



HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON TGA

Ryan White HIV/AIDS Treatment Extension Act of 2009

To: HIV Health Services Planning Council Members and Guests
From: Planning Council Staff
Re: HIV Health Services Planning Council Meeting Materials
Date: June 6, 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:

- ❖ July Calendar of meetings
- ❖ June Planning Council Meeting Agenda
- ❖ Committee Meeting Minutes April 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

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

July

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i> |
|------------|------------|---|---|--|------------|------------|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 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 2:30pm 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, June 6, 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 May, 2017 (Quorum to Approve)
- VIII. Approval of Agenda for June, 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
 - Special Election Planning Council Vice-Chair
- 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, May 2, 2017

Hyacinth

Attendance: Edward Kelly, Cindy Leon, Iris Gomez, Conneil J. Gavin, Dennis Longo, Johanna Moore, Dana Reaves, Lori Dillon, Brian McCormick, David Jones, Stephen Sidorsky, Roseann Marone, Bobby Rosenberg, Lucy Counts, Terri Fox, Pam Simone, Steve Pitts, John Marcinkiewicz, Mino Norwood, Frank Ruiz, Pete Landron, Gilo Thomas, Audria Russell, Anthony Capece, Barbara Gelfand, Nerlene Mayers, Yvette Molina, Camilla Comer-Carruthers, Mariam Merced, Jessica Ng, 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

March 2017 minutes - 1st Bobby Sidorsky; 2nd Ricardo Salcido - 9Y:0N:2A - minutes approved

Review of Agenda

May 2017 agenda - 1st Conneil J. Gavin; 2nd Bobby Rosenberg - 11Y:0N:0A - agenda approved

Action Item

Psychosocial Support Service Standards

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

Motion to approve the Psychosocial Support Service Standards

1st Bobby Rosenberg; 2nd Pete Landron

8Y:0N:3A – motion passes

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 30, 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 in the process of closing out fiscal year 2016. Lucy Counts stated the county is working to identify late billers and actively working with the providers to submit final bills. Lucy Counts stated a final report of expenditures for FY2016 will be reported at June Planning Council meeting. At that time, eligible carryover funds from FY2016 should be voted on. Lucy Counts noted the county can request carryover funds but approval is not guaranteed.

Dennis Longo suggested adding FY2016 carryover funds to June 2017 Planning Council agenda.

Lucy Counts reported 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%.

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 new brochure cannot be distributed until it is reviewed and approved.

Reports

Executive Committee

Steve Sidorsky reported 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. Steve Sidorsky agreed to serve as interim Vice-Chair of Planning Council for a limited period of time.

Steve Sidorsky reported two consumers, a pharmacist and Part B representative, submitted a Planning Council membership application. Membership Committee conducted three interviews on May 2.

The next Executive Committee meeting is Wednesday, May 24, 2:00 p.m. at the Institute for Families.

Service Standards and Integrated Care Committee

Roseann Marone reported there was no meeting in April.

The next Service Standards and Integrated Care Committee meeting is on Thursday, May 4, 10:00 a.m. at the Institute for Families.

Membership and Bylaws Committee

Steve Sidorsky reported there was no meeting in April.

The next Membership and Bylaws Committee meeting is on Tuesday, May 16, 2:00 p.m. at the Institute for Families.

Administrative Assessment and Quality Review Committee (AAQR)

Johanna Moore reported AAQR and Our Voices had the first joint meeting on April 27. Johann Moore stated 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 combining the committees increase membership, accountability, ensures consumer representation and empower clients. The presentation was well received. Our Voices agreed consumer involvement is imperative.

Johanna Moore stated Ricardo Salcido reviewed the quarterly service utilization report. Ricardo Salcido reviewed the chart with the committee and how data is calculated.

Johanna Moore reported Chris Fisher presented an expenditure analysis by service category. Chris Fisher reviewed the service categories that were underspent. Chris Fisher reported the county is currently working on closing out fiscal year 2016.

Pam Simone reported the Assessment of the Administrative Mechanism is being administered by phone. A research assistant is conducting the interviews. Pam Simone said a final report of findings will be presented to Planning Council.

Our Voices

Bobby Rosenberg reported AAQR and Our Voices had the first joint meeting on April 27. Bobby Rosenberg stated it was well received from Our Voices.

Bobby Rosenberg reported the committee reviewed Service Standards for Psychosocial Support.

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

Bobby Rosenberg reported TCQ Trainings will take place during Our Voices meetings

Bobby Rosenberg reported Our Voices is in the preliminary planning stages of Planning World AIDS Day. World AIDS Day is Friday, December 1, 2017. Planning Council discussed different venue options for World AIDS Day. Steve Sidorsky stated his agency has an auditorium where the event can be held free of charge. The agency is located in Perth Amboy. Planning Council members discussed possible transportation issues using this venue. There was a discussion about lack of funding for World AIDS Day. It is important for Our Voices to plan in advance and decide what they want and need for this event.

Early Identification of Individuals with HIV and AIDS (EIIHA)

Iris Gomez reported the EIIHA Committee met on March 28. Iris Gomez said 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.

Iris Gomez stated Alice Chen reported the state is piloting iCap and Timer Caps.

The next EIIHA Committee meeting is on Tuesday, May 23, 2:30 p.m. at the Institute for Families.

Case Management Coordination Update

Terri Fox reported Taylor Crosby is the Housing Coordinator at Hyacinth. Taylor Crosby did a presentation on housing and reviewed eligibility on who would be a good candidate to send to housing. Brian McCormick stated Taylor Crosby is also handling first month's rent and back rent. Clients that utilize housing services can get assistance with first month's rent as well.

Terri Fox conducted a team building exercise to promote transdisciplinary systems. Case Managers played *Cards for Humanity*. The team building exercise was well received and it addressed issues of how to talk to clients and the importance of not discussing other agencies.

Gilo Thomas will answer questions about ADAP and health insurance programs at the Case Managers Meeting on Wednesday, May 10, 2:00 p.m. at the Institute for Families.

Part B Update

Gilo Thomas said the state is reinstating the mobile syringe access program in Camden. Approval for this project is expected on May 9. If the project is approved, the mobile program can start on May 10. Two new applications were approved for syringe programs. They are Hyacinth AIDS and VNA of Trenton. The amount funded is \$62,500 and the program runs from June 1, 2017 – December 31, 2017.

Gilo Thomas 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.

Gilo Thomas 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. DHSTS funding a BridgeIT project at Kennedy to link electronic medical record to CAREWare.

Old Business

N/A

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 May 9 and end June 9. Snacks and incentives will be provided.

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 June 2 from 10:00 a.m. – 2:00 p.m. Transportation, lunch and incentives are provided.

Nerlene Mayers announced Hyacinth Foundations is having a small group discussion on Healthy Relationships. Topics discussed include self-love, disclosure to family, friends and sex partners, safer sex information, role plays and condom negotiation and skills building. This is a free event and lunch will be served.

Nerlene Mayers announced Hyacinth Foundation is sponsoring an understanding lab work for consumers and on Friday, May 19 at Hyacinth Foundation from 2:00 – 4:00. Janssen presents a training on understanding your lab report, references ranges and what they mean, how to read your CD4 counts and making informed decisions for better health.

Hyacinth Foundation is hosting a *Pre-Mother's Day Bake Sale* on Friday, May 12 from 12:00 until all baked goods sell out. All proceeds will be donated to AIDS Walk New York.

Lucy Counts stated the May Planning Council meeting might be the last meeting where food is provided due to budgetary constraints.

Terri Fox announced John Marcinkiewicz's term limit is up in July 2017. Conneil J. Gavin has accepted the position of Consumer Liaison for Quality once John Marcinkiewicz term limit expires.

Adjournment

Meeting adjourned

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

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Membership and By-Laws Committee

May 16, 2017

2pm, Institute for Families

Attendants: Steve Pitts, Dr. Brenita Mitchell, Steve Sidorsky, Dennis Longo, Lucy Counts, 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 March meeting minutes were reviewed and approved as written.

1st Steve Pitts 2nd Dr. Brenita Mitchell – 4Y:0N:0A

Administrative Agent:

Lucy Counts reported the administrative agent closed out fiscal year 2016. Chris Fisher is finalizing the numbers and Lucy Counts will have a full report at the Planning Council meeting on June 6.

Lucy Counts reported there has been no notification from HRSA when the remainder of the allocations would be awarded to recipients.

Lucy Counts reported the County Freeholders only appoint Planning Council members on a quarterly basis. Gilo Thomas is the Part B representative recommended for Planning Council. Melyssa Lewis will request the County Freeholders to appoint Gilo Thomas prior to the next scheduled round of appointments due to the extended vacancy of a Part B representative.

Old Business:

N/A

New Business:

Planning Council Vice-Chair Leave of Absence

Steve Sidorsky 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 decided to hold a special election for Planning Council Vice-Chair. The eligible candidates are Johanna Moore, Dennis Longo, Cindy Leon, J. Gavin, Janice Chapin, Bobby Rosenberg, Ricardo Salcido and Sylvester Graham. Pam Simone will contact each candidate to confirm if they would accept the nomination for Planning Council Vice-Chair. Special Elections for Planning Council Vice-Chair will take place at June 6 Planning Council meeting. Pam Simone will present a brief PowerPoint explaining the leadership requirements and duties of Planning Council Chair, Vice-Chair and Membership and By-Laws Chair.

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 both 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. Currently, the committee cannot establish quorum and work cannot be done. Lucy Counts stated Planning Council might need to restructure committee meetings.

Some suggestions to be considered are:

1. Recruiting more members
2. Mimic AAQR and meet with Our Voices during non-AAQR weeks
3. Review Planning Council membership and consider assigning new members to specific committees
4. Change meeting time so active Planning Council members can participate
5. Change the structure of the committee to an off-line structure where active members make edits prior to meeting times.

Membership Committee agreed it is the role of Executive Committee to realign committees.

Attendance Review

The committee reviewed attendance, and there were no issues.

Membership Update

The committee interviewed three prospective Planning Council members. All three applicants were recommended for Planning Council Membership pending County Freeholder approval. Steve Sidorsky reported none of the prospective applicants asserted a committee. Steve Sidorsky encouraged the candidates to attend several different committee meetings before making a decision.

Ingrid Johnson, Jackie Williams and Vanessa Cheek are on a leave of absence for an indeterminate period of time. Nerlene Mayers and Lenwood Smith submitted a Planning Council application. Lenwood Smith is currently unavailable and Nerlene Mayers will be considered for membership.

Planning Council Orientation

The committee discussed a Planning Council orientation for new members. Pam Simone is working on compiling an orientation for new members. The orientation will precede Planning Council meeting.

Announcements:

Dr. Brenita Mitchell announced *Healing Waters* is having a retreat July 28-30, for women survivors of sexual abuse and violence and women who are HIV positive 18 and over. Dr. Brenita Mitchell will distribute flyers at the June 6 Planning Council meeting.

Adjournment: 3:30 p.m.

**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

Administrative Assessment & Quality Review Committee Meeting Minutes

There was no May AAQR Committee meeting.

**The next AAQR 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 **May 25, 2017** **1pm, Hyacinth**

Introductions:

The meeting began at 1:00 p.m. The Chair began 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:

World AIDS Day/Funding

The committee discussed the issue of funding and World AIDS Day. The committee discussed different ideas and considerations for World AIDS Day. Bobby Rosenberg stressed the importance of marketing World AIDS Day.

Stigma

“Our Voice” decided to continue addressing the stigma issue. The committee decided stigma should be part of World AIDS Day.

Reports:

N/A

Announcements:

Eric B. Chandler has HIV and STD testing.

Public Forum:

N/A

Adjournment:

**The next Our Voices meeting will take place on
Thursday, June 22, 3:00 p.m. at Hyacinth.**

HIV HEALTH SERVICES PLANNING COUNCIL

MIDDLESEX-SOMERSET-HUNTERDON

Early Identification of Individuals with HIV/AIDS Committee

Meeting Minutes

May 23, 2017

2:30pm, Institute for Families

Introductions: Iris Gomez, Bobby Rosenberg, Aissa Oduro, Kenita Cosme, Antonio Porter and Pam Simone.

Minutes from March, 2017 meeting

Quorum not established unable to approve meeting minutes.

Administrative Agent Report

N/A

State Update

N/A

Linkage to Care Update

Aissa Oduro returned from maternity leave. Aissa Oduro reported Eric B. Chandler had a newly diagnosed positive today. The newly diagnosed patient was immediately linked to care. The partner of the newly diagnosed patient is coming in tomorrow to get tested.

Aissa Oduro reported a new patient transferred into care from Trenton. The patient is pregnant. Aissa Oduro discussed the options with the patient to be treated at Eric B. Chandler or at Robert Wood Johnson. Aissa Oduro explained to the patient Robert Wood Johnson specializes in perinatal HIV care.

Old Business

Kenita Cosme reported Planned Parenthood has not lost any funding yet. Kenita Cosme stated they are concerned about patients on Medicaid. Planned Parenthood is waiting to hear back if they can still accept Medicaid. Kenita Cosme stated even if Planned Parenthood can no longer accept Medicaid, they will work with the patients to provide affordable care.

Robert Salkowski is the PreP Counselor at Planned Parenthood in Perth Amboy. The cost of PreP is about \$1,300 per month. Robert Salkowski works with clients to help find ways to pay for PreP.

Kenita Cosme reported Planned Parenthood offers PreP at all 21 sites. Kenita Cosme stated four patients are currently on PreP. Candidates for PreP must be tested for HIV, Hepatitis and other STDs. PreP medication must be started within seven days after a client has been tested for HIV. After clients start the medication, they come back in one month and then every three months for follow-up and PreP Counseling sessions.

New Business

Hyacinth AIDS Foundation: Correctional Services

Antonio Porter is the Program Manager and Statewide Discharge Planner for Hyacinth Foundation. The Hyacinth AIDS Foundation offers state prison discharge planning. These services include discharge planning, referrals to medical, mental health, substance abuse and/or housing, peer navigation services and basic HIV presentations.

Antonio Porter reported the Health Director at the Middlesex County Jail has been unresponsive. Antonio Porter continues to call and email the Health Director in an effort to get a response. Antonio Porter stated a discharge planner cannot get into the county jail unless Health Administrator or Health Director allows access.

Antonio Porter stated inmates are tested for HIV upon entrance into correctional facilities. The correctional facility provides medication to inmates while they are incarcerated. Correctional facility cannot require a person to take any medication. Inmates are not tested for HIV or set up for care upon release. Inmates leaving a New Jersey correctional facility only receive 14 days of medications. Antonio Porter reported inmates are supposed to receive all their medications upon release. Antonio Porter is meeting with the State Infectious Disease Unit to discuss this matter.

Social Media

The EIIHA Committee discussed using social media to share information. The EIIHA Committee visited the Facebook page and decided it was a good resource to post information. Pam Simone will reach out to Natalie Aloyets-Artel and Nerlene Mayers to retrieve the username and password. The committee agreed to post updates at every meeting.

Announcements

N/A

Adjournment

**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

Service Standards and Integrated Care Committee Meeting Minutes

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

HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

Executive Committee Meeting Minutes 2pm, Institute for Families May 24, 2017

Attendance: Bobby Rosenberg, John Marcinkiewicz, Johanna Moore, Steve Sidorsky, Lucy Counts and Pam Simone.

Review of April 2017 Minutes

Motion to approve April 2017 minutes

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

Administrative Agent Update

Lucy Counts reported the administrative agent closed out fiscal year 2016. Chris Fisher is finalizing the numbers and Lucy Counts will have a full report at the Planning Council meeting on June 6.

Lucy Counts explained what the formula, supplemental and MAI funding is and how it is distributed to the EMA's and TGA's. Lucy Counts stated MAI funding is scheduled to end June 15. Lucy Counts reported there has been no notification from HRSA when the remainder of the allocations would be awarded to recipients.

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

Lucy Counts stated the language of service standards for Emergency Financial Assistance needs to be clarified. Currently, the service standards are \$750.00 per year. There is not a clear definition of what is considered one year. Lucy Counts will pose the question at Planning Council on June 6 to define the parameters of Emergency Financial Assistance funding. Planning Council will decide if the \$750.00 maximum award per year is based on grant or calendar year.

Reports:

Service Standards Integrated Plan 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 both 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. Currently, the committee cannot establish quorum and work cannot be done.

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. Ed Kelly will call for an Ad Hoc committee at Planning Council meeting on June 6.

Membership and By-laws Committee

Steve Sidorsky reported three new applicants have been accepted for Planning Council membership. Jessica Ng is a pharmacist, Gilo Thomas represents Part B and Frank Ruiz is an unaffiliated consumer.

Nerlene Mayers and Lenwood Smith submitted a Planning Council membership application. The committee will interview Nerlene Mayers before Planning Council meeting on June 6. Lenwood Smith is currently unavailable for membership.

Lucy Counts defined the parameters of how Planning Council members should be selected. Providers do not automatically have a slot on Planning Council. Planning Council members must fit one of the HRSA mandated categories.

Administrative Assessment and Quality Review Committee

Johanna Moore reported AAQR and Our Voices had the first joint meeting on April 27. Johann Moore stated 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 combining the committees increase membership, accountability, ensures consumer representation and empower clients. The presentation was well received.

Pam Simone stated all 12 providers completed the phone survey. Pam Simone is working on the final report of findings and will present it to Planning Council.

Our Voices

Bobby Rosenberg reported the next Our Voices meeting is May 25. Bobby Rosenberg stated the committee will be discussing World AIDS Day and funding issues. Our Voices will discuss stigma and raising awareness. Bobby Rosenberg will propose starting a social media campaign for Our Voices. Bobby Rosenberg stated he will get input from Our Voices the idea of merging Services Standards and Our Voices. Bobby Rosenberg said since food is no longer offered at Our Voices it might impact attendance.

Early Identification of Individuals with HIV and AIDS (EIIHA)

Pam Simone reported the EIIHA Committee met on May 23. Antonio Porter was a guest speaker. Antonio Porter is the Program Manager and Statewide Discharge Planner for Hyacinth Foundation. The Hyacinth AIDS Foundation offers state prison discharge planning. These services include discharge planning, referrals to medical, mental health, substance abuse and/or housing, peer navigation services and basic HIV presentations.

Pam Simone stated Antonio Porter said the Health Director at Middlesex County Jail has been unresponsive. Lucy Counts 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 will work on creating a new Facebook page at the next meeting.

Quality Management Update:

John Marcinkiewicz reported the next Consumer Quality Work Group meeting is on May 30. Currently there is five consumers trained to deliver TCQ Training. They are Bobby Rosenberg, Christine Lackey, Ricardo Salcido, J. Gavin and John Marcinkiewicz. Graduates of the TCQ Plus Training had a planning meeting on May 10. John Marcinkiewicz 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.

Review of attendance:

The Executive Committee will start reviewing attendance in June.

New Business:

Planning Council Vice-Chair Elections

Steve Sidorsky 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 decided to hold a special election for Planning Council Vice-Chair. The eligible candidates are Johanna Moore, Dennis Longo, Cindy Leon, J. Gavin, Janice Chapin, Bobby Rosenberg, Ricardo Salcido and Sylvester Graham. Pam Simone will contact each candidate. Dennis Longo is the only candidate that accepted the nomination. Elections will take place at June 6 Planning Council meeting.

Part B Representative at Executive Committee

Gilo Thomas is the newly appointed Planning Council member pending Middlesex County Freeholder approval. Gilo Thomas represents Part B. Due to time constraints Gilo Thomas is unable to attend Executive Committee meetings. Pam Simone will email Gilo Thomas to confirm that she cannot attend Executive Committee meetings. Pam Simone will forward the response from Gilo Thomas to the Executive Committee.

Review of Planning Council Agenda

The Executive Committee reviewed and approved the June 6, 2017, Planning Council meeting agenda. 1st Bobby Rosenberg; 2nd Johanna Moore – 4Y:0N:0A

Evaluations:

The committee reviewed the evaluations. They made a suggestion to increase the font and turn the lights off when using the projector.

Announcements:

Bobby Rosenberg announced Eric B. Chandler has HIV and STD testing.

Johanna Moore announced the Consumer Advisory said there was not enough focus on testing. Johanna Moore created a new flyer that has fewer words, more pictures and highlights free testing.

Johanna Moore announced there is a “Pride Celebration” on June 22.

Adjournment:

4:00 p.m.

**The next Executive Committee Meeting will take place on
Wednesday, June 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.