



HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON TGA

Ryan White HIV/AIDS Treatment Extension Act of 2009

To: HIV Health Services Planning Council Members and Guests
From: Planning Council Staff
Re: HIV Health Services Planning Council Meeting Materials
Date: March 30, 2016

Natalie Aloyets Artel (Planning Council Support).....848-932-0530

Terri Fox (Quality Management & Program Support).....848-932-0537

Donna Van Alst (Principal Investigator).....848-932-0531

The following materials are enclosed for your review prior to this month's meetings:

- ❖ April Calendar of meetings
- ❖ April Planning Council Meeting Agenda
- ❖ Committee Meeting Minutes, February, 2016
- ❖ Directions to meetings

You can access information about the Planning Council, our meeting minutes, and much more on the Planning Council website. Check us out at <http://www.centralnjhivplanningcouncil.org>

For any questions or concerns, contact Natalie Aloyets Artel at 848-932-0530

April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5 6pm Planning Council (Hyacinth)	6	7 2pm Priorities (Institute for Families)	8	9
10	11	12	13	14	15	16
17	18	19	20 2pm Administrative Assessment (Institute for Families)	21 10am NJ HIV Planning Group (Cook Campus Center) 1pm Our Voices (Hyacinth)	22	23
24	25	26 2pm EIIHA (Institute for Families)	27 3pm Executive (Institute for Families)	28	29	30

2016

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Agenda Planning Council Meeting 6pm, April 5, 2016 Hyacinth AIDS Foundation

- I. Welcome Statement
- II. Sunshine Law
- III. Introductions
- IV. Reading of Mission Statement/Moment of Silence
- V. Evaluation Form
- VI. Roll Call of Voting Members
- VII. Approval of Minutes from March, 2016 (Quorum to Approve)
- VIII. Approval of Agenda for April, 2016 (Quorum to Approve)

Please keep in mind your conflict of interest when you vote.

Conflict of interest is defined as an actual or perceived interest, financial or otherwise, by a PC member in an action which results, or has the appearance of resulting, in personal, organizational (programmatic and service category), or professional gain

- IX. Planning Council Training
 - Housing Roundtable Overview - Han Le
- X. Administrative Agent Report
- XI. Reports (Chair Gives Overview of Committee)
 - Executive Committee
 - Priorities/Service Standards/Comprehensive Care Plan Committee
 - Membership and By-Laws Committee
 - Administrative Assessment and Quality Review Committee
 - Our Voices “Client Caucus”
 - Early Identification of Individuals with HIV and AIDS (EIIHA)
- XII. Case Management Coordination Update
- XIII. Old Business
- XIV. New Business
 - Outreach Services Funding - Reallocation Discussion
 - Social Media Project Follow Up (Mary Katherine Marasco – Elijah’s Promise)
- XV. Announcements/Agency Updates
- XVI. Public Forum
- XVII. Adjournment

Check Out Outreach Facebook Page! <https://www.facebook.com/HIVoutreachCNJ>

The Sunshine Law

“The notice of this meeting pursuant to the Open Public Meeting Act of NJ S.A10:4-10 has been complied with and shall be entered in the minutes of this meeting.”

Welcome Statement

Welcome to the HIV Health Services Planning Council meeting of the Middlesex-Somerset-Hunterdon Transitional Grant Area. We meet at 6pm, the first Tuesday of each month at the Hyacinth AIDS Foundation in New Brunswick. The meeting open is to all who wish to attend. We request that everyone adhere to the ground rules on the back of the agenda. Thank you.

Ground Rules for the Meeting

- The purpose of this meeting is to plan HIV services in Middlesex, Somerset, and Hunterdon counties that are funded through the Ryan White Part A Program.
- We encourage participants to be open-minded and flexible and to honor individual difference and diversity.
- The Chair is responsible for running today’s meeting. Everyone is expected to respect the Chair’s authority.
- You may ask a question anytime during the meeting. If you wish to ask a question, please raise your hand and wait for the Chair to recognize you.
- Due to time constraints, the Chair may choose to limit the number of people who may speak and/or the length of time allowed for discussion.
- Planning Council meetings are recorded and minutes are available to the public.
- We discourage sharing private information such as your HIV status. If private information is shared during the meeting, we expect that all who attend the meeting will keep this information confidential.
- The Planning Council’s role is to discuss service categories, not individual providers. Issues with individual providers should be directed to the Middlesex County Department of Community Services, Office of Human Services.
- Please keep your comments respectful aimed at improving services

Tenets of the HIV Health Services Planning Council

Statement of Purpose

To improve and ensure the quality and availability of care for individuals infected with, or affected by HIV who reside in or receive services in the Middlesex-Somerset-Hunterdon TGA.

Mission Statement

The mission of the Planning Council is to establish and implement a comprehensive plan for the organization and delivery of HIV related services as described in the Ryan White HIV/AIDS Treatment Extension Act of 2009.

Goals of the HIV Health Services Planning Council

- To identify HIV needs, prioritize service interventions, and recommend allocations to meet the priority service needs in the TGA.
- To develop a Comprehensive HIV Care Plan describing the continuum of care to meet HIV needs in the TGA.
- To develop collaborative partnerships to facilitate the implementation of the comprehensive HIV care plan.
- To evaluate the effectiveness of HIV services in the TGA.
- To assure the rapid disbursement of Part A funds to meet HIV needs.
- To manage the operations of the HIV Health Services Planning Council.

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Planning Council Meeting Minutes 6pm, March 1, 2016 Hyacinth

Attendance: Janice Chapin, Vanessa Cheek, Conneil J. Gavin, Sylvester Graham, David Jones, Edward Kelly, John Marcinkiewicz, Joy Melendez, Steve Pitts, Bobby Rosenberg, Ricardo Salcido, Barbara Schlichting, Han Le, Jacquelyn Williams, Frances Higgins, Dana Reaves, Ingrid Johnson, Charles Woods, Pete Landron, Johanna Moore, Erika Barrero, Frank Ruiz, Sheree Key, Iris Gomez, Charla Cousar, Evangeline Washington, Polly Jones, Lucy Counts, Terri Fox, and Natalie Aloyets Artel.

The meeting achieved quorum 12 out of 16 members are present

The meeting was called to order by Conneil J. Gavin at 6:05pm.

The Welcome Statement and the Sunshine Law were read.

Review of Minutes

February, 2016 minutes - 1st Bobby Rosenberg; 2nd Barbara Schlichting - 11Y:0N:0A - minutes approved with edits.

Review of Agenda

March, 2016 agenda - 1st Janice Chapin; 2nd Steve Pitts - 11Y:0N:0A - agenda approved

Action Items

Psychosocial Support Service Standards

The service standards were projected on the screen for the Planning Council membership to review and discuss. Revisions were made to the service standards in the staff and the definition section. The Planning Council finalized the document and voted to approve it.

1st Janice Chapin; 2nd Bobby Rosenberg - 8Y:0N:2A

Emergency Financial Assistance Service Standards

The service standards were projected on the screen for the Planning Council membership to review and discuss. Revisions were made to the definition section. The Planning Council finalized the document and voted to approve it

1st Janice Chapin; 2nd Steve Pitts - 8Y:0N:2A

Administrative Agent Update:

Lucy Counts reported that all contracts will get a one-month extension. Lucy Counts also reported that four new vendors applied. All vendors will know next week if they will get a contract and will begin services in April. Lucy Counts also added that the Psychosocial Support and Emergency Financial Assistance RFA will go out next Monday. These services should begin at the end of April. Lucy Counts also noted that HRSA's site visit report was received. The county is working on their response to the report. Lucy Counts noted that one major finding is that service standards need to be reviewed annually.

Reports:

Executive Committee:

Ed Kelly reported that the Executive Committee reviewed the Planning Council evaluations. There were no recommendations made. Ed Kelly reported that the Executive Committee reviewed and approved the March Planning Council meeting agenda. They decided that any updates/edits to the action items would be made real time at the PC meeting. Ed Kelly also added that the Executive Committee reviewed and approved the Psychosocial Support and Emergency Financial Assistance service standards for vote at the Planning Council meeting.

Priorities Committee:

Joy Melendez reported that the Committee is working on updating service standards and on the Integrated Care Plan.

Membership and By-laws Committee:

N/A

Administrative Assessment and Quality Review Committee:

N/A

Our Voices

Sylvester Graham reported that the Committee reviewed the Psychosocial and Emergency Financial Assistance Service Standards. There was a great deal of discussion about these standards. Sylvester Graham added that the Committee discussed client advocacy and the ability to ask for medication changes if certain medication is not right for a client or have unwanted side-effects. This led to a discussion about various medication side effects and how to manage them.

Early Identification of Individuals with HIV and AIDS (EIIHA)

Natalie Aloyets Artel reported that the Linkage to Care programs gave their updates. The Middlesex coordinator met with local health departments. She also reported that a Prep counseling program is being discussed. The Somerset-Hunterdon Linkage to Care program met with the Hunterdon Human Services Advisory Committee and the local public health department to explain the Linkage to Care program. Natalie Aloyets Artel added that Mary Alice Marasco gave her update on the social media needs project targeting Ryan White providers. She is conducting interviews and will do targeted trainings. Natalie Aloyets Artel noted that a new State representative, Alice Chen will be attending the monthly EIIHA Committee meetings.

NJ HIV Planning Group

Natalie Aloyets Artel reported that the NJHPG conducted a year in review. They are seeking more representation from Southern NJ. There is a central jersey representative Jodi Riccardi from Hyacinth. All monthly updates for central NJ should be sent to her. Natalie Aloyets Artel reported that NJHPG is seeking more consumers to attend and be on their committees. Interested consumers should contact Ann Dey about membership. Natalie Aloyets Artel added that Loretta Dutton spoke about the increasing collaboration between Part A's, the State, and the other Parts along with testing and prevention. She said this was a new trend and one she hopes will continue.

Case Management Coordination:

Terri Fox reported that the group discussed the housing program at the last meeting. The group will discuss food security and debrief on the housing roundtable at the next Case Management Coordination meeting to get their input on client housing needs.

Old Business:

N/A

New Business:

Housing Roundtable Update

Han Le gave an update on the housing roundtable held at the end of February. There were three roundtables will all of the data entered into SPSS.

Outreach

Natalie Aloyets Artel reviewed Lucy Count's email (below) and explained that the Planning Council needs to discuss and decide if they want to continue to fund this category or reallocate into another service(s).

[By definition, the purpose of Outreach Services is to identify "people that do not know their HIV status, or those that do not know their status and are not in care so they may become aware of, and may be enrolled in care and treatment services." Over the last three years funding has been provided to ensure that PLWHA who are either newly diagnosed or out of care, are linked to care.

In January, a decision was made by the Grantee to not continue funding Outreach services beyond February 29, 2016. A review of service utilization data through December 31, 2015, showed that there have not been any consumers linked to care. Additionally, since the Planning Council began allocating funds for this category, a total of 5 consumers have received a service that can be clearly documented. While the Outreach program has done a significant amount of work the EIIHA Committee relating to testing events and such, unless there was something provided for someone who is positive, i.e. linking to medical care or reengaging in care, there is no way to document that in the client level database and therefore, inhibits the ability of the Grantee to report on consumers services to HRSA.

The decision to discontinue funding is not a reflection of the work done by the funded agency, but instead a reflection of the fact that there are not a lot of new positives being found nor are there individuals who have fallen out of care that are being referred to/reengaged in care. The outreach work that has been done by the program and the work with the consumers over the last few years has been great, however, the issue remains, that there were no HIV+ individuals identified by the program that will allow us to report appropriately to HRSA. Another factor that may have contributed to this is the implementation of the Linkage to Care Coordinators that are funded by the State. There are currently two in the TGA; their efforts are duplicative of those that the Outreach program is currently funded to provide.

While Planning Council has prioritized this service and allocated funds towards it, the Council will need to review the service category and determine whether funding should continue to be allocated.]

The Planning Council decided to table this to the next meeting due to time constraints.

Announcements

Charla Cousar from Iris House announced upcoming programs such as Willow which they are hosting at Imani Park. Charla Cousar also announced that Iris House is hosting the Women and Girls HIV Awareness event on Friday, March 11th.

Joy Melendez announced her resignation from Eric B. Chandler.

Frances Higgins announced Hyacinth's upcoming Casino Night.

Public Forum:

N/A

Adjournment:

1st Steve Pitts; 2nd Vanesa Cheek

*** The next meeting will be at 6pm, Tuesday, April 5th at Hyacinth.

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Membership and By-Laws Committee

January 19, 2016

2pm, 390 George Street 6th floor

Attendants: Janice Chapin, Stephen Sidorsky, and Natalie Aloyets Artel. (conference call)

Introductions: Stephen Sidorsky called the meeting to order at 2:10pm. The members present introduced themselves.

Meeting minutes: The November meeting minutes were reviewed and approved.

1st Steve Sidorsky 2nd Janice Chapin - 2Y:0N:0A

Administrative Agent

N/A

Old Business:

N/A

New Business:

Membership Review

The Committee reviewed the current membership. They reviewed the membership summary and discussed how our membership reflects the epidemic of HIV/AIDS in our TGA. We currently have 18 members; 8 of who are unaffiliated consumers (44%). There are 4 prospective members, three of whom are unaligned consumers and one a prevention provider in the membership pipeline. There are an additional two prospective members that submitted their applications.

9 Caucasian (43%)

5 African Americans (33%)

2 Hispanic (14%)

1 Asian (5%)

1 American Indian (5%)

9 Male (50%)

9 Female (50%)

The Committee reviewed the status of our TGA meeting the HRSA categories. The Medicaid representative category and local health remain unfilled.

Attendance Review

The Committee reviewed attendance. All members are in good standing.

Recruitment Review

N/A

Review of Prospective Planning Council Members

The Committee members reviewed and approved the following prospective members for Planning Council membership interviews; Michael Clark, Pedro (Pete) Landron, and Chelsea Betlow.

Bylaws Review

N/A

Announcements:

N/A

Adjournment: 1st Stephen Sidorsky; 2nd Janice Chapin

***** The next meeting is on Tuesday, March 15th at the Institute for Families.**

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Administrative Assessment & Quality Review Committee Meeting Minutes

There was no March meeting to approve the January meeting minutes.

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

“Our Voices” Client Caucus Meeting **February 18, 2016** **1pm, Hyacinth**

Introductions:

The meeting began at 1:00 p.m. with lunch. At 1:15pm, the Chair began the formal part of the meeting with introductions, the reading of the Our Voices/Client Caucus mission statement and a moment of silence.

Old Business:

N/A

New Business:

Service Standards Review

The group reviewed the Psychosocial Support and Emergency Financial Assistance service standards. There was a great deal of discussion to clarify the standards.

Elections

The group held officer elections. Sylvester Graham will continue as Chair and Bobby Rosenberg as Vice Chair.

Reports:

N/A

Announcements:

N/A

Public Forum:

The group discussed medication interactions and the need to be a self-advocate and ask questions about medications and their side effects. The group also discussed supplemental nutritional therapy such as Ensure since the Planning Council had developed a directive that it be part of the food services program.

Adjournment:

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Early Identification of Individuals with HIV/AIDS Committee

Meeting Minutes

February 23, 2016

2pm, Institute for Families

Introductions: Iris Gomez, Blanca Jackson, Cindy Leon, Nerlene Mayers, Bobby Rosenberg, Aissa Oduro, Mary Kate Marasco, Johanna Moore, Janet Acosta, and Natalie Aloyets Artel

Minutes from January, 2015 meeting

1st Bobby Rosenberg; 2nd Cindy Leon - motion passed 3Y:ON:OA

Administrative Agent Report

N/A

State Update

N/A

Linkage to Care Update

Aissa Oduro reported that she met with the Edison Department of Health about the linkage program. She plans to do this with the other health departments in Middlesex county. Aissa Oduro also reported that she met with Jaime from Hyacinth to discuss Prep counseling since Eric B. Chandler may become a Prep provider. Aissa Oduro also reported that her program linked two people to care. Aissa Oduro also completed her training to conduct rapid rapid testing.

Natalie Aloyets Artel gave an update about her attempt to meet with St. Peters to explain our program. She suggested that Aissa Oduro meet with the infectious disease doctor and/or his staff to explain the linkage program and provide informational materials.

Janet Acosta from Zufall Health Clinic gave the linkage update from Somerset/Hunterdon. Janet Acosta reported that she attended the Human Services Advisory Committee (HSAC) to explain the linkages program and how clients can benefit. Janet Acosta also plans to meet with Hunterdon public health department and attend the quarterly Partnership for Health meeting. Janet Acosta also noted that clients from Robert Wood Johnson Somerset are calling Zufall since their program is closing.

Old Business

Social Media

Mary Kate Marasco updated the group on her social media focused project. She is contacting providers and others to complete interviews. Mary Kate Marasco discussed doing a social media related workshop to assist agencies with implementing social media into their agency work.

The group also discussed needing a public service announcement. Natalie Aloyets Artel mentioned the six drop in centers with the closest in Asbury Park. The group was interested in learning more and asked that the head of the Center be asked to present at the next EIIHA Committee meeting.

New Business

N/A

Announcements

Adjournment

1st Bobby Rosenberg; 2nd Cindy Leon

*****The next meeting will take place at 2pm on Tuesday, March 22nd at the Institute for Families.**

HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

Executive Committee Meeting Minutes 3pm, Institute for Families February 24, 2016

Attendance: Ed Kelly, Conneil J. Gavin, John Marcinkiewicz, Sylvester Graham, Nerlene Mayers, Bobby Rosenberg, Joy Melendez, Ricardo Salcido, Barbara Schlichting, Terri Fox, and Natalie Aloyets Artel.

Review of January, 2016 Minutes

Motion to approve January, 2016 minutes

1st Bobby Rosenberg; 2nd Conneil J. Gavin - 5Y:0N:0A

Administrative Agent Update

Lucy Counts provided an email report. Lucy Counts noted that the current vendors will all have a 30 day extension to their contracts. Lucy Counts added that 14 applications were received along with 4 from new vendors. Lucy Counts also noted that the HSAC meeting is the 3rd Wednesday of each month at 4:30pm. Lucy Counts added that Priorities needs to update the Food Bank Services and Housing standards.

Reports:

Priorities, Comprehensive Care Plan, and Service Standards Committee

John Marcinkiewicz reported that the Committee is updating the Psychosocial Support and Emergency Financial Assistance services standards and working on the Integrated Care Plan.

Membership and By-laws Committee

Ricardo Salcido reported that there was no January meeting.

Administrative Assessment and Quality Review Committee

Barbara Schlichting reported that there was no January meeting. The next meeting will be at the Institute for Families

Our Voices

Sylvester Graham reported that the clients reviewed and discussed the Psychosocial Support and Emergency Financial Assistance services standards. The clients also discussed self-advocacy around medication choices and knowing side effects if each medication taken.

Early Identification of Individuals with HIV and Aids (EIIHA)

Natalie Aloyets Artel reported that the Linkage to Care programs gave their updates. The Middlesex coordinator met with local health departments. She also reported that a Prep counseling program is being discussed. The Somerset-Hunterdon Linkage to Care program met with the Hunterdon Human Services Advisory Committee and the local public health department to explain the Linkage to Care program. Natalie Aloyets Artel added that Mary Alice Marasco gave her update on the social media needs project targeting Ryan White providers. She is conducting interviews and will do targeted trainings. Natalie Aloyets Artel noted that a new State representative, Alice Chen will be attending the monthly EIIHA Committee meetings.

Quality Management Update:

John Marcinkiewicz reported that the next Consumer Quality Committee meeting is Tuesday, March 29th at 12pm. John Marcinkiewicz added that TCQ training was held from February 19th through the 21st at the Livingston Student Center. Adam Thompson and Deloris Dockrey led the consumer training. John Marcinkiewicz noted that the 5 point future plan included continuing to meet as a group; meeting with

consumers from other areas; implementing a state wide quality assurance project; and having a representative at the Cross Part Collaborative meetings.

Review of Planning Council Meeting Evaluations:

The Committee reviewed the evaluations. They did not make any suggestions for changes.

Review of attendance:

The Committee reviewed attendance.

Old Business:

N/A

New Business:

Psychosocial Support and Emergency Financial Assistance Service Standards

The Committee reviewed both standards. Barbara Schlichting made a revision suggestion to add to the staff part of the Psychosocial Support standard. The suggestion was added for review at the Planning Council meeting.

Review of Planning Council Agenda

The Executive Committee reviewed and approved the March, 2016 agenda.

Announcements

N/A

Adjournment:

1st Bobby Rosenberg; 2nd Nerlene Mayers

Directions to Meetings

- Hyacinth
- Institute for Families

**HYACINTH
317 George Street, Suite 203
New Brunswick, NJ 08901
732-246-0204**

LOCAL TRAFFIC

Take Route 27 into New Brunswick to Nielson Street

Turn onto Nielson and proceed to the next light

You will be at the corner of Nielson Street and New Street

Turn right onto New Street and proceed to the middle of the block

Parking will be located on the right

Walk up the stairs enter the building

Take the elevator to the second floor, Suite 203

FROM THE TURNPIKE

Exit onto Rt. 18 North

Proceed on Rt. 18 North to the New Street exit

Take New Street to traffic signal

You will be at the intersection of Nielson Street and New Street

Proceed on New Street to the middle of the next block

Parking will be located on the right

Walk up the stairs enter the building

Take the elevator to the second floor, Suite 203

*****The Planning Council meeting is in the conference room on the 2nd floor in Suite 203.**

**Institute for Families
55 Commercial Avenue, 3rd floor
New Brunswick, NJ 08901
732-932-0512 x25745**

LOCAL TRAFFIC

Take Route 18 to Commercial Avenue.

Take first right on to Neilsen Street and first left on to Elijah's Way.

Park in the deck on your left.

FROM THE TURNPIKE

Exit onto Rt. 18 North

Proceed on Rt. 18 North to Commercial Avenue.

Follow directions above