



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: April 29, 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:

- ❖ May Calendar of meetings
- ❖ May Planning Council Meeting Agenda
- ❖ Committee Meeting Minutes, March, 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

May

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

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Agenda Planning Council Meeting 6pm, May 3, 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 April, 2016 (Quorum to Approve)
- VIII. Approval of Agenda for May, 2016 (Quorum to Approve)

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

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

- IX. Planning Council Training
 - Needs Assessment Overview – Pam Simone
- 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
 - Outreach Services Funding
 - Social Media Project Summary (Mary Kate Marasco)
- XIV. New Business
 - Food and Housing Service Standards (handouts)
- 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, April 5, 2016 Hyacinth

Attendance: Janice Chapin, Vanessa Cheek, Conneil J. Gavin, Sylvester Graham, David Jones, John Marcinkiewicz, Roseann Marone, Steve Pitts, Bobby Rosenberg, Ricardo Salcido, Han Le, Jacquelyn Williams, Frances Higgins, Dana Reaves, Ingrid Johnson, Charles Woods, Johanna Moore, Erika Barrero, Pete Landron, Idalexa Fernandez, Yvette Molina, Aissa Oduro, Cindy Leon, Mary Kate Marasco, Audria Russell, Anne Lori Dillon, Terri Fox, and Natalie Aloyets Artel.

The meeting achieved quorum 11 out of 16 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

March, 2016 minutes - 1st Bobby Rosenberg; 2nd Sylvester Graham - 10Y:0N:0A - minutes approved with edits.

Review of Agenda

April, 2016 agenda - 1st Roseann Marone; 2nd Steve Pitts - 10Y:0N:0A - agenda approved

Planning Council Training

Han Le gave an overview of the Housing Roundtables. Han Le stated that 43 people participated from Somerville, Edison, and Perth Amboy. The main findings were the need for housing rental education, roommate matching, budgeting assistance, and one main location for all housing information that clients and case managers can access. Han Le noted that housing issues (permanency, poor conditions, sharing space, etc.) was a major stress factor for many clients.

Roseann Marone added that there is a House Share program in Somerset county.

Idalexa Fernandez teaches housing rental courses at Imani Park.

Janice Chapin offered to have one of the attorneys from Central Jersey Legal Services come to Our Voices to present about renting and renter rights.

Terri Fox suggested that the Priorities Committee rewrite the service standards to reflect the feedback from the roundtables.

John Marcinkiewicz suggested that a Housing Services Workgroup be developed. John Marcinkiewicz requested that this be added to the Executive Committee agenda for further discussion.

Administrative Agent Update:

Anne Lori Dillon reported that all agencies received their award letters. This funding will go through December 2016. Anne Lori Dillon stated that Lucy Counts is working on the contracts. Anne Lori Dillon added that the 2nd RFA is due today for Emergency Financial Assistance and Psychosocial Support. Anne Lori Dillon also announced that four prospective members will be approved at the April 21st Freeholder meeting.

Reports:

Each Committee Chair gave an overview of their Committee explaining what each Committee does and when they meet.

Priorities Committee:

Roseann Marone gave overview.

- Assess needs & identify gaps in care (needs assessment)
- Develop service standards
- Comprehensive care plan
 - Chair - Roseann Marone
 - Vice Chair - TBD
 - Meet 1st Thursday monthly at the Institute for Families
 - Next meeting 2pm, Thursday, April 7th

Membership and By-laws Committee:

Ricardo Salcido gave the overview

- Recommend new members to the Planning Council
- Review and update bylaws
- Monitors attendance
- Monitor compliance with HRSA categories
 - Chair - Ricardo Salcido
 - Serve as Planning Council Chair in the absence of the Planning Council Chair and Vice Chair
 - Vice Chair - Janice Chapin
 - Meet 3rd Tuesday every other month at the Institute for Families
 - Next meeting 2pm, Tuesday, May 17th

Administrative Assessment and Quality Review Committee:

Ricardo Salcido gave the overview

- Monitor fiscal expenditures by service category
- Evaluate the Administrative Agent
- Oversees quality management
 - Chair - Barbara Schlichting
 - Vice Chair - TBD
 - Meet 3rd Wednesday every other month at the Institute for Families
 - Next meeting 2pm, Wednesday, April 20th

Our Voices

Sylvester Graham gave the overview

- Develop knowledge and advocacy skills regarding HIV issues to be a voice/leader in the local, state, and/or national HIV community
- Stigma Reduction Community Education Program
- World AIDS Day
 - Chair - Sylvester Graham
 - Vice Chair - Bobby Rosenberg
 - Meet 3rd Thursday monthly at Hyacinth
 - Next meeting 1pm, Thursday, April 21st

Early Identification of Individuals with HIV and AIDS (EIIHA)

Natalie Aloyets Artel gave the overview

- Develop strategies to target high risk populations to encourage testing and prevention education
- Identifying strategies to increase the number of individuals identified and connected to care

- Chair Nerlene Mayers
- Vice Chair - TBD
- Meet 4th Tuesday monthly at the Institute for Families
- Next meeting 2pm, Tuesday, April 26th

Executive Committee

- Reviewing Committee deliverables and approving them for Planning Council vote
- Reviewing and approving Planning Council agenda
- Reviewing Planning Council meeting evaluations
- Overseeing all grievance- and conflict-of-interest-related matters
 - Chair - Ed Kelly
 - Meet 4th Wednesday monthly at the Institute for Families
 - Next meeting 2pm, Wednesday, April 27th

NJ HIV Planning Group

N/A

Case Management Coordination:

Terri Fox reported that the group met in March. They discussed the food program and the housing roundtables. Terri Fox also announced the June 1st oral health cross over event with Dr. Harold Cohen and Dr. Ethan Glickman. The dentists will discuss both HIV and general oral hygiene. Terri Fox add that the event will be at the Douglass Campus Center Room B from 2-4pm. Terri Fox added that Alice Chen will be at the April 13th meeting to talk about the home health program.

Old Business:

N/A

New Business:

Outreach Service Funding

Terri Fox explained the need to reallocate outreach funding because it's was hard to count clients with this funding given there are so many points of entry for newly diagnosed clients. Terri Fox suggested revising the housing service standards to include the findings from the housing roundtables.

Social Media Project (Mary Kate Marasco)

Mary Kate Marasco asked a few questions about whether the Planning Council wants to have a social media component and what that would look like. She also asked about who would take the lead on this. Her summary findings are that the social media effort needs to be outside the Planning Council, that the outreach Facebook page is under-utilized, anyone doing social media needs to post frequently.

Announcements

Ricardo Salcido discussed the week long retreat organized by the Methodist Church that he was attended in California. He wants to organize a way for individuals to fundraise for airfare to allow 5-10 consumers to attend this week long retreat.

Audria Russell announced that Iris House is hosting their annual conference. Audria Russell also announced they are running Willow, Community Free HIV Testing events, and other prevention programming. Frances Higgins announced that Hyacinth is accepting housing applications.

Frances Higgins also announced that Hyacinth is hosting a bake sale on April 15th.

John Marcinkiewicz announced that the Hyacinth benefits counselor is back at Hyacinth.

Aissa Oduro announced that Chandler and Hyacinth are partnering to offer Prep.

Johanna Moore announced that Zufall is offering to transition clients from the RWJ Somerset program.

Public Forum:

N/A

Adjournment:

1st Steve Pitts; 2nd Bobby Rosenberg

***** The next meeting will be at 6pm, Tuesday, May 3rd at Hyacinth.**

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Membership and By-Laws Committee

There was no April 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, January 20, 2016

Attendance: David Jones, Maureen McKinley, Ricardo Salcido, Barbara Schlichting, Terri Fox, Chris Fisher, and Lucy Counts.

Review of September minutes:

1st Ricardo Salcido; 2nd Maureen McKinley - 2Y:0N:0A – motion passes

Administrative Agent Report:

Lucy Counts reported that the 2016 RFA was out and due February 16th. Lucy Counts added that questions were allowed until next Tuesday and would then be posted with responses on the county website. Lucy Counts added that county received the site visit report and will review it before developing its response. Lucy Counts also added that our TGA will be getting a partial award this fiscal year.

Quality Management:

Terri Fox reported that she and John Marcinkiewicz went to the final HSC learning session – held by the National Quality Center. Terri Fox also announced that there will be a quality consumer training held on February 20th and 21st at the Livingston Student Center. Providers will be asked to sponsor a consumer to attend this training. That consumer would then be involved in quality at the agency that sponsored them.

Terri Fox noted that the Consumer Quality Workgroup is meeting this month to review quality management data, intervention data, and possibly to prepare for the TCQ (consumer training in later February). The group will also discuss what they want to work on this year. Ricardo Salcido added that he suggests 3.5 days of training will each day shorter than a full 2 days.

Terri Fox added that CareWare was updated and looks very different post-upgrade. Terri Fox also added that she is working on the annual RSR report due mid-February.

Expenditure Analysis by Service Category:

Chris Fisher reported that that most agencies are billing as expected at this time of year. Chris Fisher expects more billing before and after the end of the fiscal year. Chris Fisher noted that we are currently underspent by 8%. Chris Fisher noted that this will change in the next two months. Chris Fisher noted that \$289,380 (Part A unexpended); \$43,109 (MAI unexpended).

Service Utilization Update:

Terri Fox reviewed the utilization findings with the Committee. There is an overall reduction in the number of client visits in a number of categories such as substance abuse, oral health, and non-medical case management.

Old Business:

Housing Roundtables

Terri Fox reported that housing roundtables will be hosted in Perth Amboy, Somerville, and New Brunswick.

New Business:

Assessment of the Administrative Mechanism Survey Review

The Committee began reviewing and revising the survey. This will continue at the next meeting.

Committee Chair and Vice Chair Elections'

Maureen McKinley was nominated and accepted the nomination for Chair.

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

Ricardo Salcido was nominated and accepted the nomination for Vice Chair.

1st Barbara Schlichting; 2nd Maureen McKinley - 2Y:0N:0A

AAQR Committee Meeting Space

The Committee also discussed changing the meeting location to IFF if the room was available. Natalie Aloyets Artel will follow up to see about conference room availability.

Announcements:

N/A

Adjournment

The meeting adjourned 1st Ricardo Salcido; 2nd Maureen McKinley

**** The next meeting is scheduled for 2pm, Wednesday, March 16th at the Institute for Families.**

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

“Our Voices” Client Caucus Meeting

March 17, 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:

Health Literacy Overview

Sandra Rodriguez from AETC presented Health Literacy 101 to the clients. The presentation was interactive and well received.

AIDS Walk

Chris Gerber from Hyacinth gave an overview of the AIDS Walk and gave specifics about how clients can register.

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

Meeting Minutes

March 22, 2016

2pm, Institute for Families

Introductions: Yvette Molina, Aissa Oduro, Mary Kate Marasco, Johanna Moore, Bryan Enito, Eric Wuethrich, Najah Akbar, and Natalie Aloyets Artel

Minutes from February, 2016 meeting

1st Johanna Moore; 2nd Aissa Oduro - motion passed 3Y:ON:OA

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 also reported that she reached out to the Woodbridge Health Department. Aissa Oduro also is working to connect with Dr. Alcid from St. Peters to discuss the linkage to care program. The Somerset-Hunterdon Linkage to Care program coordinator, Bryan Encito reported that they have a dental van that will be part of their linkage to care program. They also want to create a footprint in Hunterdon county.

Old Business

N/A

New Business

Project RAEL

Eric Wuethrich from Project REAL in Asbury Park gave an overview of their drop in center and their programming. Mary Kate Marasco did a mini focus group as part of her social media needs project

Social Media Focus Group

Mary Kate Marasco conducted a mini focus group focused on social media and the Planning Council. She will share her findings at the next Planning Council meeting.

Announcements

N/A

Adjournment

1st Aissa Oduro; 2nd Johanna Moore

*****The next meeting will take place at 2pm on Tuesday, April 26th at the Institute for Families.**

HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

Executive Committee Meeting Minutes 3pm, Institute for Families March 23, 2016

Attendance: Conneil J. Gavin, John Marcinkiewicz, Nerlene Mayers, Ricardo Salcido, Lucy Counts, Terri Fox, and Natalie Aloyets Artel.

Review of February, 2016 Minutes

Motion to approve January, 2016 minutes

1st Nerlene Mayers; 2nd Ricardo Salcido - 3Y:0N:0A

Administrative Agent Update

N/A

Reports:

Priorities, Comprehensive Care Plan, and Service Standards Committee

John Marcinkiewicz reported that the Committee is updating the Food and Ambulatory Care services standards and working on the Integrated Care Plan.

Membership and By-laws Committee

Ricardo Salcido reported that there are 16 Planning Council members with 6 prospective members in the pipeline. Ricardo Salcido noted that Maureen McKinley is on a leave of absence. He also noted that Joy Melendez is leaving the Planning Council because she is leaving her position at Eric B. Chandler.

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

Administrative Agent Report

Ricardo Salcido and John Marcinkiewicz discussed formalizing the points they think the grantee should touch on every time she provides the Administrative Agent Report. Planning Council Staff was asked to send a sample of the points that each report should cover to the Executive Committee for them to review and finalize.

Committee Overviews

Ricardo Salcido suggested that the Committee Chairs provide an overview of their Committee at the next Planning Council meeting. Planning Council Staff will prepare Committee overview document that each Chair will utilize. Ricardo Salcido suggested this be done annually to inform the Planning Council about each Committee's role and responsibilities and to facilitate recruitment.

Administrative Assessment and Quality Review Committee

N/A

Our Voices

Sandra Rodriguez from AETC presented Health Literacy 101 to the clients. The presentation was interactive and well received. Chris Gerber from Hyacinth gave an overview of the AIDS Walk and gave specifics about how clients can register.

Early Identification of Individuals with HIV and AIDS (EIIHA)

Natalie Aloyets Artel reported that the Linkage to Care programs gave their updates. The Middlesex coordinator reported that she is working on a Prep counseling program with Hyacinth that will go through Chandler's clinic. The Somerset-Hunterdon Linkage to Care program reported that they have a dental van that will be part of their linkage to care program. They also want to create a footprint in Hunterdon county. Eric Weurthrich from Project REAL in Asbury Park gave an overview of their drop in center and their programming. Mary Alice Marasco did a mini focus group as part of her social media needs project.

Quality Management Update:

John Marcinkiewicz reported that the next Consumer Quality Committee meeting is Tuesday, March 29th at 12pm. There is a full agenda including reviewing the application for group membership, developing the cross over events for case managers/consumers, and a debriefing of the February trainings.

Review of Planning Council Meeting Evaluations:

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

Review of attendance:

N/A

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.

2016 Calendar

The Committee reviewed and revised the 2016 meeting calendar

Review of Planning Council Agenda

The Executive Committee reviewed, revised and approved the April, 2016 agenda.

Announcements

Ricardo Salcido discussed the week long retreat organized by the Methodist Church that he was attended in California. He suggested that our area work to fundraise to allow a few consumers to attend this week long retreat. Ricardo Salcido added that only air fare is needed.

Adjournment:

1st Ricardo Salcido; 2nd Nerlene Mayers

***** The next meeting will be at 3pm, Wednesday, April 27th 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 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