



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: February 7, 2017

Pam Simone (Planning Council Support).....848-932-0538

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:

- ❖ February/March Calendar of meetings
- ❖ February Planning Council Meeting Agenda
- ❖ Committee Meeting Minutes January 2017
- ❖ Election Ballot
- ❖ Service Standards for Legal and Mental Health
- ❖ 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 Pam Simone at 848-932-0538

February

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

2017

March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2 10am Service Standards & Integrated Care (Institute for Families)	3	4
5	6	7 6pm Planning Council (Hyacinth)	8	9	10	11
12	13	14	15	16 9:30am NJ HIV Planning Group (Cook Campus Center)	17	18
19	20	21 2pm Membership and By Laws (Institute for Families)	22 2pm Executive (Institute for Families)	23 1pm Our Voices (Hyacinth)	24	25
26	27	28 2pm EIIHA (Institute for Families)	29	30	31	

2017

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Agenda Planning Council Meeting 6pm, February 7, 2017 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 January, 2017 (Quorum to Approve)
- VIII. Approval of Agenda for February, 2017 (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. Action Items
 - Mental Health and Legal Service Standards
- X. Administrative Agent Report
- XI. Reports
 - Executive Committee
 - Service Standards and Integrated Care 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. Part B Update
- XIV. Old Business
- XV. New Business
 - Chair, Vice Chair, and Membership Chair Elections
- XVI. Announcements/Agency Updates
- XVII. Public Forum
- XVIII. Adjournment

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 is open 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 12pm, January 5, 2017 Livingston Student Center

Attendance: Janice Chapin, Conneil J. Gavin, Iris Gomez, Ingrid Johnson, Edward Kelly, Cindy Leon, Roseann Marone, Bobby Rosenberg, Steve Sidorsky, John Marcinkiewicz, Lori Dillon, Lucy Counts, Terri Fox, Pam Simone, Steve Pitts, Johanna Moore-Valverde, Brahian Erazo, Judith Ortega, Mino Norwood, Greg Johnson, Emilia Fletcher, Brittany Babich, G.G. Thompson, Vester Blackmon Small, Christine Lackey, Frank Ruiz, Tayler Crosby, Roseann Marone, Natalie Aloyets Artel, Dennis Longo, Barbara Schlicting, Ricardo Salcido, Han Le, Roxanna Ast and Brian McCormick.

The meeting achieved quorum 11 out of 18 members were present.

The meeting was called to order by Conneil J Gavin at 12:30 p.m.

The Welcome Statement and the Sunshine Law were read.

Review of Minutes

November 2016 minutes - 1st Bobby Rosenberg; 2nd Ingrid Johnson - 11Y:0N:0A - minutes approved

Review of Agenda

January 2017 agenda -1st Janice Chapin; 2nd Ed Kelly - 11Y:0N:0A - agenda approved

Action Item

Consumer Quality Work Group Directive for Supportive Peer Navigator

The Consumer Quality Work Group presented a directive for a Supportive Peer Navigator position. The RFP specifies Peer Navigators to provide support and information to individuals who need services. Peer Navigators must be living with HIV, have knowledge of HIV care and treatment, social services, community resources and have transportation. The Peer Navigator is an extension of Medical Case Management. The directive for Supportive Peer Navigator will fall under Medical Case Management or Psycho-Social Support.

Motion to accept Directive for Supportive Peer Navigator

1st Bobby Rosenberg; 2nd Ingrid Johnson – roll call held – 4Y:0N:6A – motion approved.

Administrative Agent Update

The Service Standards and Integrated Care Committee will work on the particular service standard the Supportive Peer Navigator will fall under. The next meeting is Thursday, January 12, 2:00 p.m. at the Institute for Families. The meeting is open to all who wish to attend.

Reports

Due to time constraints committee reports were read individually. Committee minutes were included in Planning Council packets.

Part B Update

N/A

Old Business

World AIDS Day

The committee reviewed the evaluations from World AIDS Day. Overall, the event went well. The committee agreed to start planning earlier in the year for World AIDS Day.

New Business

2017 Nominations

The Planning Council submitted nominations for Chair, Vice Chair and Membership and By-Laws Chair. Nominations are open for three weeks. Planning Council members can email their ballot to Pam Simone as well. Pam Simone will contact individual nominees to confirm they are willing to accept the nomination. Planning Council members will elect Chair, Vice Chair and Membership and By-Laws Chair at the February Planning Council Meeting.

Public Forum

N/A

Announcements

Taylor Crosby is the new Housing Coordinator at Hyacinth. Her responsibilities include assisting clients to find housing, filling out rental applications and applying for housing assistance.

Britanny Babich is the new Medical Case Manager at the VNA.

Marco Hernandez is the new part-time HIV counseling and testing coordinator at Robert Wood Johnson.

Aissa Oduro, Middlesex County Patient Navigator is going out on maternity. Cindy Leon will cover Aissa Oduro responsibilities in her absence. Cindy Leon will email Pam Simone her contact information to distribute to Planning Council.

Somerset Treatment Services offers free Narcan Training the first Wednesday of each month at 11:00 a.m., or second Thursday of each month at 5:00 p.m. Training is open to anyone who is at risk of an opioid overdose or their family and friends, as well as interested community members. Training is approximately one-hour long.

Hyacinth is having a free dental screening and seminar on Friday, January 6, 12:00 – 2:00 p.m. Dr. Harold Cohen will conduct the screenings on site.

Adjournment

Meeting adjourned 2:00 p.m.

**The next Planning Council meeting will take place on
Tuesday, February 7, 6:00 p.m. at Hyacinth.**

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Membership and By-Laws Committee

January 17, 2017

2pm, Institute for Families

Attendants: Steve Pitts, Janice Chapin, Steve Sidorsky, Dennis Longo, Lucy Counts, Dr. Brenita Mitchell and Pam Simone.

The meeting did achieve quorum 5 out of 5 members were present.

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

Meeting minutes: The November meeting minutes were reviewed and approved with a few minor corrections. 1st Steve Sidorsky 2nd Steve Pitts– 5Y:0N:0A

Administrative Agent:

Lucy Counts reported that they are working on getting late billers to bill the county. The program year closes at the end of February.

Lucy Counts stated a request for application will go out for Peer Navigator once service standards are approved for Medical Case Management. One agency is currently piloting this program under Medical Case Management.

Dennis Longo reported the Careware update is working well.

Old Business:

N/A

New Business:

Membership Review

Lucy Counts explained the importance of Planning Council should be a reflectiveness of the epidemic in our TGA. The goal is to try and be as close as possible to the epidemic. The committee agreed this is important when looking at new members. The committee decided to never turn an unaffiliated consumer down for membership. The committee agreed providers could be looked at a little differently when applying for membership.

The committee reviewed the current roster and established we need to recruit members under the age of 35 and more black/non-Hispanic members. Dr. Brenita Mitchell is inviting two younger community leaders to attend Planning Council meeting on February 7, and encouraging them to join.

Dr. Brentia Mitchell suggested having a newsletter. The committee agreed Our Voices should take ownership of the newsletter. It can be a quarterly newsletter that includes art work, announcements and upcoming events.

Pam Simone suggested reaching out to Rutgers CAN group and inviting them to Planning Council meeting. Roseann Marone is the contact person for CAN group.

Attendance Review

Steve Pitts spoke to David Jones back in November. David Jones stated he is coming back to Planning Council in January. Steve Pitts will contact David Jones again to remind him of the next Planning Council and confirm membership status.

Brigitte Nyandja is a Planning Council member who was displaced after the closing of Imani Park. Brigitte Nyandja has moved away and lost to follow-up. The committee decided an administrative removal for Brigitte Nyandja.

Dana Reaves is member who was displaced after the closing of Imani Park. Janice Chapin will reach out to John Marcinkiewicz to confirm Dana Reaves' membership status.

Committee Chairs/Elections

At the February 7, Planning Council meeting, elections will take place for Planning Council Chair, Vice-Chair and Membership and By-Laws Chair. Planning Council members that accepted the nomination is as follows:

Planning Council Chair:

Sylvester Graham
Ed Kelly

Planning Council Vice-Chair:

Vanessa Cheek
Bobby Rosenberg

Membership and By-Laws Chair:

Janice Chapin
Steve Sidorsky

Johanna Moore-Valverde agreed to chair AAQR.

Iris Gomez agreed to chair EIIHA committee. Pam Simone reported Iris Gomez is unclear the direction of EIIHA committee.

Bobby Rosenberg agreed to chair Our Voices.

Roseann Marone can no longer chair Service Standards and Integrated Care Committee. Jackie Williams has agreed to be the interim-chair. Ingrid Johnson agreed to chair the committee, and due to unforeseen circumstances cannot chair the committee at this time. The committee will revisit this issue.

Announcements:

Healing Words is having a weekly radio show starting in February. The first topic is *Survivors of Incest*. The weekly radio show covers various different topics.

Adjournment: 3:15 p.m.

**The next Membership and By-Laws meeting take place on
Tuesday, March 21, 2:00 p.m. at the Institute for Families.**

HIV HEALTH SERVICES PLANNING COUNCIL MIDDLESEX-SOMERSET-HUNTERDON

Administrative Assessment & Quality Review Committee Meeting Minutes.

There was no January AAQR Committee meeting.

**The next AAQR meeting will take place on
Tuesday, February 14, 2:00 p.m. at Somerset Treatment Services**

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

“Our Voices” Client Caucus Meeting

January 19, 2017

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:

Elections

Nominations for Chair and Vice Chair of Our Voices were held. Bobby Rosenberg was nominated as Chair. He accepted the nomination. Sylvester Graham was nominated for Vice Chair and accepted the nomination.

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

Meeting Dates 2017

Our Voices “Client Caucus” will meet the 4th Thursday of every month in order not to conflict with NJHPG Meeting. Due to a scheduling issue, the next Our Voices Meeting is on Friday, February 17.

Ryan White Peer Navigator

John Marcinkiewicz presented on the newly approved directive for Peer Navigator. The Peer Navigator provides social support and information for individuals who are in need of additional services. The clients asked some questions and were very engaged in the discussion. The group agreed a Peer Navigator would be beneficial to a client’s health and well-being. It was decided Our Voices would take an active role creating a client checklist. This template could be used for the Peer Navigator or clients.

Reports:

N/A

Announcements:

N/A

Public Forum:

The group discussed the importance of Our Voices having an active role being part of Planning Council.

Adjournment: 3:50 p.m.

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Early Identification of Individuals with HIV/AIDS Committee

Meeting Minutes

January 24, 2017

2pm, Institute for Families

Introductions: Iris Gomez, Cindy Leon, Brahian Erazo, Mino Norwood, Chris Byrnes, Lilibet Plasencia, Jocelyn Perry, John Marcinkiewicz and Pam Simone.

Minutes from April, 2016 meeting

Quorum not established unable to approve meeting minutes.

Administrative Agent Report

N/A

State Update

N/A

State Update

N/A

Linkage to Care Update

Zufall had one newly diagnosed patient referred by Planned Parenthood. Planned Parenthood did not confirm the positive results or have the HIV tracking sheet. Consequently, the patient was lost in care for a month.

Chandler has issues when there is a referral from Planned Parenthood. Planned Parenthood does not always have an HIV tracking form for the patient. Planned Parenthood does not use the same test kit the state administers. A patient referred from Planned Parenthood needs to start from the beginning to confirm a positive result.

Brahian Erazo explained the role of the Patient Navigator. Patient Navigators do HIV testing and counseling onsite, link a newly diagnosed patient to care and patients lost in care back into treatment. Patient Navigators are not allowed to participate in outreach activities.

Old Business

N/A

New Business

Elections

Iris Gomez agreed to chair the committee. The EIIHA Committee spent time discussing which direction the Committee should take given that outreach is no longer funded and that the Committee will not be planning and overseeing outreach events. The Committee is looking for new members to help identify areas of concern, barriers to treatment and help disseminate information out to the community.

Planned Parenthood

The Committee decided to focus on educating outside agencies that do HIV testing. The Committee discussed the importance of agencies knowing the proper protocol when an individual tests positive for HIV. In the past, there have been issues with Planned Parenthood not knowing the proper procedure when an individual tests positive. The Committee decided to invite representatives from Planned Parenthood to better understand how

they do testing and how much they charge for it. Iris Gomez will invite a representative from Perth Amboy, Brahian Erazo will invite a representative from Flemington and John Marcinkiewicz will invite Brenda Tombs from Planned Parenthood of North Brunswick.

One Time Events

Iris Gomez announced the state is eliminating onsite testing agencies to do testing at one-time events. A test site can no longer test at a one-time community event. The state is not approving testing for one-time events because they are not getting the positives. An agency has a mobile unit can administer testing at one-time events. On-site testing facilities are encouraged to partner with mobile units when there is a one-time event.

STD Testing

The Committee discussed the high cost of STD testing. It is important for client's to get tested and treated for STD's in the early stages. If someone has insurance, STD testing can cost up to \$300.00 not including the cost for medications. The Department of Health in Woodbridge does STD testing for a reduced amount. Planned Parenthood does testing on a sliding scale fee. The Health Department of New Brunswick does STD testing. The cost is \$10.00 for residents of New Brunswick and outside of New Brunswick is \$25.00.

Announcements

Aissa Oduro, Middlesex County Patient Navigator is going out on maternity. Cindy Leon will cover her responsibilities during her absence.

Taylor Crosby is the new Housing Coordinator at Hyacinth. Her responsibilities include assisting clients finding housing, filling out rental applications and applying for housing assistance.

Adjournment

**The next EIIHA meeting will take place on
Tuesday, March 28, 2:30 p.m. at the Institute for Families.**

HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

Service Standards Integrated Care Committee Meeting Minutes

January 12, 2017

2pm, Institute for Families

Attendants: John Marcinkiewicz, Roseann Marone, Lucy Counts, Bobby Rosenberg, Terri Fox, Jackie Williams and Pam Simone.

Last Meeting Minutes:

December, 2016 Minutes – 1st Bobby Rosenberg; 2nd Jackie Williams

Administrative Agent Update:

N/A

Old Business:

Legal and Mental Health Service Standards draft is complete. Pam Simone will email the document to Executive Committee prior to the meeting. The committee is seeking to have Legal and Mental Health Service Standards approval at the next Planning Council meeting.

The committee is revisiting Substance Abuse Service Standards to reflect updated HRSA definition. Levels of service include alcohol and/or legal and illegal drugs along with relapse prevention.

New Business:

Lucy Counts reviewed updated HRSA Ryan White program service definitions. Treatment adherence counseling is no longer a service category. Legal services is under other professional services.

The committee worked on Medical Case Management to include the directive for Supportive Peer Navigator. The committee concluded the directive for Supportive Peer Navigator can fall under psycho-social support services as well. Pam Simone will email the working service standard for Medical Case Management to the committee

The committee agreed to change the date and time for Service Standards meeting. Meetings will be held the first Thursday of every month 10:00 -12:00 p.m. Pam Simone will confirm if meeting space and time is available at the Institute for Families.

Jackie Williams agreed to be interim chair of Service Standards Committee. Service Standards Committee needs more members. Pam Simone will add this to the agenda at the next Membership and By-Laws Committee meeting. Membership and By-Laws Committee needs to address what to do if there is not enough committee members or someone is not willing to chair a committee.

Adjournment: Meeting adjourned 4:00 p.m.

**The next Service Standards and Integrated Plan Committee meeting will take place on
Thursday, February 2, 10:00 a.m. at the Institute for Families.**

HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

Executive Committee Meeting Notes 2pm, Institute for Families January 25, 2017

Attendance: Bobby Rosenberg, Lucy Counts, Terri Fox, J. Gavin and Pam Simone.

Review of October 2016 and December 2016 Minutes

Quorum not established unable to approve meeting minutes.

The committee reviewed the bylaws since quorum was not established. Executive Committee shall, whenever possible be composed of Planning Council Chair, Planning Council Vice Chair, Chair or representative of each standing committee, Part A representative of Middlesex County Department of Human Services, Part B state representative, Ad hoc committee Chair, representatives of the county governments of Somerset and Hunterdon counties, Consumer Liaison for Quality and a minimum of two HIV-positive individuals. Committee Chairs that cannot attend Executive Committee meeting in-person or by phone should send a representative in their place.

The Executive Committee cannot vote on anything if quorum is not established.

Administrative Agent Update

Lucy Counts reported the TGA got the FY2017 partial allocations with 70% of Part A formula and 40% of MAI formula. Lucy Counts and Terri are working on the core waiver for fiscal year 2017. Core waiver will be submitted by beginning of March.

Lucy Counts stated a request for application will go out for Peer Navigator once service standards are approved for Medical Case Management.

Lucy Counts reported Part B is no longer funding Home Care Services.

Reports:

Service Standards Integrated Plan Committee:

The committee worked on Medical Case Management Service Standards to include the directive for Supportive Peer Navigator.

The committee revisited Substance Abuse Service Standards to reflect updated HRSA definitions. Levels of service include alcohol and/or legal and illegal drugs along with relapse prevention.

The committee agreed to change the date and time for Service Standards meeting. Meetings will be held the first Thursday of every month 10:00-12:00 p.m. at the Institute for Families.

Membership and By-laws Committee

Pam Simone reported the committee reviewed the current roster. Lucy Counts explained the importance of Planning Council should be a reflectiveness of the epidemic in our TGA. The committee agreed this is important when looking for new members. Membership Committee decided to never turn an unaffiliated consumer down for membership. The committee agreed providers could be looked at differently when applying for membership.

Janice Chapin and Steve Sidorsky accepted the nomination for Membership and Bylaws Chair.

Administrative Assessment and Quality Review Committee

Pam Simone reported the next AAQR meeting is February 14, 2:00-4:00 p.m. at Somerset Treatment Services.

The Executive Committee discussed merging AAQR and Our Voices. After reviewing the attendance sheet, AAQR met four times last year and had very little consumer involvement. The committee discussed the importance of consumer involvement and empowerment. Pam Simone will discuss it at the next AAQR meeting.

Our Voices

Bobby Rosenberg reported Nominations for Chair and Vice Chair of Our Voices were held. Bobby Rosenberg was nominated as Chair. He accepted the nomination. Sylvester Graham was nominated for Vice Chair and accepted the nomination.

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

John Marcinkiewicz presented on the newly approved directive for Peer Navigator. The group agreed a Peer Navigator would be beneficial to a client's health and well-being. It was decided Our Voices would take an active role creating a client checklist. This template could be used for the Peer Navigator or clients.

Our Voices will meet the 4th Thursday of every month in order not to conflict with NJHPG meeting.

Early Identification of Individuals with HIV and AIDS (EIIHA)

Pam Simone reported the Committee decided to focus on educating outside agencies that do HIV testing. The Committee discussed the importance of agencies knowing the proper protocol when an individual tests positive for HIV. In the past, there have been issues with Planned Parenthood not knowing the proper procedure when an individual tests positive. The Committee decided to invite representatives from Planned Parenthood to better understand how they do testing and how much they charge for it.

Pam Simone stated the state is eliminating onsite testing agencies to do testing at one-time events. A test site can no longer test at a one-time community event. The state is not approving testing for one-time events because they are not getting the positives. An agency has a mobile unit can administer testing at one-time events. On-site testing facilities are encouraged to partner with mobile units when there is a one-time event.

Quality Management Update:

Terri Fox reported she and Adam Thompson are working on a training regarding professional boundaries. This training is for Case Managers and Consumer Liaisons to have a clear understanding of professional boundaries.

The Consumer Quality Work Group presented a directive for a Peer Navigator at January 5, 2017 Planning Council meeting. The directive was approved. Terri Fox reported one agency is currently piloting this program under Medical Case Management.

Review of attendance:

The Executive Committee reviewed attendance. Dana Reaves extended her leave of absence until March. Pam Simone will contact David Jones to remind him of the next Planning Council meeting and confirm membership status.

Old Business:

Review of 2017 Election

Pam Simone reported Ed Kelly and Sylvester Graham accepted the nomination for Planning Council Chair. Vanessa Cheek and Bobby Rosenberg accepted the nomination for Planning Council vice Chair. Janice Chapin and Steve Sidorsy accepted the nomination for Membership and Bylaws Chair.

New Business:

Legal Service Standards and Mental Health Service Standards

Pam Simone will email Legal and Mental Health Service Standards for Executive Committee members to review and approve. Legal and Mental Health Service Standards cannot be added as an action item to the agenda unless Executive Committee approves it.

Due to the fact that quorum was not established, voting will take place via email. Pam Simone will email all the committee members and give them a deadline of Friday, January 27 at 12:00 p.m. Any non-responsive members will receive a follow-up phone call from Pam Simone

Review of Planning Council Agenda

Quorum was not established, thus Planning Council agenda could not be approved. Pam Simone will email all committee members to vote on Planning Council agenda.

Evaluations:

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

Announcements:

N/A

**The next Executive Committee Meeting will take place on
Wednesday, February 22, 2:00 p.m. at Institute for Families**

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 Neilson 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 Neilson 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
848-932-0540

Directions to Rutgers Public Safety Building

From New Jersey Turnpike (North or South)

Turn off at Exit 9, bear right after the tollbooths and follow signs for "Route 18 North – New Brunswick." Stay to the left to continue on Route 18 North and continue up to the second traffic light. After the merge onto Route 18, stay in the right lane and exit right for Commercial Avenue, New Street, Albany Street exits. Once you exit, stay in the left lane and turn left onto Commercial Avenue. Proceed along Commercial Avenue and make the first right onto Neilson Street. Make the next left onto Elijah's Way. The parking deck entrance for the Public Safety Building is to your immediate left on Elijah's Way. The parking deck elevator and stairs face Commercial Avenue. The building is to your right upon exit.

From Garden State Parkway (North or South)

Southbound - Coming from northern New Jersey

Turn off at Exit 129 for the New Jersey Turnpike and head south. Turn off the Turnpike at Exit 9, bear right after the tollbooths and follow signs for "Route 18 North – New Brunswick." Stay to the left to continue on Route 18 North. Stay in the right lane and exit right for Commercial Avenue, New Street, Albany Street exits. Once you exit, stay in the left lane and turn left onto Commercial Avenue. Proceed along Commercial Avenue and make the first right onto Neilson Street. Make the next left onto Elijah's Way. The parking deck entrance for the Public Safety Building is to your immediate left on Elijah's Way. The parking deck elevator and stairs face Commercial Avenue. The building is to your right upon exit.

Northbound - Coming from southern New Jersey

Turn off at Exit 105 and follow signs for Route 18 North. After approximately 24 miles, you will pass the entrance for the New Jersey Turnpike. Stay to the left to continue on Route 18 North. Stay in the right lane and exit right for Commercial Avenue, New Street, Albany Street exits. Proceed along Commercial Avenue and make the first right onto Neilson Street. Make the next left onto Elijah's Way. The parking deck entrance for the Public Safety Building is to your immediate left on Elijah's Way. The parking deck elevator and stairs face Commercial Avenue. The building is to your right upon exit.

From Route 1 (North or South)

Turn off Route 1 at exit marked "Route 18 North – New Brunswick." Stay to the left to continue on Route 18 North. Stay in the right lane and exit right for Commercial Avenue, New Street, Albany Street exits. Proceed along Commercial Avenue and make the first right onto Neilson Street. Make the next left onto Elijah's Way. The parking deck entrance for the Public Safety Building is to your immediate left on Elijah's Way. The parking deck elevator and stairs face Commercial Avenue. The building is to your right upon exit.

From Route 287 (North or South)

Turn off at Exit 9 "River Road, Bound Brook, Highland Park." Proceed East on River Road toward Highland Park. Make a right onto Route 18 South (exit after the traffic light at Landing Lane). Cross the Raritan River on the John Lynch Memorial Bridge. Continue on Route 18 South. Stay on the right hand local lanes and exit onto Commercial Avenue. Make a right at the first light onto Neilson Street. Make the next left onto Elijah's Way. The parking deck entrance for the Public Safety Building is your next left on Elijah's Way.