



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: June 8, 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:

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

JUNE

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1 Cross Over Event – Oral Health Presentation (Douglass Student Center)	2	3	4
5	6	7	8	9 2pm Priorities (Institute for Families)	10	11
12	13	14 6pm Planning Council (Hyacinth)	15 2pm Administrative Assessment (Institute for Families)	16 1pm Our Voices (Hyacinth)	17	18
19	20	21	22	23	24	25
26	27	28 2pm EIIHA (Institute for Families)	29 2pm Executive (Institute for Families)	30	2016	

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 Priorities (Institute for Families)	15	16
17	18	19 2pm Membership and By Laws (Institute for Families)	20	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

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Agenda
Planning Council Meeting
6pm, June 14, 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 May 2016 (Quorum to Approve)
- VIII. Approval of Agenda for June, 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
 - Food Bank Service Standards
 - Housing Service Standards
- 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)
 - NJ HIV Planning Group
- XII. Case Management Coordination Update
- XIII. Old Business
- XIV. New Business
 - Bylaw Amendments
- 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, May 3, 2016 Hyacinth

Attendance: Vanessa Cheek, Sylvester Graham, David Jones, Ed Kelly, John Marcinkiewicz, Roseann Marone, Steve Pitts, Dana Reaves, Bobby Rosenberg, Ricardo Salcido, Barbara Schlichting, Stephen Sidorsky, Ingrid Johnson, Charles Woods, Johanna Moore, Erika Barrero, Pete Landron, Paul Burricelli, Diane Smith, Charla Cousar, Pam Simone, Mary Kate Marasco, Idalexia Fernandez, Lucy Counts, Melyssa Lewis, Terri Fox, and Natalie Aloyets Artel.

The meeting achieved quorum 12 out of 19 members are present

The meeting was called to order by Ed Kelly at 6:03pm.

The Welcome Statement and the Sunshine Law were read.

Review of Minutes

April, 2016 minutes - 1st Sylvester Graham; 2nd Steve Pitts - 9Y:0N:1A - minutes approved

Review of Agenda

May, 2016 agenda - 1st Barbara Schlichting; 2nd John Marcinkiewicz - 10Y:0N:0A - agenda approved

Planning Council Training

Pam Simone gave an overview of the Ryan White Needs Assessment.

Administrative Agent Update:

Lucy Counts reported that our TGA received a partial award and should get the remainder mid-May. Lucy Counts announced that that annual grant application will be pushed to be due mid-October. Lucy Counts added that 4 people from our TGA; herself, Chris Fisher, Terri Fox, and Ricardo Salcido will attend the Ryan White Care and Treatment Conference the second to last week in August. Lucy Counts announced that she is submitting the core medical services waiver by June 30th. Lucy Counts added that HRSA is sending a fiscal consultant in July to conduct technical assistance on fiscal issues. They will also visit funded agencies. Lucy Counts reported that the HRSA Site Visit corrective action plan will be shared with Planning Council once it is finalized. Lucy Counts added that HRSA gave them a site visit exemption for a one year reprieve. Lucy Counts also announced that Psychosocial Support and Emergency Financial Assistance contracts will be out soon to begin services in June.

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 May Planning Council meeting agenda. Ed Kelly noted that the Executive Committee reviewed the food and housing service standards, and bylaw amendments. All these deliverables need to return to their Committee to be edited and finalized. Executive agreed to have all these reviewed and voted on at the June Planning Council meeting. Ed Kelly announced that the Executive Committee changed its time to meet at 2pm beginning in May.

Priorities Committee:

Roseann Marone reported that the Committee is updating the Food and Housing service standards. Roseann Marone added that the Committee asked two infectious disease doctors to review the Ambulatory Care services standards. The Committee is also working on the Integrated Care Plan. Roseann Marone also announced that the Committee is switching back to meet on the 2nd Thursday of each month.

Membership and By-laws Committee:

Ricardo Salcido announced that there are currently 18 members; 9 of who are unaffiliated consumers (40%). 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. Ricardo Salcido added that the Committee developed three new amendments focused on leave of absence, attendance for unaligned consumers, and reallocation.

Administrative Assessment and Quality Review Committee:

Barbara Schlichting reported that that all formula funds have been spent down. There are left over supplemental and MAI funds, but that is not something we would be penalized for. Barbara Schlichting added that the Committee reviewed the Administrative Assessment survey and planned its launch for May 5th.

Our Voices

Natalie Aloyets Artel reported that Adam Thompson ran a focus group session asking participants to provide feedback on the different roles of case managers, outreach workers, treatment adherence counselors, and navigators. The feedback is part of his larger project to clarify roles both for the professionals as well as for the clients. Natalie Aloyets Artel also announced that she reviewed the Code of Ethics Document and asked the group if they wanted to design a logo and cover page for the document. The participants agreed to do this and asked that this activity be added to the May meeting agenda.

Early Identification of Individuals with HIV and AIDS (EIIHA)

Natalie Aloyets Artel announced that the Middlesex Linkage to Care coordinator reported that she is meeting with St. Peters to introduce them to the linkage to care program and ensure that newly identified clients are immediately linked to care. Natalie Aloyets Artel added that the Somerset-Hunterdon Linkage to Care program reported 15 clients of the former RWJ Somerset program were linked to care. They are also doing PREP counseling and linkage to care.

NJ HIV Planning Group

Roseann Marone announced that the provider survey was sent for State's Integrated Report – all providers need to fill this out. Roseann Marone added that May 10th is the Counseling & Testing State Wide All Day Meeting – Steve Saunders will send details. Roseann Marone also announced the 2016 Resources Unifying Prevention, Care, and Treatment Summit – Friday, June 17th 9-4pm Cook Campus Center. Roseann Marone noted that the Prep Counselors will now have quarterly statewide meeting. Roseann Marone announced that State meeting for all case managers with insurance technical assistance payment program May 4th NJ Hospital Association. Roseann Marone added that EIIHA encourages YMSM Drop in Centers be established in MSHTGA – state funding through Steve Saunders – State Prevention Program

Case Management Coordination:

Terri Fox reported that Alice Chen spoke at the April meeting about the HIV Home Healthcare program. Terri Fox added that Legal Services will do a presentation at the next case management meeting. Terri Fox also announced the June 1st cross over event for clients and case managers.

Old Business:

Outreach Service Funding

Lucy Counts gave a summary about an RFA for outreach services was not put out this year. Lucy Counts explained that there was no evidence in our outreach program of identifying newly diagnosed HIV positive clients, which is what HRSA requires. Lucy Counts added that this may be due to the linkage to care programs which have the same purpose, outreach may be duplicative. Lucy Counts asked the Planning Council to reallocate the funding.

John Marcinkiewicz suggested reallocating into housing services to provide for a housing coordinator. Ricardo Salcido suggested a directive for a housing coordinator to assist clients. The directive passed as noted below.

Reallocate FY 2016/17 outreach funding to housing services and have housing services include a housing coordinator in service provision.

1st Bobby Rosenberg; 2nd David Jones – 10Y:0N:1A – motion approved

Social Media Project (Mary Kate Marasco)

Mary Kate Marasco gave a final summary of her focus group and key informant interviews social media project. Mary Kate Marasco noted an interest to have a social media component be an information sharing arm of the Planning Council. Mary Kate Marasco noted that it was unclear who and how this would occur.

New Business:

N/A

Announcements

John Marcinkiewicz announced that Hyacinth is hosting a bake sale.

Public Forum:

Bobby Rosenberg stated that he thought social media was important and also wants to promote us having a drop in center.

Adjournment:

1st Barbara Schlichting; 2nd Vanessa Cheek

***** The next meeting will be at 6pm, Tuesday, June 14th at Hyacinth.**

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MIDDLESEX-SOMERSET-HUNTERDON

Membership and By-Laws Committee

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

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Administrative Assessment & Quality Review Committee Meeting Minutes Institute for Families 2pm, April 20, 2016

Attendance: Ricardo Salcido, Barbara Schlichting, Lucy Counts, and Natalie Aloyets Artel.

Review of January minutes:

Made a few minor edits, but could not vote because they did not have quorum.

Administrative Agent Report:

Lucy Counts reported that the 2016 RFA were electronic this year. Lucy Counts will ask for feedback on this from providers. Lucy Counts added that she just received the psychosocial and emergency financial assistance (EFA) applications. Lucy Counts noted that previous providers of these service categories will begin in May, but that since EFA was a new services, it required Freeholder approval and would likely begin in June. Lucy Counts also added that she is not sure when the remainder of the 2016/17 allocation will arrive. Lucy Counts also stated that she is working on the corrective action plan response to the HRSA Site Visit report.

Quality Management:

N/A

Expenditure Analysis by Service Category:

Chris Fisher sent a report. It noted that the formula was mostly spent down while supplemental was still underspent. Lucy reminded all that we are not penalized for underspending supplemental only penalized for underspending formula funds.

Service Utilization Update:

N/A

Old Business:

N/A

New Business:

Assessment of the Administrative Mechanism Survey Review

The Committee reviewed and revised the survey instrument. Natalie Aloyets Artel will send it out week of May 5th with an email ahead of the survey email informing individuals that the survey was to follow.

Announcements:

N/A

Adjournment

The meeting adjourned 1st Ricardo Salcido; 2nd Barbara Schlichting

**** The next meeting is scheduled for 2pm, Wednesday, June 15th at the Institute for Families.**

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

“Our Voices” Client Caucus Meeting

May 19, 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:

Central Jersey Legal Services, Inc. - Housing Information

Jose Abreu presented an overview of renting and rental rights in NJ. The presentation was interactive with clients asking many questions.

Code of Ethics for the Transdisciplinary Team Cover Page

The clients participated in a brainstorming session to design the cover page for this transdisciplinary document. John Marcinkiewicz will take all the feedback and develop three sketch designs.

Reports:

N/A

Announcements:

There is a Hepatitis C workshop scheduled on May 27th from 2-4pm at Hyacinth.

Public Forum:

N/A

Adjournment:

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Early Identification of Individuals with HIV/AIDS Committee Meeting Minutes April 26, 2016 2pm, Institute for Families

Introductions: Cindy Leon, Aissa Oduro, Rose Vergara, Bryan Erazo; Brian Cevallos, and Natalie Aloyets Artel

Minutes from March, 2016 meeting

No quorum – minutes cannot be approved

Administrative Agent Report

N/A

State Update

N/A

Linkage to Care Update

Both of the Linkage to Care programs gave their updates. Aissa Oduro from Middlesex reported that she is working on a Prep counseling program with Hyacinth that will go through Chandler's clinic. Aissa Oduro set up a meeting with Barbara Gelfand from St. Peters to discuss the linkage to care program. Aissa Oduro also is meeting with the Edison Health Department to figure out transportation to linked services if a positive is identified. Aissa Oduro also relinked individuals transferring care sites.

The Somerset-Hunterdon Linkage to Care program coordinator, Bryan Erazo reported that they relinked clients from the closed RWJ Somerset program. Bryan Erazo also introduced Brian Cevallos, the new Linkage to Care coordinator for Somerset and Hunterdon counties.

Old Business

N/A

New Business

N/A

Announcements

N/A

Adjournment

1st Aissa Oduro; 2nd Cindy Leon

HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

Executive Committee Meeting Minutes 3pm, Institute for Families April 27, 2016

Attendance: Ed Kelly, John Marcinkiewicz, Barbara Schlichting, Roseann Marone, Ricardo Salcido, Lucy Counts, Terri Fox, and Natalie Aloyets Artel.

Review of March, 2016 Minutes

Motion to approve March, 2016 minutes

1st Ricardo Salcido; 2nd Barbara Schlichting - 2Y:0N:2A

Administrative Agent Update

Lucy Counts reports that there is a new provider in the TGA beginning May 5th. Lucy Counts added that she contracted for Psychosocial support and Emergency Financial Assistance. Lucy Counts added that we should get the remainder of our award in May. Lucy Counts also noted that the grant will be pushed back to August with it being due in October. Lucy Counts will submit the waiver by June 30th. Lucy Counts announced that the All Grantee conference will be the second to last week in August. Lucy Counts added that HRSA will be here in July providing fiscal technical assistance. Lucy Counts noted that she submitted the HRSA site visit corrective action plan. Once HRSA approves it, she will share it with Planning Council. Lucy Counts also noted that she submitted a request for a waiver of site visits to HRSA. HRSA recommended that we submit this waiver during their site visit. Lucy Counts did note that service standard application at provider sites will be monitored.

Reports:

Priorities, Comprehensive Care Plan, and Service Standards Committee

Roseann Marone reported that the Committee is updating the Food and Housing service standards. Roseann Marone added that the Committee asked two infections disease doctors to review the Ambulatory Care services standards. The Committee is also working on the Integrated Care Plan.

Membership and By-laws Committee

Ricardo Salcido reported that there are 19 Planning Council members with 6 prospective members in the pipeline. Ricardo Salcido noted that Maureen McKinley and Nerlene Mayers are on a leave of absence.

Ricardo Salcido announced that the Committee reviewed the bylaws and developed three new amendments for leave of absence, reallocation, and consumer attendance.

Administrative Assessment and Quality Review Committee

Barbara Schlichting reported that that all formula funds have been spent down. There are left over supplemental and MAI funds, but that is not something we would be penalized for. Barbara Schlichting added that the Committee reviewed the Administrative Assessment survey and planned its launch for May 5th.

Our Voices

Natalie Aloyets Artel reported that Adam Thompson from AETC did a focus group on the roles distinction between medical and non-medical case managers, treatment adherence counselors, outreach workers, and navigators. This information will help inform future trainings for all of these types of providers and for consumers.

Early Identification of Individuals with HIV and AIDS (EIIHA)

Natalie Aloyets Artel reported that the Linkage to Care programs gave their updates. Aissa Oduro, the Middlesex coordinator reported that she is working on a Prep counseling program with Hyacinth that will go

through Chandler's clinic. Aissa Oduro set up a meeting with Barbara Gelfand from St. Peters to discuss the linkage to care program. Aissa Oduro also is meeting with the Edison Health Department to figure out transportation to linked services if a positive is identified. Aissa Oduro also relinked individuals transferring care sites.

The Somerset-Hunterdon Linkage to Care program coordinator, Bryan Erazo reported that they relinked clients from the closed RWJ Somerset program. Bryan Erazo also introduced Brian Cervillos, the new Linkage to Care coordinator for Somerset and Hunterdon counties.

Quality Management Update:

John Marcinkiewicz reported that Ricardo Salcido, Terri Fox, and colleagues are submitting a 90 minutes presentation proposal to the Ryan White HRSA Conference in August. The presentation focuses on how consumers are involved in quality management and how quality management works with other functions around quality improvement. The presentation title is "Transforming the Definition of Consumer Involvement". It's with the National Quality Center.

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 revised these standards. The Committee decided that the document needed more work and agreed to turn it back to the Priorities Committee for additional revisions.

Housing Service Standards

The Committee reviewed and revised these standards. The Committee decided that the document needed more work and agreed to turn it back to the Priorities Committee for additional revisions.

Bylaws

The Committee reviewed the bylaw amendments. There was confusion about HRSA's site visit recommendation that the grantee be allowed a certain percentage of reallocation freedom without having to get Planning Council approval. Natalie Aloyets Artel will follow up with Durkia Hudson to get clarification before the bylaw is finalized.

Executive Committee Meeting Time

The Committee discussed and agreed to align itself with the other Standing Committees and shift to a 2-4pm meeting time.

Review of Planning Council Agenda

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

Announcements

N/A

Adjournment:

1st Ricardo Salcido; 2nd Roseann Marone

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

