



Karen Walker & Khalilah Daniels, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Tuesday, December 1, 2020

Start Time: 11:40 AM

End Time: 1:02 PM

Location: Videoconference via Zoom

Presiding Chair: Karen Walker

Recorder: Deryk Jackson

Summary of Committee Business Votes

- **APPROVAL OF 11.10.2020 PC MINUTES**
- **APPROVAL OF POLICY & PROCEDURE MANUAL**

- I. **Moment of Silence** – Karen Walker called the meeting to order at 11:40 a.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. Chair also read the Bergen-Passaic TGA Mission Statement, and Open Public Meeting statement.
- III. **Roll Call**
- IV. **Public Comments** – There were none at this time.
- V. **Review & Approval of Minutes: November 10, 2020** – A motion was made by Anjettica Boatwright to accept the November 10th, 2020 PC meeting minutes and was seconded by Nick Kubisky.

For: (13) Adams, Boatwright, Cuffe, Dillard, Ezomo, Ferrigno, Herrera, Kubisky, Munoz, Tenebruso, Torres, Walker, Welsh
Against: (0)
Abstain: (4) Ferreira, Obara, Price, Yee
- VI. **Report of the Chair**
 - a. Chair's Report - Not a lot to report out. There is a new Project Officer, Priscilla Baez-Merced. The Monthly Project Officer call is suspected to change dates for the new PO's schedule.
 - b. New Jersey HIV Planning Group (NJHPG) Update - December is a month full of transitions. The NJHPG is proposing that membership terms be extended 1 year for members and officers. Hudson & Essex counties are going to be forming a planning group for the Ending the Epidemic funding that was received for their jurisdiction.
- VII. **Recipient's Report** – There was not one at this time.

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VIII. Business Items

a. Review Planning Council Action Timeline (PCAT)

December	<ul style="list-style-type: none">• Receive reports of standing committees• Program updates and collaboration with the Recipient's office• Review and resolve parking lot items• Approval of new Planning Council members
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b. Planning & Development Committee (P&D) Report –

- **Needs Assessment** – Support staff presented the Needs Assessment survey for the committee to review. The Survey is designed to ensure that participants are living in the Bergen-Passaic TGA and are HIV positive. The survey captures demographic questions on race, age, gender identity, and insurance status and asks two questions similar to the Red Ribbon Exercise:
- **Directives** – the committee reviewed the current rapid reallocation directive to the Recipient and there were no suggestions for changes at this time
 1. What services are the most important to get into HIV medical care?
 2. What services are the most important to maintain viral suppression?The Survey also asks:
 1. Which services needs have been harder to get due to COVID-19?
 2. What is helping you stay in HIV medical care during the COVID-19 pandemic?

c. Community Development Committee (CDC) Report –

- **Recruitment** – The discussed a recruitment strategy with the Needs Assessment that is being done by the Planning and Development Committee. The last question of the survey will ask participants if they would like to talk to someone from the Planning Council for possible membership. Contact information will be collected and passed back to the committee for follow-up.
- **Membership** – The committee reviewed the Planning Council membership attendance, matrix, and membership categories. Hospital Planning Agency and Local Public Health Agency still remain vacant and the committee identified individuals who may fill that spot. The Planning Council is under the Federal Reflective Mandate of the 33% unaligned consumers, but one additional unaligned consumer will bring the percentage to 33%.
- **Alternates** – The committee discussed having alternates and reviewed the current Bylaw section that outlined alternates and membership criteria.

d. DHSTS Report (Inclusive of Part B) – Gabrielle is now working in EtHE but is still doing minor work in PMO. There has been a lot of transition between departments. HIV Care and

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Prevention is now one large unit. EtHE is expected to expand out to the other counties and areas as time moves forward. ETE & EHE both stand for Ending the HIV Epidemic, but there are two programs within the state of New Jersey. EHE- is just for Hudson and Essex counties. ETE is more statewide.

IX. Old/Unfinished Business

- a. Planning Council Corrective Action Response to HRSA Site Visit Report.
 - Planning Council Policies and Procedures manual – a motion from the Steering Committee to accept the Policies and Procedures manual.

VOTE: ALL IN FAVOR

X. New Business

- a. CAPCO Presentation of the Gregory Kelly Memorial Fund – Jerry C. Dillard and CAPCO presented the Gregory Kelly Memorial fund honoring his commitment and dedication within the community.
- b. Nomination(s) for the Bergen Passaic TGA Planning Council Chairs – Miriam and Patti as the nominations committee received no nominations submitted to them. Nominations were brought to the floor; Karen Walker for Chair, Ray Welsh and Khalilah Daniels for Vice Chair. Karen accepted her nomination. The other nominees were not in attendance and could not confirm their acceptance of their nominations.

XI. Planning Council Training: Overview of the Ryan White Part A Program

XII. Planning Council Evaluations – While the PC will be meeting via Zoom, the evaluations will be administered via SurveyMonkey.

XIII. Announcements – Buddies will be having its 35th anniversary event in January, more information will come later.

XIV. Public Comments – Deanne Hackett wanted to thank everyone who referred applicants for the administrative assistant role at Jersey College.

XV. Adjournment – 12:47 p.m. A motion to adjourn was made by Anjettica Boatwright and supported by Jerry Dillard. All in favor.

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

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Name of Commissioner	1/3/2020	2/4/2020	3/3/2020	4/7/2020	5/5/2020	6/2/2020	7/9/2020	8/11/2020	9/1/2020	10/6/2020	11/10/2020	12/1/2020
1. Adams, David	P	P	P	O	O	O	O	P	P	P	P	P
2. Boatwright, Anjettica	P	P	P	p	P	P	P	P	P	O	P	P
3. Cuffe, Patti	P	O	P	P	P	P	P	P	P	P	P	P
4. Daniels, Khalilah	P	O	P	P	P	P	P	P	P	O	O	O
5. Dillard, Jerry C.	P	P	P	P	P	P	P	P	P	P	P	P
6. Ezomo, Dorris	P	P	P	P	P	P	P	O	O	O	P	P
7. Ferreira, Graziella	P	P	O	P	P	P	P	O	P	P	O	P
8. Ferrigno, Gabrielle	P	O	P	P	P	P	P	P	P	P	P	P
9. Friedman, Jeff	P	P	P	P	O	O	O	O	O	O	O	O
10. Herrera, Andriana	P	P	P	P	P	P	P	P	P	P	P	P
11. Johnson, Eddie	P	O	P	O	O	O	O	O	O	O	O	O
12. Kubisky, Nick	P	P	P	O	P	P	P	P	P	P	P	P
13. Malave, Ivone	P	P	P	P	P	P	P	P	O	P	P	O
14. Munoz, Ana	P	O	P	P	P	P	P	O	P	P	P	P
15. Obara, Jessica	O	P	P	P	P	P	P	O	P	P	O	P
16. Persuad, Paul	O	O	O	O	O	O	O	O	O	O	O	O
17. Price, Gloria	P	P	O	P	P	P	P	P	P	P	O	P
18. Rodriguez, Freddy.	P	P	O	O	O	O	O	O	O	O	O	O
19. Tenebruso, Paula	P	P	O	P	P	P	P	O	P	P	P	P
20. Torres, Miriam	P	P	P	P	P	P	P	P	P	P	P	P
21. Walker, Karen	P	P	P	P	P	P	P	P	O	P	P	P
22. Welsh, Ray	P	P	P	P	P	P	P	P	P	P	P	P
23. Yee, Alma	P	P	P	P	P	P	P	O	P	P	O	P
Members Present	19	19	19	19	18	18	18	13	16	16	14	17
Alternates Present	0	0	0	0	0	0	0	0	0	0	0	0
Recipient's Office	1	1	2	1	1	1	2	0	0	1	1	0
Public/Guests	9	9	4	3	4	3	3	4	3	3	6	12
Support Staff	2	2	2	3	3	2	3	2	2	2	2	1

Key: Present (P), Late (L), Alternate (A), Absent (O)

*Alternate was present at time of roll call. Commissioner arrived afterward.

**Resignation received on this day.

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