



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: July 6, 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:

- ❖ July and August Calendar of meetings
- ❖ July Planning Council Meeting Agenda
- ❖ Committee Meeting Minutes, May/June, 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

July

<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	6	7	8	9
10	11	12 6pm Planning Council (Hyacinth)	13	14 2pm Service Standards/ Integrated Care (Institute for Families)	15	16
17	18	19 2pm Membership and By Laws (Institute for Families)	20 2pm Administrative Assessment (Institute for Families)	21 1pm Our Voices (Hyacinth)	22	23
24	25	26 2pm EIIHA (Institute for Families)	27 2pm Executive (Institute for Families)	28	29	30
31						

2016

August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2 12pm Data Day (Cook College Center 202ABC)	3	4	5	6
7	8	9 12pm Priorities/ Allocations Setting (Cook College Center 202ABC)	10	11 2pm Service Standards/ Integrated Care (Institute for Families)	12	13
14	15	16	17	18 1pm Our Voices (Hyacinth)	19	20
21	22	23	24 2pm Executive (Institute for Families)	25	26	27
28	29	30	31			

2016

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Agenda Planning Council Meeting 6pm, July 12, 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 June, 2016 (Quorum to Approve)
- VIII. Approval of Agenda for July, 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. Action Items
 - Bylaw Amendments
- X. Administrative Agent Report
- XI. Reports
 - 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
- XV. Announcements/Agency Updates
- XVI. Public Forum
- XVII. 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 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, June 14, 2016 Hyacinth

Attendance: Janice Chapin, Vanessa Cheek, Conneil J. Gavin, Sylvester Graham, David Jones, Ed Kelly, John Marcinkiewicz, Roseann Marone, Brigitte Nyandja, Steve Pitts, Bobby Rosenberg, Ricardo Salcido, Barbara Schlichting, Stephen Sidorsky, Jacquelyn Williams, Anne Lori Dillon, Barbara Gelfand, Polly Jones, Francis Higgins, Johanna Moore, Pete Landron, Idalexia Fernandez, Lucy Counts, Terri Fox, and Natalie Aloyets Artel.

The meeting achieved quorum 15 out of 18 members are present

The meeting was called to order by Conneil J Gavin at 6:03pm.

The Welcome Statement and the Sunshine Law were read.

Review of Minutes

May, 2016 minutes - 1st Janice Chapin; 2nd Sylvester Graham - 9Y:0N:1A - minutes approved

Review of Agenda

June, 2016 agenda - 1st Steve Pitts; 2nd Janice Chapin - 10Y:0N:0A - agenda approved

Action Items

Food Bank Service Standards

The Planning Council reviewed all the changes and updates in the standards. They made a few additional minor edits of changing accountability percentages.

Approve the Food Bank Service Standards

1st Janice Chapin; 2nd Bobby Rosenberg – 12Y:0N:1A

Housing Service Standards

The Planning Council reviewed all the updates. They did made a few grammatical edits.

Approve Housing Service Standards

1st Janice Chapin; 2nd Steve Pitts – 12Y: 0N:1A

Ambulatory Care Service Standards

The Planning Council reviewed the updates and made changes in the accountability percentages under the client section.

Approve Ambulatory Service Standards

1st Barbara Schlichting; Vanessa Cheek – 11Y: 0N:2A

Administrative Agent Update:

Lucy Counts reported that our TGA received the remainder of our award so all agencies will get their full contracts through the end of February. Lucy Counts announced that HRSA is doing a fiscal technical assistance site visit week of July 18th. Lucy Counts noted that all providers will need to attend a meeting on Thursday July 21st. This will also be a technical assistance session for all program staff. Lucy Counts added that the FY 2017-18 grant will be out in August and due in October.

Reports:

Executive Committee

Ed Kelly reported that the Executive Committee reviewed the Planning Council evaluations. There were no recommendations made. Ed Kelly added that the Executive Committee reviewed and approved the June Planning Council meeting agenda. Ed Kelly added that the Executive Committee approved the food, housing, and ambulatory care service standards for vote at the June Planning Council meeting. Ed Kelly added that the Executive Committee requested that the Data Day and Priority/Allocation dates be shared with Planning Council

Service Standards Integrated Plan Committee:

Roseann Marone reported that the Committee reviewed the Food, Housing, and Ambulatory Service Standards. Roseann Marone added that the Committee also reviewed the work plan for the Integrated Plan and reviewed Section I of the plan.

Membership and By-laws Committee:

Ricardo Salcido announced that there are currently 18 members; 10 of who are unaffiliated consumers. Ricardo Salcido noted that there are 6 prospective members, two of whom are unaligned consumers one a prevention provider, a community member, and two providers in the membership pipeline.

Administrative Assessment and Quality Review Committee:

Barbara Schlichting reported that all respondents completed the Administrative Assessment and Evaluation survey. The next meeting is at 2pm, tomorrow, July 13th at the Institute for Families.

Our Voices

Sylvester Graham reported that Jose Abreu presented an overview of renting and rental rights in NJ. The presentation was interactive with clients asking many questions. Sylvester Graham added that the clients participated in a brainstorming session to design the cover page for the transdisciplinary code of ethics document. John Marcinkiewicz will take all the feedback and develop three sketch designs.

Early Identification of Individuals with HIV and AIDS (EIIHA)

Natalie Aloyets Artel announced that the Somerset-Hunterdon Linkage to Care program coordinator has a new coordinator, Brian Cervillos and a new Medical Case Manager, Judy Ortega. The program is linking RWJ Somerset clients to care. Johanna Moore added that Brian Cervillos is training for do HIV counseling and testing. Natalie Aloyets Artel added that the EIIHA Committee spent time discussing which direction the Committee should take. The Committee decided to focus on high risk populations and planning for how treatment, testing, and prevention can work more collaboratively. Natalie Aloyets Artel noted that the meeting will have a topic with a speaker (focused on different populations) at each meeting followed by group discussion. The EIIHA Committee will meet every other month.

NJ HIV Planning Group

Roseann Marone reported the following from the NJ HIV Planning Group.

- Ann Bagchi's Stigma Index Project is still not approved.

- NJ Dept of Health reported that two external forums were held in May: Medical Case Manager meeting on May 4 and the Care and Treatment Annual Coordinator meeting on May 10. They will hold a HIV Clinical Conference is scheduled for June 7.
- NJ Dept of Health Prevention reported that there has been an increase in new cases of HIV+ Latinos in New Brunswick and the state is working with Dr. Sneha Jacob from Rutgers.
- Connie Meyers, Steve Saunders and Loretta Dutton will attend the NASTAD Annual Meeting the week of May 23.
- Loretta Dutton reported that a collaborative case management meeting was held on May 4th with medical case managers, community case managers and linkage to care coordinators.
- The ADAP application has been streamlined and currently looking for funding for an automated phone system.
- A Quality Management Committee of 17 has been formed with representatives from care, prevention, ASO's and CBO's.

Case Management Coordination:

Terri Fox reported that the Cross Over event was on June 1st. Terri Fox added that Dr. Cohen offered to come to agencies and conduct screenings for consumers. Terri Fox added that she and Adam Thompson presented "Code of Ethics" at the HIV and Social Work conference. Terri Fox added that she invited 4 consumers to attend the TCQ conference (Training Consumers in Quality) to attend three day train the trainer conference. The group will present to consumers at the July Our Voices meeting.

Old Business:

N/A

New Business:

Bylaws

Natalie Aloyets Artel gave out the Spring 2016 bylaws amendments for review. They will be voted on at the July PC meeting.

Announcements

Francis Higgins announced that Hyacinth got the emergency assistance funding effective July 1st. She asked all to refer clients.

Public Forum

David Jones discussed the lack of participation from youth. David Jones thinks clients should do more one on one outreach. Roseann Marone noted that her agency does a great deal to engage this very hard to engage population. Terri Fox added that this was an important issue since youth have worse outcomes than any other age group. Terri Fox suggested providers be more of a trauma informed.

Adjournment:

1st David Jones; 2nd Ed Kelly

***** The next meeting will be at 6pm, Tuesday, July 12th at Hyacinth.**

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Membership and By-Laws Committee

There was no June Membership and By-Laws Committee meeting.

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Administrative Assessment & Quality Review Committee Meeting Minutes

There was no June AAQR Committee meeting.

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“Our Voices” Client Caucus Meeting **June 16, 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:

HIV and Criminalization

Robert Suttle from the SERO Project presented on HIV and Criminalization nationally. The group had a interactive discussion and also spoke about laws in NJ and how to disclose safely.

World AIDS Day

The group reviewed the 2016 planning time sheet. They made decisions about location, date and time, possible master of ceremonies and other presenters/performers.

Reports:

N/A

Announcements:

N/A

Public Forum:

N/A

Adjournment:

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Early Identification of Individuals with HIV/AIDS Committee

There was no June EIIHA Committee meeting.

HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

Executive Committee Meeting Minutes 3pm, Institute for Families May 25, 2016

Attendance: Conneil J. Gavin, Ed Kelly, Roseann Marone, Barbara Schlichting, Lucy Counts, and Natalie Aloyets Artel.

Review of April, 2016 Minutes

Motion to approve April, 2016 minutes

1st Conneil J. Gavin; 2nd Barbara Schlichting - 3Y:0N:0A

Administrative Agent Update

Lucy Counts reported that we received the remainder of our 16-17 grant award. Lucy Counts is working on contracting to provide the vendors with the remainder of the funds. Lucy Counts will submit the core medical waiver to HRSA by June 30th. Lucy Counts explained that the narrative must discuss how access to care will be consistent with the waiver and that client care will not be impacted. Lucy Counts reported that HRSA is returning to conduct fiscal technical assistance week of July 18th. The visit is focused on fiscal issues but there will be a one day meeting with all providers. Lucy Counts added that the HRSA site visit exemption was approved. Site visits will resume in 2017. Lucy Counts also noted that all bylaw amendments were approved by county counsel.

Reports:

Priorities, Comprehensive Care Plan, and Service Standards Committee

Roseann Marone reported that the Committee finalized the Food and Housing service standards. Roseann Marone added that the Committee also reviewed and finalized the Ambulatory Care services standards. The Committee is also working on the Integrated Care Plan.

Membership and By-laws Committee

N/A

Administrative Assessment and Quality Review Committee

Barbara Schlichting reported that that all formula funds have been spent down. Barbara Schlichting added that the Committee is overseeing the Administrative Assessment survey. Natalie Aloyets Artel added that nine respondents have thus far completed the survey.

Our Voices

Natalie Aloyets Artel reported that Jose Abreu from Central Jersey Legal Services gave a rental and renters rights overview. Natalie Aloyets Artel added that the Committee then conducted a brainstorming session to develop the design for the cover of the transdisciplinary code of ethics document.

Early Identification of Individuals with HIV and AIDS (EIIHA)

Natalie Aloyets Artel reported

Quality Management Update:

N/A

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:

Food Service Standards

The Committee reviewed and approved these standards for final Planning Council vote.

1st Barbara Schlichting; 2nd Conneil J. Gavin – 3Y:0N:0A

Housing Service Standards

The Committee reviewed and approved these standards for final Planning Council vote.

1st Roseann Marone; 2nd Conneil J. Gavin – 3Y:0N:0A

Ambulatory Service Standards

The Committee reviewed and approved these standards for final Planning Council vote.

1st Conneil J. Gavin; 2nd Barbara Schlichting – 3Y:0N:0A

Bylaws

The Committee reviewed the bylaw amendments and approved they be added under new business.

1st Barbara Schlichting; 2nd Roseann Marone – 3Y:0N:0A

Future Planning Council Training

The Committee discussed and agreed to not to hold the Role Clarification training that Adam Thompson did at the May case managers state meeting.

Review of Planning Council Agenda

The Executive Committee reviewed and approved the June 14, 2016 meeting agenda.

Announcements

Natalie Aloyets Artel announced the Oral Health Cross Over event being held Wednesday, June 1st at the Douglass Campus Center at 2pm.

Roseann Marone announced that her program received the Hepatitis C screening grant.

Adjournment:

1st Roseann Marone; 2nd Conneil J. Gavin

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