



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 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:

- ❖ April/May Calendar of meetings
- ❖ March Planning Council Meeting Agenda
- ❖ Committee Meeting Minutes February 2017
- ❖ Service Standards for Medical Case Management and Substance Abuse
- ❖ 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

The HIV Health Services Planning Council is funded through the Ryan White HIV/AIDS Treatment Extension Act of 2009 (originally the Ryan White CARE Act). The program is managed by the Health Resources & Services Administration of the U.S. Department of Health & Human Services

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 6pm Planning Council (Hyacinth)	5	6 10am Service Standards & Integrated Care (Institute for Families)	7	8
9	10	11	12	13	14	15
16	17	18	19	20 9:30am NJ HIV Planning Group (Cook Campus Center)	21	22
23	24	25	26 2pm Executive (Institute for Families)	27 1:00pm AAQR/Our Voices 1:00 AAQR 3:00pm Our Voices (Hyacinth)	28	29
30						

2017

May

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

2017

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Agenda Planning Council Meeting 6pm, March 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 February, 2017 (Quorum to Approve)
- VIII. Approval of Agenda for March, 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. Political lobbying and discussing individual providers is strictly prohibited.

- IX. Planning Council Training
 - Conflict of Interest – Pam Simone
- X. Action Items
 - Medical Case Management and Substance Abuse Service Standards
- XI. Administrative Agent Report
- XII. 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)
- XIII. Case Management Coordination Update
- XIV. Part B Update
- XV. Old Business
- XVI. New Business
- XVII. Announcements/Agency Updates
- XVIII. Public Forum
- XIX. 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

6pm, February 7, 2017

Hyacinth

Attendance: Janice Chapin, Dr. Brenita Mitchell, Ingrid Johnson, Edward Kelly, Cindy Leon, Vanessa Cheek, Roseann Marone, Bobby Rosenberg, Lucy Counts, Pam Simone, Steve Pitts, Johanna Moore-Valverde, Minoo Norwood, Greg Johnson, Emilia Fletcher, Frank Ruiz, Sylvester Graham, Pete Landron, Gilo Thomas, Kristen Chourcallah, Barbara Gelfand, Ivana Pareja, Charles Woods, Yvette Molina, Nerlene Mayers, Bishar Jenkins, Anthony Capece, Dennis Longo, Barbara Schlicting, Ricardo Salcido and Cynthia Ramsey.

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

The meeting was called to order by Edward Kelly at 6:00 p.m.

The Welcome Statement and the Sunshine Law were read.

Review of Minutes

January 2017 minutes - 1st Bobby Rosenberg; 2nd Sylvester Graham - 11Y:0N:0A - minutes approved

Review of Agenda

February 2017 agenda - 1st Bobby Rosenberg 2nd Johanna Moore-Valverde - 11Y:0N:0A - agenda approved

Action Item

Mental Health Service Standards

The Planning Council reviewed all the changes and updates in the standards. Mental Health Service Standards were approved as written.

Motion to approve the Mental Health Service Standards

1st Dennis Longo; 2nd Bobby Rosenberg- 8Y:0N:3A

Legal Service Standards

The Planning Council reviewed all the changes and updates in the standards. They made a few additional minor grammatical edits.

Motion to approve the Legal Service Standards

1st Bobby Rosenberg; 2nd Ingrid Johnson – 9Y:0N:2A

Administrative Agent Update

Lucy Counts reported they are working on closing out fiscal year 2016. The program year closes February 28, 2017.

Lucy Counts reported the TGA got the FY2017 partial allocations with 70% of Part A formula and 40% of MAI formula.

Reports

Executive Committee

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.

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.

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.

The next Executive Committee meeting is Wednesday, February 22, 2:00 p.m. at the Institute for Families.

Service Standards and Integrated Care Committee

Roseann Marone reported Jackie Williams agreed to be the Interim Chair of Service Standards and Integrated Care Committee.

The committee worked on Service Standards Substance Abuse to reflect the updated HRSA definition. The committee finalized Service Standards for Medical Case Management to include the directive for Supportive Peer Navigator.

Membership and Bylaws Committee

Janice Chapin reported the committee reviewed the current roster and established we need to recruit members under the age of 35 and more black/non-Hispanic members to reflect the epidemic in our TGA.

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

Administrative Assessment and Quality Review Committee (AAQR)

Johanna Moore-Valverde is the new AAQR Committee Chair. The next Administrative Assessment and Quality Review Committee is on Tuesday, February 14, 2:00 p.m. at Somerset Treatment Services.

Our Voices

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

Bobby Rosenberg announced Our Voices is taking an active role developing a client checklist. This template could be used for the Peer Navigator or clients. The committee continues to review service standards and have guest speakers that relate to client needs.

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.

Early Identification of Individuals with HIV and AIDS (EIIHA)

Pam Simone reported Iris Gomez is the new EIIHA Committee Chair.

Pam Simone stated the group decided to focus on educating outside agencies that do HIV testing. In the past, there have been issues with Planned Parenthood not knowing what to do when an individual tests positive. The Committee decided to invite representatives from Planned Parenthood to better understand how they do testing and what protocol is followed after a positive result.

Case Management Coordination Update

Steve Pitts reported Taylor Crosby is the new Housing Coordinator at Hyacinth. Taylor Crosby discussed her role as the Housing Coordinator at Case Managers meetings. Taylor Crosby stated her duties as a Housing Coordinator include assisting clients to find housing, filling out rental applications, applying for housing assistance and other issues related to housing. The presentation was informative and well received.

Part B Update

Gilo Thomas reported Open Enrollment concluded January 31, 2017. Gilo Thomas announced the HICP program is no longer funded. HICP participants received two letters and phone calls were made to recipients and Case Managers as well. There is a one-time allowance in March to pay for services. It is imperative recipients enroll now in a new program.

Old Business

N/A

New Business

Planning Council Elections

The Planning Council held its annual election for the position of Chair, Vice Chair and Membership and Bylaws Chair. Edward Kelly was elected as Planning Council Chair, Vanessa Cheek was elected Planning Council Vice Chair and Stephen Sidorsky was elected Membership and Bylaws Chair.

Public Forum

Yvette Molina addressed the problem of the food packages not being distributed in Perth Amboy. Yvette Molina reported she is working on quality assurance and reassessing how many packages each agency receives. She reminded Planning Council the importance of client and case management compliance due to time constraints with fresh food. It is important to have a backlist so no food is lost. Yvette Molina announced case managers will be notified on the updated allowable packages to each agency in the next couple of weeks.

Announcements

Roseann Marone reported New Brunswick is not a sanctuary city. Roseann Marone stated several organizations in New Brunswick are working to inform the appropriate immigration information to share with the community. Organizations are looking for ways for the people in the city to do self-care and help them with the levels of stress they are confronting.

Yvette Molina stated Lazos Unidos is a grassroots organization that helps the Latino community mainly the Mexican immigrants. The phone number is 732-545-8666.

Yvette Molina reported BOAZ immigration services at the Puerto Rican Action Board works with immigrants to inform them on their rights. The phone number is 732-828-4510.

Yvette Molina stated Catholic Charities Immigration Services is another resource clients can access for immigration issues. The phone number is 732-214-8743.

Dr. Brenita Mitchell announced Healing Waters is having a weekly radio show starting in March. The first topic is *Survivors of Incest*. The weekly radio show covers various different topics.

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.

Barbara Gelfand announced on February 12, Congressman Frank Pallone (Democrat-NJ 6th District) and Dena Mottola Jaborska will hold an answer session about what is happening in D.C. and how citizens can take action

on affordable healthcare, the environment and other pressing causes. The event will take place at Pino's Gift Basket Shoppe and Wine Cellar in Highland Park from 4:00 – 6:00 p.m.

Adjournment

Meeting adjourned

1st Bobby Rosenberg

2nd Ingrid Johnson

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

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Membership and By-Laws Committee Meeting Minutes

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

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Administrative Assessment & Quality Review Committee Meeting Minutes

Somerset Treatment Services

2pm, February 14, 2017

Attendance: Ricardo Salcido, Barbara Schlichting, Johanna Moore-Valverde, Terri Fox and Pam Simone.

Review of October minutes:

1st Ricardo Salcido; 2nd Johanna Moore-Valverde - 2Y:0N:0A – motion passes

Administrative Agent Report:

Terri Fox reported the TGA received the FY2017 partial allocations with 70% of Part A formula and 40% of MAI formula.

The program year for FY2016 ends on February 28, 2017. The new contract starts March 1, 2017.

The county is only doing RFA for service categories if a provider plans on hiring a peer navigator as described in the directive.

Expenditure Analysis by Service Category:

N/A

Quality Management:

Terri Fox reported that they are working on getting RSR up to date and working with individual providers to improve capacity.

Terri Fox is working on putting bloodwork directly into CareWare. Lab Corp has the capability to automatically upload bloodwork in CareWare.

Terri Fox stated all Case Managers have been trained to conduct oral health screenings. Case Managers can refer clients to Zufall for oral health issues. Currently, Zufall cannot provide medical transportation for dental visits unless they are a full patient of Zufall. The referring agency can provide medical transportation to Zufall for a dental visit. Johanna Moore-Valverde reported dental referrals are extended after March 1.

Service Utilization Review:

N/A

Old Business:

N/A

New Business:

AAQR Committee

The AAQR Committee changed the meeting time on April 19. The new meeting time is 10:00 -12:00 at Somerset Treatment Services.

The committee discussed the possibility of merging AAQR and Our Voices. The AAQR Committee would not disappear; meetings would take place during Our Voices. Individuals trained on quality by Adam Thompson would be a good fit for the committee.

The AAQR Committee reviewed the roster of members. The committee worked to identify possible Planning Council members that might be a good fit for the committee. Pam Simone will reach out to Planning Council members and inquire regarding their interest on serving on the committee.

Ricardo Salcido agreed to represent AAQR Committee at the Executive Committee meeting on February 22.

Emergency Financial Assistance

Hyacinth has the contract for Direct Emergency Financial Assistance. The Emergency Financial Assistance program has a yearly cap of \$750.00. Emergency Financial Assistance can be used for Ensure. Clients must have a prescription for Ensure. Case Managers should contact Brian McCormack at Hyacinth to confirm funding is still available.

Scanning Documents

During a site monitoring visit, it was suggested that all documents should be scanned. Case managers should scan eligibility forms when referring a client for services. Scanners can be paid through Medical Case Management funding. Any provider that needs a scanner should contact Lucy Counts.

Administrative Assessment and Evaluation Survey

The committee decided to put more effort into having the right person answer questions. One person at each agency is responsible for answering questions. Agencies should identify a point person who is responsible for answering questions.

The committee decided to stay with the 5 point Likert scale. Participants that responded with neither agree/nor disagree will be prompted to answer an open-ended question in order to proceed with the survey.

The committee decided the survey can be administered by email or phone. To protect the anonymity of the provider, a student will administer the survey by phone. The survey will be administered in late March and final report will be complete by July.

Announcements:

N/A

Adjournment:

The meeting adjourned at 4:00 p.m.

**The next AAQR Committee meeting will take place on
Wednesday, December 14, 10:00 a.m. at Somerset Treatment Services.**

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

“Our Voices” Client Caucus Meeting **February 24, 2017** **1pm, Institute for Families**

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:

Evaluations

Bobby Rosenberg announced Our Voices will have a satisfaction survey at each meeting. This survey evaluates the meeting and suggestions for future meeting topics. All attendees are encouraged to complete the evaluation.

Service Standards Medical Case Management & Substance Abuse

The Committee reviewed the Service Standards for Medical Case Management and Substance Abuse. The Committee approved Medical Case Management and Substance Abuse Service Standards as written.

Combining AAQR Committee and Our Voices

Pam Simone announced the Executive Committee made the decision to join AAQR and Our Voices Committee. It was decided combining the committees would increase membership, increase accountability and empower clients. The committee chairs and committee members will work in collaboration with one another.

Client Checklist

The committee decided to create a client checklist. The Committee decided to customize checklists. Checklists would reflect the appropriate client questions. This checklist could be beneficial to a client's health and well-being.

World AIDS Day

The Committee agreed planning for World AIDS Day should start in March. Our Voices decided to make an Our Voices quilt for World AIDS Day. At the next meeting, the Committee will discuss and assign committees.

Announcements:

N/A

Public Forum:

The group discussed the importance of Our Voices taking an active role in Planning Council and applying for membership.

Adjournment:

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Early Identification of Individuals with HIV/AIDS Meeting Minutes

There was no February Early Identification of Individuals with HIV/AIDS meeting.

HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

Service Standards Integrated Care Committee Meeting Minutes

February 2, 2017

10am, Institute for Families

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

Last Meeting Minutes:

January, 2017 Minutes – 1st Bobby Rosenberg; 2nd Jackie Williams

Administrative Agent Update:

Lucy Counts reported the TGA got the FY2017 partial allocations with 70% of Part A formula and 40% of MAI formula.

Old Business:

Service Standards for Substance Abuse

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

Service Standards for Medical Case Management

The committee finalized Service Standards Medical Case Management. Pam Simone will edit the document and email it to the committee for review. The format of service standards should be consistent.

New Business:

Representation at Executive Committee Meeting

Pam Simone reported Executive Committee reviewed the by-laws since quorum was not established at the meeting. After reviewing the bylaws, it was established committee chairs that cannot attend Executive Committee meeting in-person or by phone should send a representative in their place. The committee member can only represent one committee. Each month committee chairs will designate an attendee to Executive Committee meeting if they are unable to attend

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.

Meeting Schedule

The January 4, 2018 meeting conflicts with Volunteer Recognition Luncheon. The committee decided to cancel January 2018 meeting. 1st Bobby Rosenberg; 2nd Jackie Williams

Adjournment: Meeting adjourned 11:45 a.m.

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

HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

Executive Committee Meeting Minutes 2pm, Institute for Families February 22, 2017

Attendance: Bobby Rosenberg, Sylvester Graham, Terri Fox, J. Gavin, Ed Kelly, John Marcinkiewicz, Jackie Williams, Iris Gomez, Ricardo Salcido, Vanessa Cheek, Artie Jordan and Pam Simone.

Review of October 2016 Minutes

Motion to approve October 2016 minutes

1st J. Gavin; 2nd Sylvester Graham – 8Y:0N:0A – minutes approved

Review of December 2016 Minutes

Motion to approve December 2016 minutes

1st J. Gavin; 2nd Sylvester Graham – 8Y:0N:0A – minutes approved with edits

Administrative Agent Update

Lucy Counts was unable to attend the meeting. The administrative agent report was emailed and conveyed to the committee by Pam Simone

County staff is currently working on finalizing FY2017 partial allocations for all providers. All providers should be notified of their partial FY2017 award by close of business day today.

There has been no notification from HRSA regarding when the remainder of the allocation would be awarded to recipients.

There will be a mandatory provider meeting on March 15, 2017 at 1:00 p.m. at the County Administration Building. All providers have already been notified.

Other items currently in progress: RSR Report, Core Medical Services Waiver

Reports:

Service Standards Integrated Plan Committee:

Pam Simone reported the committee finalized Service Standards for Medical Case Management and Substance Abuse. The Service Standards include the directive for Supportive Peer Navigator.

Membership and By-laws Committee

Pam Simone reported Steve Sidorsky has been elected Chair of Membership and Bylaws Committee. Gilo Thomas submitted an application for Planning Council. Gilo Thomas is the Part B representative Janice Chapin and Steve Sidorsky accepted the nomination for Membership and Bylaws Chair.

Administrative Assessment and Quality Review Committee

Ricardo Salcido reported AAQR Committee met on February 14. The committee discussed the possibility of combining AAQR and Our Voices meeting. The AAQR Committee would not disappear; meetings would take place during Our Voices.

The AAQR Committee reviewed the roster of members. The committee worked to identify possible Planning Council members that might be a good fit for the committee.

The committee decided to put more effort into having the right person answer questions. One person at each agency is responsible for answering questions. Agencies should identify a point person who is responsible for answering questions.

Participants that responded with neither agree/nor disagree will be prompted to answer an open-ended question in order to proceed with the survey. If a participants responds with neither agree or disagree three times, it will automatically end the survey.

The committee decided the survey can be administered by email or phone. To protect the anonymity of the provider, a student will administer the survey by phone

Our Voices

Bobby Rosenberg reported the committee reviewed Service Standards for Legal and Mental Health.

The committee decided to create client checklist when going to healthcare providers. This template could be used for the Peer Navigator or clients. Terri Fox stated National Quality Website has a guide for consumer self-management and has presentations to help consumers. The *Health Journal* is another resource that has created a similar document.

Our Voices will have a satisfaction survey at each meeting. This survey evaluates the meeting and suggestions for future meeting topics.

Early Identification of Individuals with HIV and AIDS (EIIHA)

Iris Gomez 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.

Iris Gomez stated the EIIHA Committee is working on reviewing the mission statement.

Quality Management Update:

The Consumer Quality Work Group met in January. The group discussed recruiting new people.

The Consumer Quality Work Group discussed the problem of the food packages not being distributed in Perth Amboy. Agencies were notified about food shortages the same day as food pick-up. When consumers went to pick up food, there was no one there and consumers did not get food. Yvette Molina is working on rectifying the situation.

Review of attendance:

The Executive Committee reviewed attendance. The new attendance sheet starts on March 1.

Old Business:

Conflict of Interest Presentation

Pam Simone will present a tutorial at the next Planning Council meeting on conflict of interest policy, prohibition of lobbying and discussing individual providers.

New Business:

Medical Case Management Service Standards and Substance Abuse Service Standards

The Executive Committee reviewed the Service Standards for Medical Case Management and Substance Abuse. The committee approved the Service Standards as written.

Motion to approve Medical Case Management Service Standards

1st Sylvester Graham; 2nd Bobby Rosenberg - 8Y:0N:0A

Motion to approve Substance Abuse Service Standards

1st Bobby Rosenberg; 2nd Vanessa Cheek - 8Y:0N:0A

Combining AAQR Committee and Our Voices

The committee discussed the combining AAQR and Our Voices meeting. The AAQR Committee would not disappear; meetings would take place during Our Voices. Combining the committees would increase membership, increase accountability, empower clients and helps Our Voices understand the bigger Planning Council issues. The committee chairs and committee members will work in collaboration with one another.

Johanna Moore-Valverde will continue to chair AAQR Committee and Bobby Rosenberg will chair Our Voices. The AAQR Committee meeting will be from 1:00 -3:00 p.m. and Our Voices follows from 3:00 – 4:00 p.m. Bobby Rosenberg, Johanna Moore-Valverde and Pam Simone will meet to work out the details.

Motion to join AAQR Committee and Our Voices meeting dates and times and agenda worked out by committee chairs

1st Bobby Rosenberg; 2nd Vanessa Cheek - 6Y:0N:2A

Ricardo Salcido suggested having a second Our Voices Client Caucus in Somerset. John Marcinkiewicz reported Our Voices was held in Somerset in the past and it did not work out.

Review of Planning Council Agenda

It was decided Pam Simone will present a Conflict of Interest tutorial. The committee decided instructions that lobbying and discussing individual providers is prohibited. Pam Simone will create a draft copy and send it to Terri Fox and Ed Kelly for review.

Motion to approve Planning Council Agenda with changes

1st J.Gavin; 2nd Jackie Williams – 8Y0N0A

Evaluations:

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

Announcements:

N/A

Adjournment:

4:00 p.m.

**The next Executive Committee Meeting is
Wednesday, March 22 at 2:00 p.m. at the 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.