



PATERSON-PASSAIC COUNTY-BERGEN COUNTY
HIV HEALTH SERVICES PLANNING COUNCIL

Ray. Welsh & Nick Kubisky, Co - Chairs

Community Development Committee Meeting Minutes

Meeting Date: Thursday, August 13, 2020

Start Time: 1:07 p.m.

End Time: 1:51 p.m.

Location: Teleconference via Zoom

Presiding Chair: Ray Welsh

Recorder: Deryk Jackson

Summary of Committee Business Votes

- **Approval of June 11, 2020 Minutes**
- **Approval of Membership Extension by 1 year**

I. Moment of Silence

Ray Welsh called the meeting to order at 1:05 p.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.

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

A motion to approve the June 11, 2020 minutes was made by David Adams and seconded by Ivonne Malave.

VOTE: All – In Favor

IV. Review PCAT

V. Review Parking Lot Items (Discussion)

ITEM	STATUS
Ask Recipient for assistance in informing sub-recipients, re: need for non-aligned applicants	Ray Welsh to draft a letter. This item will resume once the pandemic is under control and agencies resume activity like normal.
Letter for when commissioners are out of compliance with attendance	Ray Welsh to draft a letter
Tri-fold brochure with service provider information.	CR will present the final tri-fold brochure will be presented at the next committee meeting.
Collect multi-race info from PC	Demographic information was collected during the PSRA process.
Interview with Applicant	Ray Welsh has reached out, applicant has not confirmed to come to committee to be interviewed yet.

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. Review and manage Consumer Forums

Nothing to report at this time.

VII. Review and manage Planning Council Membership attendance

The committee reviewed membership attendance. There was an item brought from the Steering committee to extend PC membership terms by a year due to COVID-19. Each member was reviewed. According to the Federal Reflective Mandate, the membership categories that still need to be field are:

1. Hospital planning agencies or other healthcare planning agencies
2. Local Public Health Agencies

A motion to approve extending all current Planning Council Commissioners' terms by one year was made by Nick Kubisky and seconded by Ray Welsh.

VOTE: All – In Favor

VIII. Develop membership recruitment campaign

IX. Review and manage membership application process

The committee has reviewed the one new application at the last committee meeting in April. Ray Welsh has been in contact to get the applicant to attend a committee to be interviewed.

X. Review membership matrix for compliance with federal mandate

The committee reviewed the matrix for compliance with the federal reflectiveness mandate. There has been concern that an individual who holds a mandated slot has not been attending meetings regularly and has not been sworn into the council as a commissioner. Recruiting efforts to fill all vacant spots will ramp up after the pandemic is over and it is safe to meet in person.

XI. Town Hall meetings for input into the PSRA Process

Ray Welsh acknowledged that due to COVID-19 and its impact on meeting in person that this year's Day of Capacity will not be held. A discussion was held regarding what people gained from the day to gauge what the purpose was before planning for a virtual one. Though it will not be held today, he would like to keep it for discussion for future planning for next year's Day of Capacity.

XII. Announcements

XIII. Public Comments

XIV. Adjournment – 1:51 p.m.

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Name of Commissioner	3/12/2020	4/9/2020	5/14/2020	6/11/2020	8/13/2020							
1. David Adams	O	O	O	P	P							
2. Anjetica Boatwright	O	P	O	P	O							
3. Nick Kubisky	P	P	P	P	P							
4. Ivone Malave	O	P	O	P	P							
5. Abraham			P	P	P							
6. Ray Welsh	P	P	P	P	P							
Members Present	4	4	3	6	5							
Public/Guests	0	1	0	1	0							
Support Staff	2	2	2	2	1							

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