



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:

- ❖ June/July Calendar of meetings
- ❖ May Planning Council Meeting Agenda
- ❖ Committee Meeting Minutes March 2017
- ❖ Service Standards for Psychosocial Support
- ❖ 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

June

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

2017

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

2017

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Agenda Planning Council Meeting 6pm, May 2, 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 March, 2017 (Quorum to Approve)
- VIII. Approval of Agenda for May, 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. Action Items
 - Psychosocial Support Service Standards
- X. Administrative Agent Report
- XI. Reports
 - Executive Committee
 - Service Standards and Integrated Care Committee
 - Membership and By-Laws Committee
 - Administrative Assessment and Quality Review Committee
 - Our Voices “Client Caucus”
 - Early Identification of Individuals with HIV and AIDS (EIIHA)
- XII. Case Management Coordination Update
- XIII. Part B Update
- XIV. Old Business
- XV. New Business
- XVI. Announcements/Agency Updates
- XVII. Public Forum
- XVIII. Adjournment

The Sunshine Law

“The notice of this meeting pursuant to the Open Public Meeting Act of NJ S.A10:4-10 has been complied with and shall be entered in the minutes of this meeting.”

Welcome Statement

Welcome to the HIV Health Services Planning Council meeting of the Middlesex-Somerset-Hunterdon Transitional Grant Area. We meet at 6pm, the first Tuesday of each month at the Hyacinth AIDS Foundation in New Brunswick. The meeting is open to all who wish to attend. We request that everyone adhere to the ground rules on the back of the agenda. Thank you.

Ground Rules for the Meeting

- The purpose of this meeting is to plan HIV services in Middlesex, Somerset, and Hunterdon counties that are funded through the Ryan White Part A Program.
- We encourage participants to be open-minded and flexible and to honor individual difference and diversity.
- The Chair is responsible for running today’s meeting. Everyone is expected to respect the Chair’s authority.
- You may ask a question anytime during the meeting. If you wish to ask a question, please raise your hand and wait for the Chair to recognize you.
- Due to time constraints, the Chair may choose to limit the number of people who may speak and/or the length of time allowed for discussion.
- Planning Council meetings are recorded and minutes are available to the public.
- We discourage sharing private information such as your HIV status. If private information is shared during the meeting, we expect that all who attend the meeting will keep this information confidential.
- The Planning Council’s role is to discuss service categories, not individual providers. Issues with individual providers should be directed to the Middlesex County Department of Community Services, Office of Human Services.
- Please keep your comments respectful aimed at improving services

Tenets of the HIV Health Services Planning Council

Statement of Purpose

To improve and ensure the quality and availability of care for individuals infected with, or affected by HIV who reside in or receive services in the Middlesex-Somerset-Hunterdon TGA.

Mission Statement

The mission of the Planning Council is to establish and implement a comprehensive plan for the organization and delivery of HIV related services as described in the Ryan White HIV/AIDS Treatment Extension Act of 2009.

Goals of the HIV Health Services Planning Council

- To identify HIV needs, prioritize service interventions, and recommend allocations to meet the priority service needs in the TGA.
- To develop a Comprehensive HIV Care Plan describing the continuum of care to meet HIV needs in the TGA.
- To develop collaborative partnerships to facilitate the implementation of the comprehensive HIV care plan.
- To evaluate the effectiveness of HIV services in the TGA.
- To assure the rapid disbursement of Part A funds to meet HIV needs.
- To manage the operations of the HIV Health Services Planning Council.

HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

Planning Council Meeting Minutes

6pm, March 7, 2017

Hyacinth

Attendance: Janice Chapin, Ingrid Johnson, Edward Kelly, Cindy Leon, Iris Gomez, David Jones, Stephen Sidorsky, Jacquelyn Williams, Roseann Marone, Bobby Rosenberg, Lucy Counts, Melyssa Lewis, Terri Fox, Pam Simone, Steve Pitts, John Marcinkiewicz, Minoo Norwood, Greg Johnson, Emilia Fletcher, Frank Ruiz, Sylvester Graham, Pete Landron, Gilo Thomas, Audria Russell, Ivana Pareja, Yvette Molina, Jessica Ng, George Rusolos, Ricardo Salcido and Cynthia Ramsey.

The meeting achieved quorum: 12 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

February 2017 minutes - 1st Bobby Rosenberg; 2nd Pete Landron - 9Y:0N:1A - minutes approved

Review of Agenda

March 2017 agenda - 1st Janice Chapin 2nd Bobby Rosenberg - 9Y:0N:1A - agenda approved

Planning Council Training

Pam Simone gave an overview of the conflict of interest and code of conduct and policy as defined in the Middlesex-Somerset-Hunterdon HIV Health Services Planning Council Bylaws. Pam Simone reviewed the definition of conflict of interest. She presented how Planning Council Members properly handle the situation when they are conflicted. Pam Simone reviewed the Planning Council Mission Statement as well.

Action Item

Medical Case Management Service Standards

The Planning Council reviewed all the changes and updates in the standards. Medical Case Management Service Standards were approved as written.

Motion to approve the Medical Case Management Service Standards

1st Bobby Rosenberg; 2nd Sylvester Graham

6Y:0N:5A – motion passes

Substance Abuse Service Standards

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

Motion to approve the Substance Abuse Service Standards

1st Bobby Rosenberg; 2nd Ingrid Johnson

8Y:0N:4A – motion passes

Administrative Agent Update

Lucy Counts reported all providers have been notified of their FY2017 partial award. Lucy Counts stated they are not doing an RFA process. The Administrative Agent is extending contracts for existing providers. There has been no notification from HRSA regarding when the remainder of the allocation would be awarded to recipients.

Lucy Counts reported they are no longer funding Medical Transportation Services with the current provider. Transportation Services served only 8 clients in FY2016. Lucy Counts is speaking with agencies that potentially might have transportation issues. Agencies can strategize to see how to facilitate transportation.

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.

Reports

Executive Committee

Ed Kelly reported 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 help 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.

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

Service Standards and Integrated Care Committee

Jackie Williams reported the committee finalized Service Standards for Medical Case Management and Substance Abuse. The Service Standards include the directive for Peer Navigator.

Terri Fox stated the committee edited the updated HIV Integrated Care Plan. The committee agreed to review the HIV Integrated Care Plan at least twice a year. Terri Fox stated that every committee has a role in meeting the goals of the HIV Integrated Care Plan.

Membership and Bylaws Committee

Steve Sidorsky reported there was no meeting in February.

The next Membership and Bylaws Committee meeting is on Tuesday, March 21, 2:00 p.m. at the Institute for Families.

Administrative Assessment and Quality Review Committee (AAQR)

Ricardo Salcido reported the 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.

Ricardo Salcido stated the committee discussed the Administrative Assessment 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.

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 participant responds with neither agree or disagree three times, it will automatically end the survey.

Ricardo Salcido reported 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 Medical Case Management and Substance Abuse.

Bobby Rosenberg reported 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.

Bobby Rosenberg 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.

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

Sylvester Graham reported Our Voices strategized how to get consumers engaged from Somerset and Hunterdon counties. Our Voices is working on different approaches to involve clients from Somerset and Hunterdon County.

Early Identification of Individuals with HIV and AIDS (EIIHA)

Iris Gomez reported that the next EIIHA meeting is on March 28, 2:00 p.m. at the Institute for Families.

Case Management Coordination Update

Terri Fox reported it was discussed at the February meeting the importance of Case Managers being sure clients are eligible for services and have the back-up documentation. Terri Fox stated referrals can be done electronically. Taylor Crosby, the Housing Coordinator did a presentation on housing. Taylor Crosby will review eligibility and who would be a good candidate to send for housing at the March meeting.

The next Case Managers Meeting is on Wednesday, March 8, 2:00 p.m. at the Institute for Families.

Part B Update

N/A

Old Business

Ricardo Salcido stated the Executive Committee meeting discussed how to get clients from Somerset and Hunterdon County involved in Our Voices. Audria Russell suggested using video conferencing during Our Voices. Audria Russell stated an agency can explore the option of hosting video conferencing at their facility. Audria Russell confirmed some sites offer free video conferencing.

Ricardo Salcido announced Somerset and Hunterdon County is creating a client advisory board. The advisory board reviews the quality of services in Somerset and Hunterdon County.

Ricardo Salcido announced Somerset is doing group meetings for HIV groups twice a month. At the meeting, the group reviews how treatment looks in their community. Meetings are held in the evenings.

Terri Fox announced Bobby Rosenberg has been selected to participate in the TCQ Plus Training in San Diego. In order to go to the training, clients have to commit to do training. Terri Fox suggested Bobby Rosenberg can deliver trainings to Our Voices and Ricardo Salcido can conduct trainings at HIV group in Somerset.

New Business

N/A

Public Forum

N/A

Announcements

Audria Russell announced Iris House is having 5 session workshop on Healthy Relationships. This is a group for people living with HIV. Sessions begin March 20 and end April 17. Snacks and incentives will be provided.

Audria Russell announced Iris House in partnership with Ruth Fellowship Ministries is having a community forum on March 31 from 6:00-8:00 p.m. The topic of discussion is HIV in the community. This event includes health screenings, HIV testing, prizes, gift cards and a light meal will be served.

Audria Russell announced the Willow Group at Iris House is hosting four sessions for women. Topics discussed will be gender pride, communication skills, healthy relationships, safer sex practices, healthy living, etc. Session one begins on March 24 from 10:00 a.m. – 2:00 p.m. Transportation, lunch and incentives are provided.

Bobby Rosenberg announced the next NJHPG meeting is on Thursday, March 16 at 9:30 a.m. The Gay Men's Awareness Group is meeting on March 22.

Adjournment

Meeting adjourned

**The next Planning Council meeting will take place on
Tuesday, April 2, 6:00 p.m. at Hyacinth.**

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Membership and By-Laws Committee

March 21, 2017

2pm, Institute for Families

Attendants: Steve Pitts, Janice Chapin, Steve Sidorsky, Dennis Longo, Lucy Counts, Bobby Rosenberg and Pam Simone.

The meeting did achieve quorum 4 out of 5 members were present.

Introductions: Steve Sidorsky called the meeting to order at 2:15pm.

Meeting minutes: The January meeting minutes were reviewed and approved with a few minor corrections. 1st Janice Chapin 2nd Steve Pitts– 4Y:0N:0A

Administrative Agent:

Lucy Counts reported the administrative agent is working on closing out fiscal year 2016.

Lucy Counts stated the administrative agent is currently sending out amended contract.

Old Business:

The committee clarified the criteria for adopting new members that are providers and unaffiliated consumers. Planning Council members must reflect the demographics of the epidemic in the TGA. The committee established members must have the ability to participate and contribute. The committee agreed to interview anyone who applies for membership

New Business:

Membership Review

The committee reviewed the current roster. At this time, there are 18 Planning Council members and 9 are unaligned consumers. After reviewing the bylaws, the committee established membership will be no less than 20 persons and no more than 45. Currently, there are 18 Planning Council members and 9 are unaligned consumers. There are three applicants that applied for membership.

Attendance Review

The committee reviewed the attendance policy for Planning Council membership. Planning Council members who incur 3 consecutive absences or 4 total absences in any grant year will be considered to have resigned. Planning Council members who are unaligned consumers who incur 3 consecutive absences or 5 total absences in any grant year will be considered to have resigned. The committee agreed provisions can be made on a case by case basis if life events occur.

Planning Council members should be present for at least 50% of the meeting. If a member is not there when an action item is being discussed, they must abstain from voting.

The committee defined proper procedures when Planning Council membership is in jeopardy. Membership Committee will review attendance and advise Pam Simone who should be issued a warning letter. Pam Simone will contact members by phone first and follow up with letter by mail or email.

The committee discussed a brief attendance policy training at a Planning Council meeting. Steve Sidorsky said the attendance policy will be part of his report at every Planning Council meeting.

Membership Applications

The committee will do interviews for prospective members at April 4 Planning Council meeting. Interviews will take place prior to the meeting. Pam Simone will contact potential members to set up interviews starting at 4:00 p.m. Pam Simone will update confirmed appointments to the committee.

Announcements:

Dennis Longo announced the VNA has moved to a new location in Holmdel. All case managers will work remotely.

Janice Chapin announced there is affordable housing in Perth Amboy. It is not subsidized or based on income. They are small and inexpensive, for people over 55. This is a private developer who is building these as part of his business plan. Apartments should be available within 3-6 months.

Bobby Rosenberg stated he will be attending every meeting as the Chair of Our Voices.

Adjournment: 3:30 p.m.

**The next Membership and By-Laws Committee meeting will take place on
Tuesday, May 16, 2:00 p.m. at the Institute for Families.**

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Administrative Assessment & Quality Review Committee Meeting Minutes **Hyacinth** **1pm, April 27, 2017**

Attendance: Ricardo Salcido, Chris Fisher, Johanna Moore, Bobby Rosenberg, Nerlene Mayers, Sheree Key, Polly Jones, Frank Ruiz, Charles Woods, Fanta Fofanah and Pam Simone.

Review of October minutes:

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

AAQR Presentation:

Ricardo Salcido described the AAQR Committee and how it relates to Our Voices. Ricardo Salcido explained the importance of enjoining the two committees. Ricardo Salcido stated combination of the two committees increases membership, accountability, ensure consumer representation and empower clients. The presentation was well received. Our Voices agreed consumer involvement is imperative.

Administrative Agent Report:

N/A

Quality Management:

N/A

Expenditure Analysis by Service Category:

Chris Fisher stated the yearly allocation is approximately 2.5 million dollars. Chris Fisher stated FY2017 started March 1. The fiscal year is from March 1 – February 28. Chris Fisher reported the county is currently working on closing out FY2016. Chris Fisher said the county has 120 days to finalize all reports. Chris Fisher stressed the importance of agencies billing promptly. Chris Fisher is working to identify late billers and actively working with the providers to submit final receipts. Chris Fisher explained he can only report on service categories and not individual providers.

Chris Fisher explained Ryan White requires grant recipients to spend 95% of their award. If recipients do not spend 95% of the award, the grantee has the power to decrease future allocations. Chris Fisher noted FY2016 was underspent by \$338,000. Chris Fisher explained an expenditure report is done monthly and monitored by HRSA.

Service Utilization Review:

Terri Fox submitted the quarterly service utilization review. In her absence, Ricardo Salcido reviewed the chart with the committee and explained how the data is calculated. Ricardo Salcido explained CareWare and how it relates to Ryan White funding. Ricardo Salcido stressed to the committee Ryan White funding is the payer of last resort.

Old Business:

Administrative Assessment and Evaluation Survey

Pam Simone explained the survey is one of the duties required by the TGA. The AAQR Committee conducts an annual evaluation of the administrative mechanism. This survey is an opportunity for providers to give feedback and evaluate how well providers feel the county is doing.

Pam Simone reported the Assessment of the Administrative Mechanism is being administered by phone this year. To protect provider anonymity, a research assistant is conducting the interviews. Pam Simone stated a final report of findings is presented to Planning Council.

New Business:

Transportation

The committee discussed issues with Transportation Services. Committee members reported various different incidences they had utilizing these services. Bobby Rosenberg agreed to take the lead on drafting a letter to present to Planning Council. Bobby Rosenberg requested consumers to submit specific examples of transportation

Announcements:

Ricardo Salcido announced Somerset Treatment Services has a support group that meets twice a month from 5:30 – 7:30. A light meal is served. The next support group is May 9

Adjournment

The meeting adjourned at 4:00 p.m.

**The next AAQR Committee meeting will take place on
Thursday, June 22, 1:00 p.m. at Hyacinth.**

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

“Our Voices” Client Caucus Meeting April 27, 2017 3pm, Institute for Families

Introductions:

The meeting began at 3:00 p.m. after the AAQR meeting.

Old Business:

N/A

New Business:*Evaluations*

Bobby Rosenberg reported evaluations will not be done at this meeting.

Service Standards Psychosocial Support Services

The Committee reviewed the Service Standards for Psychosocial Support Services. The Committee approved Psychosocial Support Service Standards as written.

TCQ Training

Bobby Rosenberg reported TCQ Training will take place during Our Voices meetings. Bobby Rosenberg stated trainings would take place opposite months of AAQR meetings.

World AIDS Day

The committee discussed finding a different venue for World AIDS Day. Bobby Rosenberg reported Steve Sidorsky stated his agency has an auditorium where the event can be held free of charge. The agency is located in Perth Amboy. The committee discussed transportation issues using this venue.

Stigma

Bobby Rosenberg discussed the issue of stigma. Bobby Rosenberg stressed the importance of Our Voices addressing stigma on a regular basis.

Reports:

N/A

Announcements:

N/A

Public Forum:**Adjournment:**

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Early Identification of Individuals with HIV/AIDS Committee

Meeting Minutes

March 28, 2017

2:30pm, Institute for Families

Introductions: Iris Gomez, Alice Chen, Ana Martinez, Bobby Rosenberg, Robert Salkowski and Pam Simone.

Minutes from January 2017 meeting

Quorum not established: unable to approve meeting minutes.

Administrative Agent Report

N/A

State Update

Alice Chen reported the state expanded care in Wildwood, Cape May County. CompleteCare now has a clinic in Wildwood. Atlantic and Cumberland Counties expanded Medical-Legal partnerships. Legal services are now provided in the clinic setting. The second home for young gay men with HIV is open and in the process in Ventnor, NJ. The hiring process has begun. Home care was taking place in two northern counties only. Home care funding has ended and a statewide RFA is being considered. DHSTS funding a BridgeIT project at Kennedy to link electronic medical record to CAREWare.

Alice Chen reported the state is piloting iCap and Timer Caps. It is a treatment adherence pilot project for HIV positive individuals. The iCap is a medication bottle with Bluetooth receiver, in conjunction with the Medisafe smartphone app to monitor adherence for HIV positive medications. Clients can utilize the Timer Cap, a medication bottle cap with a built in stop watch that helps clients know when to take their next dose or if the bottle has been compromised. With the iCap, the app can be set up to notify a client's medical case manager if they do not take their medicine. The implementation of these technological tools is meant to increase viral suppression and instruct about barriers to care and treatment in real time.

Linkage to Care Update

Ana Martinez reported Raritan Bay Medical Center had one newly diagnosed patient referred by Planned Parenthood in Perth Amboy. The newly diagnosed patient was immediately linked to care. The patient was seen by the director and case manager the same day as the positive results.

Old Business

N/A

New Business

PrEP Presentation

Robert Salkowski is the PrEP Counselor at Planned Parenthood in Perth Amboy. He did a presentation on the topic of PrEP. He did an overview on how to get PrEP, possible side effects, who is a good candidate for PrEP and how to pay for PrEP. Robert Salkowski also explained the difference between PEP and PrEP. He discussed the importance of treatment adherence and counseling during the course of taking the medication.

Robert Salkowski reported all Planned Parenthood have the capability of providing PrEP. He noted Planned Parenthood accepts most private insurance policies and Medicaid. He also reported Planned Parenthood has a sliding scale fee and it has a computer generated formula. Planned Parenthood does accept undocumented patients who pay for services out of pocket. Other services Planned Parenthood provides is annual exams,

cancer screening, birth control, emergency contraception, STD testing and treatment, HIV/AIDS testing and education, abortion and option education, services for men and sexual health education.

Announcements

Pam Simone stated the Planning Council meeting is cancelled on April 4, 2017.

Adjournment

**The next EIIHA meeting will take place on
Tuesday, May 23, 2:30 p.m. at the Institute for Families.**

HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

Service Standards Integrated Care Committee Meeting Minutes

March 2, 2017

10am, Institute for Families

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

Last Meeting Minutes:

January, 2017 Minutes – 1st Bobby Rosenberg; 2nd Ingrid Johnson
1Y:0N:1A – minutes approved

Administrative Agent Update:

Lucy Counts reported all agencies are aware of allocations for fiscal year 2017. Part A is funded through July 15, 2017 and MAI is currently funded from March 1- June 30, 2017. There has been no notification from HRSA regarding when the remainder of the allocation would be awarded to recipients.

Lucy Counts stated the administrative agent is in the process of closing out fiscal year 2016. The administrative agent is gathering information to submit core medical service waiver. If it is approved, it allows the TGA to move funds differently. Core Medical Services can be less than 75% and Support Services can be more than 25%.

Lucy Counts reported the administrative agent is reviewing RSR reports submitted by providers

Old Business:

Representation at Executive Committee Meeting

Ingrid Johnson agreed to represent the Service Standards and Integrated Care Committee at the Executive Committee meeting on March 22.

New Business:

Service Standards for Psychosocial Support

The committee completed the draft for Psychosocial Support. The committee requested that Brian McCormick from Hyacinth review the draft standards and provide feedback. Pam Simone will email suggested from Brian McCormick to committee members. Our Voices will review Service Standards for Psychosocial Support at the meeting on March 23.

Service Standards for Oral Health Care and Medical Transportation

The committee will review the Service Standards for Oral Health Care and Medical Transportation at the next committee meeting. Pam Simone will email Service Standards for Dental to Johanna Moore-Valverde at Zufall, Cindy Leon at Chandler and Vanessa Dunbar at Robert Wood Johnson to provide feedback on Service Standards for Oral Health Care.

HIV Integrated Care Plan Update

The committee edited the updated HIV Integrated Care Plan. The committee agreed to review the HIV Integrated Care Plan at least twice of year. The committee suggested to put the Integrated Care Plan goals on Our Voices agenda.

Announcements:

Roseann Marone announced Muah Tuwe is the new HIV Testing Coordinator at Robert Wood Johnson starting on March 13.

Bobby Rosenberg reported Alison Modci spoke at Gay Men's Awareness Committee sharing information regarding PrEp and community outreach. Bobby Rosenberg suggested inviting Alison Modci to speak at Our Voices meeting.

Adjournment:

Meeting adjourned 12:00 p.m.

**The next Service Standards and Integrated Plan Committee meeting will be on
Thursday, April 6, 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 April 26, 2017

Attendance: Bobby Rosenberg, Terri Fox, Johanna Moore, Steve Sidorsky, Iris Gomez, Lucy Counts and Pam Simone.

Review of February 2017 Minutes

Motion to approve February 2017 minutes

1st Bobby Rosenberg; 2nd Johanna Moore – 4Y:0N:0A – minutes approved

Administrative Agent Update

Lucy Counts reported the county is finalizing all FY2016 to close out completely. Lucy stated three providers need to submit final billing.

There was a provider meeting on March 15 at the County Administration Building. At the meeting, it was discussed the county used to have a brochure to disseminate information. The County is currently going through a rebranding process. The old brochure cannot be used until it is reviewed and approved to be distributed.

Lucy Counts reported the County is working on the Core Medical Service Waiver for 2017.

Reports:

Service Standards Integrated Plan Committee:

Bobby Rosenberg reported the next Service Standards and Integrated Care Committee meeting is on May. The committee will review the Service Standards for Oral Health.

Membership and By-laws Committee

Steve Sidorsky reported two consumers, a pharmacist and Part B representative, submitted a Planning Council membership application. Three interviews are scheduled before the Planning Council meeting on May 2.

Steve Sidorsky said Jackie Williams and Vanessa Cheek are on a leave of absence.

Nerlene Mayers submitted a Planning Council membership application to join as a provider. In the past year, Nerlene Mayers was an unaffiliated consumer and resigned due to health issues. The Membership Committee will interview Nerlene Mayers at June Planning Council meeting.

Administrative Assessment and Quality Review Committee

Johanna Moore reported AAQR and Our Voices will be meeting for the first time on April 27. Pam Simone will conduct a PowerPoint presentation that outlines the committee does and how the two committees can work together.

Johanna Moore stated phone surveys have been scheduled for 10 providers. Pam Simone is trying to schedule the last two providers. A research assistant will conduct the surveys to protect provider anonymity.

Our Voices

Bobby Rosenberg reported the committee did not meet in March. The next Our Voices meeting is April 27. The committee will review the Service Standards for Psychosocial Support.

Our Voices is in the preliminary stages of planning World AIDS Day. The committee is looking for a new venue. The committee reported dissatisfaction with the sound system and personnel at the previous location.

Steve Sidorsky stated his agency has an auditorium where the event can be held free of charge. The agency is located in Perth Amboy.

Bobby Rosenberg reported stigma would be a topic for World AIDS Day. Lucy Counts stated stigma was a subcommittee at Our Voices meetings. It is an important topic and stigma should be an agenda item at least every other month.

Early Identification of Individuals with HIV and AIDS (EIIHA)

Pam Simone reported the next EIIHA Committee meeting is on May 23, 2017.

Quality Management Update:

Terri Fox and Bobby Rosenberg attended the TCQ Training in San Diego. Terri Fox reported TCQ Training will be implemented at Our Voices meeting. There are 12 modules that will be done over three or four Our Voices meetings. Ricardo Salcido agreed to help with TCQ Trainings.

Bobby Rosenberg will help deliver Part B TCQ Trainings in Camden.

Currently there is five consumers trained to deliver TCQ Training. They are Bobby Rosenberg, Christine Lackey, Ricardo Salcido, J. Gavin and John Marcinkiewicz.

John Marcinkiewicz is currently the Consumer Liaison for Quality. John Marcinkiewicz's term limit is up in July. J. Gavin has accepted the position of Consumer Liaison for Quality once John Marcinkiewicz term limit expires.

Review of attendance:

The Executive Committee decided to start reviewing attendance in June.

New Business:

Psychosocial Support Service Standards

The Executive Committee reviewed the Service Standards for Psychosocial Support. The committee approved the Service Standard as written.

Motion to approve Psychosocial Support Service Standards

1st Bobby Rosenberg; 2nd Johanna Moore - 4Y:0N:0A

Food at Planning Council Meetings

Lucy Counts announced food may not be provided at Planning Council meetings due to budgetary restraints. Lucy Counts stated the May Planning Council meeting might be the last meeting where food is provided. Executive Committee discussed possible alternatives to address this issue. One suggestion is move the meeting time so it is not during mealtime or reimburse unaffiliated consumers for food. Only unaffiliated appointed Planning Council members are eligible for meal reimbursements.

Leave of Absence Planning Council Vice-Chair

Vanessa Cheek is currently the Vice-Chair of Planning Council. Due to health issues, Vanessa Cheek is taking a leave of for an indeterminate period of time. Executive Committee reviewed the by-laws and determined Planning Council chair can request a special election if Vice-Chair is on an extended leave. Steve Sidorsky agreed to serve as interim Vice-Chair of Planning Council for a limited period of time. The committee agreed to revisit the issue in three months if Vanessa Cheek has not returned from leave of absence.

Review of Planning Council Agenda

The Executive Committee reviewed and approved the May 2, 2017, Planning Council meeting agenda.

1st Bobby Rosenberg; 2nd Johanna Moore – 3Y:0N:0A

Evaluations:

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

Announcements:

N/A

Adjournment:

3:15 p.m.

**The next Executive Committee Meeting is
Wednesday, May 24 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.