



# **HIV HEALTH SERVICES PLANNING COUNCIL**

## **MIDDLESEX-SOMERSET-HUNTERDON TGA**

*Ryan White HIV/AIDS Treatment Extension Act of 2009*

To: HIV Health Services Planning Council Members and Guests  
From: Planning Council Staff  
Re: HIV Health Services Planning Council Meeting Materials  
Date: July 11, 2017

**Pam Simone (Planning Council Support).....848-932-0538**

**Terri Fox (Quality Management & Program Support).....848-932-0537**

The following materials are enclosed for your review prior to this month's meetings:

- ❖ August/September Calendar of meetings
- ❖ July Planning Council Meeting Agenda
- ❖ Committee Meeting Minutes June 2017
- ❖ 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

# August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b>	<b>2</b> 12pm Data Day 390 George Street 3 <sup>rd</sup> Floor	<b>3</b> 10am Service Standards & Integrated Care (Institute for Families)	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> 12pm Priorities/ Allocations 390 George Street 3 <sup>rd</sup> Floor	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> 2pm Executive (Institute for Families)	<b>24</b> 1pm AAQR 3pm Our Voices (Hyacinth)	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		

**2017**

# September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b> 6pm Planning Council (Hyacinth)	<b>6</b>	<b>7</b> 10am Service Standards & Integrate Care (Institute for Families)	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b> 2pm Membership & By-Laws Committee (Institute for Families)	<b>20</b>	<b>21</b> 9:30am NJ HIV Planning Group (Cook Campus Center)	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b> 2:30pm EIIHA Committee (Institute for Families)	<b>27</b> 2pm Executive (Institute for Families)	<b>28</b> 1pm Our Voices (Hyacinth)	<b>29</b>	<b>30</b>
					<b>2017</b>	

# HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

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## Agenda Planning Council Meeting 6pm, July 11, 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 June, 2017 (Quorum to Approve)
- VIII. Approval of Agenda for July, 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
  - Carryover Allocation Vote
- X. 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)
- XI. Case Management Coordination Update
- XII. Part B Update
- XIII. Old Business
- XIV. New Business
- XV. Announcements/Agency Updates
- XVI. Public Forum
- XVII. Adjournment

### **The Sunshine Law**

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

### **Welcome Statement**

Welcome to the HIV Health Services Planning Council meeting of the Middlesex-Somerset-Hunterdon Transitional Grant Area. We meet at 6pm, the first Tuesday of each month at the Hyacinth AIDS Foundation in New Brunswick. The meeting 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

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### Planning Council Meeting Minutes 6pm, June 6, 2017 Hyacinth

**Attendance:** Edward Kelly, Cindy Leon, Dr. Brenita Mitchell, Janice Chapin, Dennis Longo, Johanna Moore, Lori Dillon, Brian McCormick, Stephen Sidorsky, Roseann Marone, Bobby Rosenberg, Lucy Counts, Terri Fox, Pam Simone, Steve Pitts, John Marcinkiewicz, Minoo Norwood, Audria Russell, Nerlene Mayers, Yvette Molina, Camilla Comer-Carruthers, Mariam Merced, Jessica Ng, Emmy Fletcher, Andrea Treadwell and Barbara Schlicting.

The meeting achieved quorum: 8 out of 15 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**

May 2017 minutes - 1<sup>st</sup> Bobby Rosenberg; 2<sup>nd</sup> Johanna Moore - 7Y:0N:1A - minutes approved with corrections.

#### **Review of Agenda**

June 2017 agenda - 1<sup>st</sup> Janice Chapin; 2<sup>nd</sup> Bobby Rosenberg - 8Y:0N:0A - agenda approved

#### **Action Item**

##### **Special Election Planning Council Vice-Chair**

Ed Kelly reported Vanessa Cheek is currently the Vice-Chair of Planning Council. Due to health issues, Vanessa Cheek is taking a leave of absence for an indeterminate period of time. Ed Kelly called for a special election for Planning Council Vice-Chair. Candidates that accepted the nomination were Dennis Longo and Ricardo Salcido.

Planning Council held the special election for Planning Council Vice-Chair. Dennis Longo was elected as Planning Council Vice-Chair.

##### **Administrative Agent Update**

Lucy Counts reported the county received partial allocations for fiscal year 2017. Part A is funded through August 31, 2017 and MAI is funded through June 15, 2017. There has been no notification from HRSA when the remainder of the allocation would be awarded to recipients.

Lucy Counts said the administrative agent is working with the County legal department to determine how to extend contracts to agencies that receive Part A and MAI funding since there are two different end dates for funding; these contracts are currently merged, having both Part A and MAI funding. Lucy Counts stated the county can contract with to agencies without written notification from HRSA, either a letter or Notice of Grant Award (NGA) indicating funds will be forth coming.

Lucy Counts reported the administrative agent began site visits for 2017.

Lucy Counts presented the final report of expenditures for FY2016. Lucy Counts stated funds available to request a carryover for Part A is \$255,003 and MAI is \$51,566. Lucy Counts discussed some reasons why money was unspent. She noted an agency that was awarded Psychosocial Support and Non-Medical Case Management closed down, Substance Abuse was unable to spend money due to a decrease in numbers of

consumers going to them for services and Housing Services had a late start for the position of the Housing Coordinator. Lucy Counts stated there is a problem with agencies not billing and agencies saying they can spend money and not spend it.

Lucy Counts said Planning Council needs to vote on where to put carry-over funds at the July 11, 2017 Planning Council meeting. Lucy Counts noted the county can request carryover funds but approval is not guaranteed.

Bobby Rosenberg requested that the fiscal agent attends Planning Council meetings on a regular basis. Lucy Counts said she would have speak to the fiscal agent's supervisor and ask if he is allowed to attend Planning Council meetings.

Lucy Counts explained the language of service standards for Emergency Financial Assistance needs to be clarified. There is not a clear definition what is considered one year. Currently, the service standards state \$750.00 per year. Lucy Counts posed the question to Planning Council to define the parameters of Emergency Financial Assistance funding. Planning Council discussed whether the \$750.00 maximum award is based on grant or calendar year. Planning Council decided to base the award on grant year.

Motion to approve Emergency Financial Assistance based on grant year  
1<sup>st</sup> Janice Chapin; 2<sup>nd</sup> Dr. Brenita Mitchell – 6Y:0N:2A

## **Reports**

### ***Executive Committee***

Steve Sidorsky reported the Executive Committee discussed the particulars of the by-laws being unclear. Steve Sidorsky said according the by-laws, the Part B representative is supposed to attend Executive Committee meetings. Due to scheduling conflicts, the Part B representative is unable to attend Executive Committee meetings.

The Executive Committee discussed how some of the committees are not meeting on a regular basis. The Executive Committee addressed the issue of Service Standards and Integrated Care Coming only having one voting member. The Executive Committee decided an Ad Hoc committee would be established for a short term period and Planning Council members would attend for the sake of getting business done.

### ***Service Standards and Integrated Care Committee***

Jackie Williams and Ingrid Johnson are currently the Chair and Vice-Chair of Service Standards and Integrated Care Committee. Due to health and family issues, Jackie Williams and Ingrid Johnson took a leave of absence for an indeterminate period of time. The Service Standards and Integrated Care Committee currently only has one voting member attending the meetings until Jackie Williams and Ingrid Johnson return.

Ed Kelly reported an Ad Hoc Committee would be established for a short term period and Planning Council members would attend for the sake of getting business done. Ed Kelly called for an Ad Hoc Committee at the Planning Council meeting.

### ***Membership and Bylaws Committee***

Steve Sidorsky reported four applicants have been accepted for membership pending Freeholder approval. They are Nerlene Mayer, Jessica Ng, Frank Ruiz and Gilo Thomas.

Steve Sidorsky reported the committee discussed scheduling a Planning Council orientation for new members.

### ***Administrative Assessment and Quality Review Committee (AAQR)***

Johanna Moore reported there was no meeting in May.

The next AAQR meeting is June 22.

### ***Our Voices***

Bobby Rosenberg reported the committee discussed World AIDS Day and funding issues. The committee discussed different option to fund World AIDS Day. The committee decided stigma should be part of World AIDS Day.

Bobby Rosenberg discussed the issue of stigma. Bobby Rosenberg stressed the importance of Our Voices addressing stigma.

Bobby Rosenberg reported the first module of TCQ Training will take place at Our Voices on June 22.

### ***Early Identification of Individuals with HIV and AIDS (EIIHA)***

Pam Simone reported Antonio Porter was the guest speaker. Antonio Porter is the Program Manager and Statewide Discharge Planner for Hyacinth Foundation. Hyacinth AIDS Foundation offer state prison discharge planning.

Pam Simone stated Antonio Porter has been trying to work with the Health Director at Middlesex County Jail. Pam Simone explained some of the roadblocks working with Middlesex County Jail system. Inmates are not tested for HIV upon arrival or release. Middlesex County Jail is a temporary holding facility. Some inmates are awaiting trial, transferred to another correctional facility or bailed out.

Pam Simone reported the EIIHA Committee discussed using social media to share information. The committee decided to create a new Facebook page.

### **Case Management Coordination Update**

Terri Fox reported Gilo Thomas is the state Part B representative. Gilo Thomas presented at the Case Managers meeting on May 10. Gilo Thomas answered questions about ADAP and HIPP program.

Terri Fox stated at the next Case Managers meeting the issue of boundaries will be addressed.

### **Part B Update**

N/A

### **Old Business**

N/A

### **New Business**

Terri Fox presented at the *Global Social Service Workforce Alliance* with Adam Thompson. The presentation focused on stigma and consumer involvement. Terri Fox noted our consumers are more involved than in other places.

The *Global Social Service Workforce Alliance* has a transdisciplinary approach to end HIV. The social service workforce does casework in Africa. The social service workforce is comprised of paid and unpaid workers who staff the social service system and contribute to the care and support of people living with HIV/AIDS.

### **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 June 8 and end July 6. Snacks and incentives will be provided.

Audria Russell announced Iris House in partnership with Home First is hosting a commemoration of HIV Long Term Survivors Day from 1:00 – 5:00 on June 20. Snacks, free HIV testing and incentives will be provided.



Dr. Brenita Mitchell announced *Healing Waters* is having a retreat July 28-30, for women 18 years or older who are HIV positive and survivors of sexual abuse or violence. The retreat is free and limited to 10 women.

Dr. Brenita Mitchell attended a Human Trafficking Collation sponsored by SOAP. SOAP is an organization that works with hotels to put the rescue phone number on bars of soap in the hotel. Victims of human trafficking can call the number and are immediately rescued by law enforcement.

Roseann Marone announced on September 26 is the Ryan White Part D conference day.

**Adjournment**

Meeting adjourned

**The next Planning Council meeting will take place on  
Tuesday, July 11, 6:00 p.m. at Hyacinth.**

# HIV HEALTH SERVICES PLANNING COUNCIL

## MIDDLESEX-SOMERSET-HUNTERDON

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### **Membership and By-laws Committee Meeting Minutes**

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

**The next Membership and By-Laws meeting will take place on  
Tuesday, July 18, 2:00 p.m. at the Institute for Families.**

# HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

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## **Administrative Assessment & Quality Review Committee Meeting Minutes**

**Hyacinth**

**1pm, June 22, 2017**

**Attendance:** Ricardo Salcido, Johanna Moore, Bobby Rosenberg, Sheree Key, Polly Jones, Frank Ruiz, Terri Fox, Lucy Counts, Dennis Longo, Frances Higgins, Pete Landron, Sylvester Graham, G.G. Thompson, J. Gavin, Christine Lackey and Pam Simone.

### **Review of April minutes:**

1<sup>st</sup> Bobby Rosenberg; 2<sup>nd</sup> Ricardo Salcido - 3Y:0N:4A – motion passes

### **Administrative Agent Report:**

Lucy Counts reported the county received partial allocations for fiscal year 2017. All programs will be able to operate until August 31, 2017. There has been no notification from HRSA when the remainder of the allocation would be awarded to recipients.

Terri Fox stated we scored a 97 from our grant application. Lucy Counts explained what is required when submitting a grant application. Lucy Counts explained the difference between formula and supplemental funds and how they are calculated. Formula funding is based on the number of people living with AIDS in our TGA. Supplemental funding is additional funding determined by grant application score.

Lucy Counts said we receive funding from two different sources Part A and MAI funding. MAI stands for Minority AIDS Initiative. The intent of MAI funding is to meet the needs of historically underserved population.

### **Quality Management:**

Terri Fox reported the largest quality management initiative is oral health. The goal is to increase dental care by 10%. Terri Fox sent out a quarterly report and is working with providers to make dental referrals. Case Managers should be referring and asking clients where they prefer to go for oral healthcare.

Oral healthcare providers are Barnabas, Chandler, Robert Wood Johnson and Zufall. Zufall has two locations. Consumers do not need to be a client of Zufall to access dental services. Terri Fox discussed having a brainstorming meeting with providers to improve the dental program.

### **Expenditure Analysis by Service Category:**

N/A

### **Old Business:**

#### *Administrative Assessment and Evaluation Report*

The committee reviewed the report and summarized the results and conclusions of the 2016-17 assessment of the administrative mechanism. The committee noted some edits should be made to reflect improved clarification of fiscal accountability to include attending Planning Council meetings quarterly.

Pam Simone will make the suggested edits and email it back to the AAQR Committee.

Motion to approve the Administrative Assessment and Evaluation Report with edits

1<sup>st</sup> Bobby Rosenberg; 2<sup>nd</sup> Pete Landron

7Y:0N:1A – motion passes

**Announcements:**

Dennis Longo announced one of the Case Managers is taking a leave of absence. Clients can speak to Dennis Longo in their absence.

**Adjournment**

The meeting adjourned at 2:00 p.m.

**The next AAQR Committee meeting will take place on  
Thursday, August 24, 1:00 p.m. at Hyacinth.**

# HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

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## **“Our Voices” Client Caucus Meeting**

**June 22, 2017**

**2pm, Hyacinth**

### **Introductions:**

The meeting began at 2:00 p.m.

### **TCQ Training:**

Bobby Rosenberg and John Marcinkiewicz presented TCQ Module 1 and 2 training consumers on quality. It was an informative and interactive presentation. Consumers were engaged and the training was very well received.

### **Adjournment:**

**The next Our Voices meeting will take place on  
Thursday, July 27, 1:00 p.m.**

# HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

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## **Early Identification of Individuals with HIV/AIDS Committee Meeting Minutes**

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

**The next EIIHA meeting will take place on  
Tuesday, July 25, 2:30 p.m. at the Institute for Families.**

# HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

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## **Service Standards and Integrated Care Committee Meeting Minutes**

There was no June Service Standards and Integrated Care Committee meeting.

**The next Service Standards and Integrated Care meeting will take place on  
Thursday, July 6, 10:00 a.m. at the Institute for Families.**

# HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

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## **Executive Committee Meeting Minutes 2pm, Institute for Families June 28, 2017**

**Attendance:** Bobby Rosenberg, Dennis Longo, Terri Fox, Steve Sidorsky, Lucy Counts and Pam Simone.

### **Review of May 2017 Minutes**

Motion to approve May 2017 minutes

1<sup>st</sup> Bobby Rosenberg; 2<sup>nd</sup> Steve Sidorsky – 2Y:0N:2A – minutes approved

### **Administrative Agent Update**

Lucy Counts reported the four membership applications are scheduled to be on the agenda at the July 20, 2017 Freeholder meeting. Lucy Counts noted Freeholders review membership applications on a quarterly basis. The next scheduled time slot to review membership applications is in October. Any new membership applications pending Freeholder approval must be submitted to Lucy Counts by the first week of September.

Lucy Counts reported the county received partial allocations for fiscal year 2017. All programs will be able to operate until August 31, 2017. There has been no notification from HRSA when the remainder of the allocation would be awarded to recipients.

Lucy Counts reported the administrative agent began site visits for 2017.

Lucy Counts explained the language of service standards for Housing needs to be clarified. There is not a clear definition what is considered one year. The Service Standards and Integrated Care Ad Hoc committee will discuss it at the meeting on July 6.

Lucy Counts said we have no Service Standards for Health Insurance Premium and Cost Sharing Assistance. Lucy Counts states it is a priority for the committee to work on this standard. Pam Simone has a hard copy of the service standard and will email an electronic version out prior to the meeting.

### **Reports:**

#### ***Service Standards Integrated Plan Committee:***

There was no meeting in June.

The next meeting is Thursday, July 6, 10:00 a.m. Participants may attend in person or join the GoToMeeting by computer, tablet or smartphone.

#### ***Membership and By-laws Committee***

Steve Sidorsky reported Lenwood Smith submitted a Planning Council membership application. The committee will interview Lenwood Smith before Planning Council meeting on July 11.

Steve Sidorsky Gilo Thomas is the newly appointed Planning Council member pending Middlesex County Freeholder approval. Gilo Thomas represents Part B. According to the by-laws, Part B representative is required to attend Executive Committee meetings. Due to time constraints Gilo Thomas is unable to attend Executive Committee meetings. The Executive Committee discussed if there is a benefit of Part B representative attending Executive. Steve Sidorsky stated an amendment to remove Part B and other amendments will be addressed at the next Membership and By-laws meeting.



Steve Sidorsky posed the question if it is a requirement for Ryan White service providers to attend Planning Council meetings. Lucy Counts noted it is no longer in the contract for providers to attend meetings or be a Planning Council member.

The next Membership and By-Laws Committee meeting is on Tuesday, July 18, 2:00 p.m. at the Institute for Families.

### ***Administrative Assessment and Quality Review Committee***

Dennis Longo reported Ricardo Salcido reviewed what happened at the last meeting. Ricardo Salcido explained the committee and the importance of integrating the two committees.

Dennis Longo stated Ricardo Salcido did a PowerPoint presentation outlining the key components of the Assessment of the Administrative Mechanism report.

Dennis Longo said committee reviewed the report and summarized the results and conclusions of the 2016-17 assessment of the administrative mechanism. The committee noted some edits should be made to reflect improved clarification of fiscal accountability to include attending Planning Council meetings quarterly.

### ***Our Voices***

Bobby Rosenberg reported TCQ module 1 and 2 training consumers on quality was very well received. Bobby Rosenberg reported some issues including; room temperature, people eating and leaving, non-consumers attending the training and members coming in and out of the room.

Bobby Rosenberg discussed how to resolve these issues. Food will be served after the first hour of the meeting, incentives for people who stay until the end, changing meeting venue, and only consumers may attend the next meeting. Bobby Rosenberg confirmed the next Our Voices meeting will be a closed meeting.

There was a discussion if Our Voices should be a closed meeting in its entirety. Our Voices will discuss if all or part of the meeting should be closed.

### ***Early Identification of Individuals with HIV and AIDS (EIIHA)***

Pam Simone reported there was no meeting in June.

The next EIIHA Committee meeting is on Tuesday, July 25, 2:30 p.m. at the Institute for Families.

### **Quality Management Update:**

Terri Fox reported 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.

Terri Fox reported the largest quality management initiative is oral health. The goal is to increase dental care by 10%. Terri Fox sent out a quarterly report and is working with providers to make dental referrals. Case Managers should be referring and asking clients where they prefer to go for oral healthcare.

### **Review of attendance:**

The Executive Committee reviewed attendance. Planning Council members that have two consecutive absences from Planning Council or Committee meetings will get a warning letter. Steve Sidorsky will work with Pam Simone to craft a formal warning letter. Steve Sidorsky will send out warning letters.

The Executive Committee discussed the roles and responsibilities of the Committee Chair and Vice-Chair. The function of Vice-Chair in standing committees was discussed. Currently, Committee Vice-Chair serves in the capacity of Chair due to absence or request of the Chair.

The Executive Committee discussed expectations of Planning Council members at meetings. It needs to be reiterated to stay for the entire meeting unless there is an emergency.

**Evaluations:**

The committee reviewed the evaluations. They noted the flow of the meeting needs some improvement. Some parts of the meeting is going on a little too long. Some coaching is needed to keep things moving.

**Old Business:**

N/A

**New Business:**

*Committee Reports*

The committee discussed how to improve the flow of committee reports. Committee Chairs should prepare a brief report highlighting the main points of the meeting. The Committee Chair will email Pam Simone a brief report prior to Planning Council meeting. Planning Council Chair will reiterate that all questions will be held at the conclusion of the report.

Dennis Longo suggested at the end of every committee meeting the chair and Pam Simone review the highlights of the meeting.

*HRSA Monthly Monitoring Call*

Lucy Counts explained the purpose of the HRSA monthly monitoring call. Durkia Hudson is our Project Officer based out of Washington D.C. Durkia Hudson establishes the agenda and sends out monthly reminders with call-in and participant information. The call is the second Thursday of every month. Planning Council joins the call at 11:30 a.m.

Planning Council leadership gives a brief report highlighting the main issues addressed at the last meeting. Lucy Counts noted it is an opportunity to address challenges the Project Officer can help us. Lucy Counts reiterated anyone who gets the email notification is expected to be on the call.

**Review of Planning Council Agenda**

The Executive Committee reviewed and approved the July 11, 2017, Planning Council meeting agenda.

1<sup>st</sup> Bobby Rosenberg; 2<sup>nd</sup> Lucy Counts – 2Y:0N:1A

**Announcements:**

N/A

**Adjournment:**

1<sup>st</sup> Bobby Rosenberg; 2<sup>nd</sup> Lucy Counts

Meeting adjourned.

**The next Executive Committee Meeting is  
Wednesday, July 26 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 2<sup>nd</sup> floor in Suite 203.**

**Institute for Families**  
**55 Commercial Avenue, 3<sup>rd</sup> 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.