passaic Counties, may be folding up due to aging volunteers. Also, the storage garage must be relocated. They are looking for storage that could house items like mattresses, appliances, etc. They are also looking for new volunteers! There will be a fundraiser dinner at EL Cid for \$35 for the Outreach ANGELS. • Per Karen W. Paterson Counseling Center as a new doctor. She is referred to as Dr. O. 								
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Motion to Adjourn	<p><i>Motion # 2: Anjettica Boatwright, Moved and 2nd by Elaine Halstead that the meeting be adjourned. The Vote was unanimous.</i></p> <p>The Meeting adjourned at 3:00 p.m.</p> <p>Next Meeting: - Meeting place: Hamilton Club, corner of Church & Ellison. Lunch at 11:30 a.m. and meeting starts at Noon.</p>		
Action to be Taken	Responsible Party	Open	Closed
			X

OPEN Actions from Previous Meetings

Action to be Taken	Responsible Party	Open	Closed
Utilization Report to MJ for distribution to Council	Millie I.	1/7/14	

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UTILIZATION REPORT

Attachment A

City of Paterson - Dept of Health & Human Services			
Grantee Administrative Office Report			
PC Meeting February 4, 2014			

Utilization Report - FY 2013	Utilization by Percentage	Over or At Utilization	Under Utilization
Ryan White Part A - Service Categories			
3/1/2013 to 1/31/2014			
Primary Medical Care/Adherence	90%	X	
Substance Abuse Counseling	92%	X	
Early Intervention Services	61%		X
Case Management	98%	X	
Clinical Case Management/Treatment Adherence	98%	X	
Treatment Adherence	97%	X	
Mental Health Counseling	86%		X
EFA (Emergency Financial Assistance)	12%		X
Oral Health	88%		X
Housing Services	69%		X
Transportation Serv.	99%	X	
Food & Nutrition Serv.	98%	X	
Client Advocacy - Legal Service	94%	X	
Outreach & Health Ed.	98%	X	
Psych-Social Support Group	90%	X	
MAI			
Substance Abuse Counseling	73%		X
Case Management Community	96%	X	
Outreach & Health Ed.	96%	X	

Expected level of utilization @95%

ADMINISTRATIVE:

Monitoring & site visits activities are on-going.

Amendment and modifications to contracts: Providers completed the shift of dollars between core and sub-services on utilization patterns.

Currently working on FY-2013 closeout numbers and revised budget modification.

Notice of Partial Award was received for FY-2014: \$1,111,342.00

Ryan White: \$1,017,879.00

MAI: \$93,463.00

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