

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL  
PLANNING COUNCIL MEETING MINUTES OF January 7, 2014 - 06**

Agenda Item	Description								
<p><b>Opening</b></p> <p><b>Roll Call</b></p> <p><b>Welcome Chair, Gregory Kelly</b></p>	<p><b>Location: PCCC (Passaic County Community College), 100 College Blvd., Paterson Room, Paterson, NJ</b></p> <p>The meeting was called to order at <b><u>12:11 p.m.</u></b> Gregory Kelly, Chair, welcomed everyone to the meeting. A <b>Moment of Silence</b> was observed for those infected &amp; affected by HIV/AIDS.</p> <p><b>Roll Call:</b> Roll was called and quorum was established with 21 members present. The current total membership of the Council is 24. There were 4 guests present.</p> <table border="1"> <thead> <tr> <th>Action to be Taken</th> <th>Responsible Party</th> <th>Open</th> <th>Closed</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> </tbody> </table>	Action to be Taken	Responsible Party	Open	Closed				X
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			X						
<p><b>Minute Approval</b></p>	<p><i>Motion #1: Anjettica Boatwright moved to approve December 3, 2013, Minutes and 2<sup>nd</sup> by Elaine Halstead. There were no corrections or discussion. Vote: <u>11</u> Yes, <u>0</u> No, <u>0</u> Abstentions</i></p> <table border="1"> <thead> <tr> <th>Action to be Taken</th> <th>Responsible Party</th> <th>Open</th> <th>Closed</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td align="center">X</td> </tr> </tbody> </table>	Action to be Taken	Responsible Party	Open	Closed				X
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<p><b>Report of the Planning Council Chair</b></p> <p><b>Gregory Kelly</b></p>	<p><b><u>Chairman Report:</u></b></p> <p>The Chair was concerned with membership. The Council is at a very low with 24 members. The Council’s capacity is 33 members.</p> <p>The Chair reported there still had not been a HRSA call. The last one was in November; however, he was hopeful for the one pending on Friday.</p> <p>The Chair then read a two-page farewell letter from former Vice Chair &amp; Member, Charlotte Tobias <b>who retired from the Council</b>. Charlotte was honored at the December 2013 meeting.</p> <p><b>The Chair, Gregory Kelly</b> welcomed the Public. <b>In addition</b>, he also welcomed to the Executive team, <b>Marie Browne, the new Planning Council Vice Chair</b>. Marie B. then greeted the Council.</p>								



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<p align="center"><b>Bylaws Taskforce</b> <b>Linda Smith</b></p>	<p><b>Bylaws Taskforce</b></p> <p>Appointed Taskforce leader, Linda Smith, reported on the results of the Bylaws Taskforce. They were charged with <b>reviewing</b> the Bylaws, as it relates to the Membership Removal Process, especially concerning PLWHA Council members.</p> <p>There was a discussion on this matter by the Council and members of the Taskforce. It was highly recommended that all members, including Affected members secure Alternates. At this time, there were no new By-law changes recommended as a result of this Taskforce meeting.</p> <p>See <b><u>Attachment A</u></b> for the Taskforce report.</p>		
<p align="center"><b>Community Development Committee (CDC)</b></p> <p align="center"><b>Chair, Jessica Frenkian</b></p>	<p><b>Jessica F., CDC (Community Development Chair), provided the following report:</b></p> <ol style="list-style-type: none"> <li>1. Currently there are 24 members on the Council. The CDC is being discriminant in moving forward with applications. They are making sure that the potential members are given a realistic view of the Council responsibilities and meet the needs of the PC.</li> <li>2. Orientation is scheduled for January 23 at 10:30 a.m. at the Hyacinth office. Anyone needing a refresher is welcome.</li> <li>3. The Membership Application Kit is being revised</li> <li>4. The CDC's recruitment strategy is to try to recruit more Consumers. CDC's first recruitment effort will be done at Straight and Narrow. Jessica F. requested that Providers notify her if their site can be used for a potential recruitment meeting.</li> <li>5. The CDC is putting their emphasis on securing members for two <b><u>Representative Categories</u></b>. They are: <b>1. <u>Incarcerated</u></b> (<i>Clarified</i> : within the last 3 years and released HIV+) and <b>2. <u>Part D</u></b> or those working with youth</li> <li>6. Emphasis at the next CDC meeting will be to work on efforts to secure members for the Alternate Pool.</li> </ol> <p>Next CDC meeting is at NJ Buddies at 10:00 a.m., January 28, 2014.</p>		
<p><b>Action to be Taken</b></p>	<p><b>Responsible Party</b></p>	<p><b>Open</b></p>	<p><b>Closed</b></p>

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**PLANNING &  
DEVELOPMENT  
Chair,  
Karen Walker**

**Planning & Development (P&D) Chair, Karen W.** reported on the following:

1. P&D met on December 11, 2013
2. P&D may be getting a new member of Arab American descent. A letter of invite has been extended to her.
3. The FY2014 Priority Setting Timeline was passed out for information.
  - Still open: Review SCSN (not done this year), acceptance of the Priority Setting Report (will be sent out for February), Assess priorities and directives based on award (if award 30% more or less of the previous year) and Evaluate Priority Setting Process (approval of the Priority Setting Report will be done next PC meeting).
4. In-Care Survey client survey is being translated into Spanish
5. Conducting a study to determine the impact of ACA and Ryan White on the Bergen/Passaic TGA
6. Also, Jerry D. provided information on the ACAs impact on the Planning Council. As a part of P&D, they thought it should be brought up to Council. He provided information:
  - One TGA has created two separate Priority Setting Scenarios (one with Waiver, one without that meets the 75/25 ratio).
  - **He noted, at HPG meeting, a NJ State representative stated that HRSA has the expectation that almost every TGA will apply for a waiver to meet unmet needs.**
  - Options provided:
    - a. Wait
    - b. Request Grantee to apply for a Waiver
    - c. Allow new service category, Health Insurance Premium & Cost Sharing Assistance, to help reach 75/25 goals

Discussion ensued on:

- Potential different (non-Medicaid) clients that may need co-pay assistance.
- Potential risk of applying for a Waiver
- Implementing Health Insurance Premium & Cost Sharing Assistance well so that it meets the goals of the TGA

The question is still open on whether a waiver will be applied for or not. A study will be gathering more information via e-compass to see the impact of ACA and Medicaid and Ryan White on this TGA.

This ended the P&D Report.

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<b>Old Business/New Business</b> <b>Gregory Kelly</b>	<b><u>Old Business</u></b>			
	<p><b>Chair, Gregory Kelly</b>, brought up the billboard that was put up on Route 80. <b>Feedback:</b> Copying number on Route 80 was a little dangerous (the location used). Still not known if any hotline calls were a result of the billboard. Need to find more creative ways <b>to bring more awareness of HIV testing to those infected.</b></p> <p>Vice Chair, Marie Browne, suggested using the back of buses for promotion in the future.</p> <p><b>There was no New Business.</b></p>			
	<b>Action to be Taken</b>		<b>Open</b>	<b>Closed</b>
				<b>X</b>
<b>Public Comments</b>	<ol style="list-style-type: none"> <li>Comments and questions came from Kalila, of Team Management 2000, Inc. She was a first-time visitor.</li> <li>Luis, introduced himself as first-time visitor.</li> </ol>			
	<b>Action to be Taken</b>	<b>Responsible Party</b>	<b>Open</b>	<b>Closed</b>
				<b>X</b>
<b>Networking &amp; Community Check-in</b>	<ul style="list-style-type: none"> <li>Jerry D. - CAPCO has monies for Passaic County for rent, securities, and utilities; and little for bus tickets and food if anyone needs assistance.</li> <li>Jerry D. - This Wednesday, January 8, is the next quarterly CAPCO meeting at 2:00 p.m. at Paterson Public Library.</li> <li>Gregory K. - received a scholarship from National Minority AIDS Council (NMAC) to attend a leadership conference in Florida.</li> <li>Per Marie B., AIDS Watch applications are still open. She believes scholarships are no longer available.</li> </ul>			
	<b>Action to be Taken</b>	<b>Responsible Party</b>	<b>Open</b>	<b>Closed</b>
				<b>X</b>
<b>Motion to Adjourn</b>	<p><b><i>Motion # 2: Sonya Franklin-Thompson Moved and 2<sup>nd</sup> by Dora Robinson that the meeting be adjourned. The Vote was unanimous.</i></b></p> <p>The Meeting adjourned at 3:30 p.m.</p> <p><b><u>Next Meeting: February 4, 2014 - Meeting place: PCCC, Paterson Room, Paterson, NJ. Lunch at 11:30 a.m. and meeting starts at Noon.</u></b></p>			
	<b>Action to be Taken</b>	<b>Responsible Party</b>	<b>Open</b>	<b>Closed</b>
				<b>X</b>

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**CLOSED Actions from Previous Meetings**

Action to be Taken	Responsible Party	Open	Closed
Make checks out to CAEAR Coalition and get them to Karen Walker immediately. Money past due. Whoever is willing can donate	Karen Walker & Planning Council	Ongoing	1/7/14
By-laws taskforce will re-address membership, vote to remove section.	By-law taskforce, Linda Smith, leader	11/12/13	1/7/14

Paterson-Passaic County-Bergen County HIV Health Services Planning Council  
By-Laws Task Force

Date of Meeting: Tuesday, 12/17/13  
Present: Linda G. Smith, Chairperson  
Director Donna Nelson Ivy  
John Frederick  
Frank Covello, Esq

Absent: Troy Love  
Freddy Rodriguez  
Elaine Halstead  
Dora Robinson

The meeting was called to order at 10:30 am by L. Smith. Those in attendance listed above. The agenda item is Section 5.6 Removal of the Council by-laws.

In-depth discussion centered on the logic of changing this bylaw section at this time. Those in attendance reviewed the current 3 reason why a member could be removed from the Council:

1. Automatic Removal for Cause
2. The member is absent from 3 consecutive meetings and not represented by an alternate or an alternate represents a member more than 6 times
3. Violation of the Code of Conduct

The group also discussed at length the rare instances when a member is removed and the subjectivity of excused absences. Who would make the decision of granting a member an excused absence? The need for alternates was also discussed by the group, whether pool alternates or individual alternates. There is a pressing need for both.

It was the decision of the group that no recommendation will be made to the Steering Committee to change the current Section 5.6 Removal of the Council by-laws.

REASON: (1) The current by-laws provide a fair and equitable process for removal of a member; (2) to implement a system of excused absences would lead to a subjective process which would not in all cases be fair and equitable.

This task force would like CDC to consider taking the initiative to develop a pool of alternates.

Respectfully Submitted,  
By-Laws Task Force (Temporary)  
1/7/14