

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
PLANNING COUNCIL MEETING MINUTES OF November 12, 2013 - D4**

Agenda Item	Description								
Opening Roll Call Welcome Chair, Gregory Kelly	<p>Location: PCCC (Passaic County Community College), 100 College Blvd., Paterson Room, Paterson, NJ</p> <p>The meeting was called to order at 12:10 p.m. Gregory Kelly, Chair, welcomed everyone to the meeting. A Moment of Silence was observed for those infected & affected by HIV/AIDS.</p> <p>Roll Call: Roll was called and quorum was established with 21 members present. The current total membership of the Council is 26. There were 8 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
Action to be Taken	Responsible Party	Open	Closed						
			X						
HIV and the Affordable Care Act Presentation Sheila Thorne	<p>Sheila Thorne, was introduced by the Chair to make a presentation on <i>HIV and the Affordable Care Act (ACA)</i></p> <ul style="list-style-type: none"> Highlights from the presentations were on “Why the affordable Care Act?”; “Who needs the ACA?”; and Who qualifies?”; and Where you can get assistance in completing the process. Everyone’s job is to have insurance, it’s the law! And if you have insurance spread the word to one of the 993,185 uninsured (not including the undocumented). 80% may qualify for lower costs on coverage in the Marketplace, including through Medicaid. For Assistance: Toll-free Call Center : 1-800-318-2596 Hearing Impaired: 1-855-889-4325 Healthcare.gov Cuidadodesalud.gov <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
Action to be Taken	Responsible Party	Open	Closed						
			X						
Vote for Removal Frank C.	<p>The Vote for Removal process was conducted by Frank Covello, Esq. according to the By-laws. There were three candidates eligible for removal; Alvin Burden, Richard Nelson, and Dora Robinson. Alvin Burden was not present, the other two spoke on their own behalf. Frank reminded the Council that a vote of NO was to Not remove a member and the vote of YES was a vote to recommend removal from the Planning Council. Results: The results of the balloted voting was: Dora Robinson and Richard Nelson were to remain on the Council; and Alvin Burden was recommended for removal.</p>								

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
PLANNING COUNCIL MEETING MINUTES OF November 12, 2013 - D4**

<p>By-Laws Membership Vote for Removal Taskforce</p>	<p>As a result discussion ensued around the Vote for removal and it was suggested by the Chair that a taskforce be created to relook at the Bylaws concerning removal processes.</p> <p>The Taskforce leader will be Linda Smith. Other committee members: Donna Nelson-Ivy, Elaine Halstead, Freddy Rodriguez, Troy Love, and Dora Robinson. The recommendations should be ready for the January Steering Committee meeting. Frank Covello asked to be included in these meetings.</p>		
<p>Action to be Taken</p>	<p>Responsible Party</p>	<p>Open</p>	<p>Closed</p>
<p>By-laws taskforce will re-address membership, vote to remove section.</p>	<p>By-law taskforce, Linda Smith, leader</p>	<p>11/12/13</p>	
<p>Liaison CAEAR Coalition Liaison, Karen Walker</p>	<p>Karen Walker, CAEAR Liaison, advised the Planning Council that the CAEAR Coalition dues are past due. The dues were due Oct. 1, 2013. She needs to collect \$700 more. She has \$300 and will send it in, but will have to make sure balance of the \$1000 dues is sent in soon.</p>		
<p>Action to be Taken</p>	<p>Responsible Party</p>	<p>Open</p>	<p>Closed</p>
<p>Office of the Grantee Millie Izquierdo</p>	<p>Office of the Grantee, Millie Izquierdo, presented the November 12, 2013 Utilization Report. (See Attachment A). Also she advised that the request, submitted in the October application, was for 13% more.</p> <p>Site visits should be completed by February. She also requested that all Providers submit their modifications. There is a 90-day requirement that is driving this request and could result in us being penalized if money is unspent.</p> <p>Also, in conjunction with the Community Development Committee, there will be a digital Billboard put up in December for outreach. They are getting three required bids for the billboard and targeting the date of December 1, World AIDS Day. If not then, no later than December 5.</p>		
<p>Action to be Taken</p>	<p>Responsible Party</p>	<p>Open</p>	<p>Closed</p>
			<p align="center">X</p>

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
PLANNING COUNCIL MEETING MINUTES OF November 12, 2013 - D4**

<p>Community Development Committee (CDC)</p> <p>Chair, Jessica F.</p>	<p>Jessica F., CDC (Community Development Chair), provided the following report:</p> <p>Several people are up for membership re-appointments and their applications are due today. The CDC will be reviewing the applications next week. Evaluation results, for the Day of Capacity, showed that people would like the length of the Day of Capacity shortened; and the CDC will be looking into this. She also requested that all World AIDS Day (WAD) events be sent in, so that the Council is aware of all events. The Billboard, previously mentioned, will be going up in December. The follow-up to the billboard responses will be captured.</p> <p>Sonya Franklin-Thompson, requested that the WAD events be forwarded to her for posting to the State site.</p>		
<p>Action to be Taken</p>	<p>Responsible Party</p>	<p>Open</p>	<p>Closed</p>
<p>Forward WAD events to the Sonya F-T for posting to State website</p>	<p>Admin</p>	<p>11/12/13</p>	
<p>PLANNING & DEVELOPMENT Chair, Karen Walker 2:01</p>	<p>Planning & Development (P&D) Chair, Karen W. reported on the following:</p> <p>The timeline for this year will be completed at the P&D meeting on tomorrow, November 13, 2013. The Committee has been working on Priority Setting and completing the process over the last few months. Additionally, the Comprehensive Needs Assessment was sent to the Council earlier, and the Outreach Standards were completed. The EIIHA committee didn't meet, however, the three target populations on which they will report are: African American women, <i>young</i> MSM, and Latino. Middle Eastern will not be included at this time.</p> <p>The acceptance of the Outreach Standards was brought forth as a motion from P&D and Steering.</p> <p>Karen Walker highlighted the changes that were made. They were:</p> <p>1. A new standard - A2-6.3. This standard is about the resource directories.</p> <p>Standard A2-6.3: The agency will have current resource directories available on the premises. <u>Indicator:</u> Documentation that resource directories exist within the agency. <u>Example of evidence:</u> Directories exist at the agency.</p> <p>2. Standard A5-1: It was modified to include competencies of volunteers.</p> <p>Standard A5-1: Each staff member and volunteer working in outreach must be supervised. <u>Indicator:</u> The supervisor maintains records of direct supervision. <u>Examples of evidence:</u> Documentation of monthly staff meetings or annual staff</p>		

PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
PLANNING COUNCIL MEETING MINUTES OF November 12, 2013 - D4

performance evaluation is maintained in the employee files.

Provi Zeno-Martinez noted the corrections that were needed on the **Outreach Service Definition:**

Outreach services are programs that have as their principal purpose the identification of people who do not know their HIV *status* or those that do know their status and are not in care so that they may become aware of, and may be enrolled in care and treatment services (i.e., case finding), not HIV counseling and testing nor HIV prevention education. These services must target high-risk communities or individuals. Outreach programs must be planned and delivered in coordination with local HIV prevention outreach programs to avoid duplication of effort; be targeted to populations known through local epidemiologic data to be at disproportionate risk for HIV infection; be conducted at times and in places where there is a high probability that individuals with HIV infection will be reached; and be designed with quantified program reporting that will accommodate local effectiveness evaluation to track referrals into care.

Standard A 3-3:

Charlotte Tobias noted the misspelling of the word disabled.

Standard A 3-3: American Disabilities Act (ADA) Compliance: All agencies must be in compliance with the ADA.

Indicator: Needs of disabled consumers are met.

Examples of evidence: Agency demonstrates that the needs of disabled consumers are met.

Motion #1: Sonya Franklin-Thompson made a motion to accept the Outreach Standards with the noted corrections, 2nd by Elaine Halstead.

Vote: 22 YES 0 NO

Pat Virga presented a brief PowerPoint overview of the **Comprehensive Needs Assessment (CNA)**. The Council had been presented, in previous meetings, much of the detailed information which was included in the CNA.

Motion #2: The acceptance of the entire Comprehensive Needs Assessment was brought forth as a motion from P&D and Steering.

Vote: 21 YES 0 NO

Pat encouraged the Council to continue to have the discussion on the needs of this TGA.

As a CNA follow-up, Donna Nelson-Ivy stated that she provided Dr. Gardner a copy of the CNA as requested by Pat Virga.

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
PLANNING COUNCIL MEETING MINUTES OF November 12, 2013 - D4**

<p>Report of the Chair, Gregory Kelly</p>	<p>Chair, Gregory Kelly, reported that he is currently working on his Annual Report. He encouraged Council members to nominate members for the Mark Benge Award. The five-month Meeting Evaluation summary report will be presented at the December meeting.</p>			
	<p>Action to be Taken</p>		<p>Open</p>	<p>Closed</p>
<p>Vice Chair, Charlotte Tobias</p>	<p>Vice Chair, Charlotte Tobias, reported that she and Elaine Halsted are the nominating committee. She encouraged all to make nominations for the Chair and Vice Chair of the Council.</p>			
<p>Action to be Taken</p>	<p>Responsible Party</p>	<p>Open</p>	<p>Closed</p>	
<p>Make nominations for Chair/Vice Chair of the Council</p>	<p>Planning Council</p>	<p>11/12/13</p>		
<p>New Business Food Policy New Business Food Policy</p>	<p>Food Policy This new food policy is a another way to comply with the request for the Council to look at ways to reduce its cost. One way of addressing this request was to reduce the number of Council meetings and the higher cost venues for meetings. Another area was to address the food for meetings. A letter from the HRSA PMO was read which stated that hot meals are not required for meetings.</p> <p>There was more discussion regarding food being culturally competent; than it was on whether the meals be hot or not. Millie Izquierdo stated that the number of hot entrees became the issue (e.g. seven hot entrees at one time versus the fact that it should have been two to three). Millie Izquierdo stated that a savings of about \$20K has been realized so far this year.</p> <p><i>Motion #3: A motion coming from Steering was to accept the Food Policy</i> <i>Vote: <u>19 YES 1 NO</u></i></p> <p><i>Motion # 4: A motion was made by Sonya Thompson, and 2nd by Karen Walker that those who are making the food arrangements and the food vendors ensure that food is culturally competent in preparation and presentation.</i> <i>Vote: <u>18 YES, 0 NO</u></i></p> <p>This motion is made to ensure that members’ religious requirements and dietary needs are met. Any special needs should be called into the Grantee Office and they will do their best to meet the needs.</p>			
<p>Action to be Taken</p>	<p>Responsible Party</p>	<p>Open</p>	<p>Closed</p>	
			<p>X</p>	

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
 PLANNING COUNCIL MEETING MINUTES OF November 12, 2013 - D4**

<p>Networking & Community Check-in</p>	<ul style="list-style-type: none"> Charlotte Tobias announced that House bill 3350 is up for a vote on Friday. This bill would allow people to maintain their current insurance if they have been notified of cancellation. A member of the Public offered some fund raising activities as a possibility for the Council. ACA: Linda Smith advised that St. Joseph has a patient Navigator. She will advise the Council if they are open to other than St. Joseph clients. She also recommended that if a person knows that they are below income level to go to 80 Hamilton Street. MJ advised that it has been advised to call the 800 number for completion, if you can't complete or there's difficulty in completing. The Urban League are official sites for Passaic & Bergen County. Per Karen Walker, the application can also be processed through NJ Family Cares and there is no issue in completion. World AIDS Day: Mark Anderson announced that there will be a World AIDS event at the County Building at 3:00 p.m. on Monday, December 2 sponsored by the NJ Buddies who are partnering with the Bergen County freeholders. Also the annual World AIDS Day event will be at Christ Church. All are on NJ Buddies website. Per Ed Marshall, there will be a Transgender Memorial which will be held at St. Paul Lutheran Church on November 23. 		
<p>Action to be Taken</p>	<p>Responsible Party</p>	<p>Open</p>	<p>Closed</p>
<p>Motion to Adjourn</p>	<p><i>Motion # 5: Karen Walker Moved and 2nd by Charlotte Tobias that the meeting be adjourned. The Vote was unanimous.</i></p> <p>The Meeting adjourned at 3:30 p.m.</p> <p>Next Meeting: December 3, 2013 - Meeting place: Brownstone: Lunch at 11:30 a.m. and meeting starts at Noon. It's the Annual Meeting.</p>		
<p>Action to be Taken</p>	<p>Responsible Party</p>	<p>Open</p>	<p>Closed</p>
			<p>X</p>

PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
PLANNING COUNCIL MEETING MINUTES OF November 12, 2013 - D4

OPEN 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	

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL
PLANNING COUNCIL MEETING MINUTES OF November 12, 2013 - D4**

Attachment A

City of Paterson - Dept of Health & Human Services

**Grantee Administrative Office Report
PC Meeting November 12, 2013**

Utilization Report - FY 2013

Ryan Whhite Part A - Service Categories	Utilization by Percentage	Over or At Utilization	Under Utilization
Primary Medical Care/Adherence	61%	X	
Substance Abuse Counseling	82%	X	
Early Intervention Services	33%		X
Case Management	83%	X	
Clinical Case Management	91%	X	
Treatment Adherence	74%	X	
Mental Health Counseling	49%		X
Oral Health	69%	X	
Housing Services	33%		X
Transportation Serv.	87%	X	
Food & Nutrition Serv.	98%	X	
Client Advocacy - Legal Service	86%	X	
Outreach & Health Ed.	86%	X	
Psych-Social Support Group	52%		X
Emergency Financial Assistance	12%		X
MAI			
Substance Abuse Counseling	47%		X
Case Management Community	75%	X	
Outreach & Health Ed.	68%	X	

Expected level of utilization @60%

ADMINISTRATIVE:

Monitoring & site visits activities are on-going.

Amendment and modifications to contracts: Providers please commence to shift dollars between core services ONLY based on utilization patterns.