



# **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: September 5, 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:

- ❖ October/November Calendar of meetings
- ❖ September Planning Council Meeting Agenda
- ❖ Committee Meeting Minutes August 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

# October

<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>	<b>3</b> 6pm Planning Council (Hyacinth)	<b>4</b>	<b>5</b> 10am Service Standards & Integrate Care (Institute for Families)	<b>6</b>	<b>7</b>
<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> 9:30am NJ HIV Planning Group (Cook Campus Center)	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> 2pm Executive (Institute for Families)	<b>26</b> 1pm AAQR 3pm Our Voices (Hyacinth)	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				

**2017**

# November

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

**2017**

# HIV HEALTH SERVICES PLANNING COUNCIL

## MIDDLESEX-SOMERSET-HUNTERDON

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### **Agenda**

#### **Planning Council Meeting**

#### **6pm, September 5, 2017**

#### **Hyacinth AIDS Foundation**

- I. Welcome
- II. Introductions
- III. HIV Health Services Planning Council Mission Statement
- IV. Review of Priorities/Allocations Process
- V. Review and approval of July Planning Council meeting minutes
- VI. Discussion and Voting
  - \*Only Planning Council Members who attended Data Day are eligible to vote
  - Priority Setting (Part A) - (By Block Vote)
  - Resource Allocation (Part A Core) - (By Block Vote)
  - Resource Allocation (Part A Support) - (By Block Vote)
  - Priority Setting (MAI) - (By Block Vote)
  - Resource Allocation (MAI Core) - (By Block Vote)
  - Resource Allocation (MAI Support) - (By Block Vote)
- VII. Adjournment

**Thank you for your participation!**

**Next Planning Council meeting**  
**Tuesday, October 3, 2017**  
**6pm, Hyacinth AIDS Foundation**

### **The Sunshine Law**

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

### **Welcome Statement**

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

### **Ground Rules for the Meeting**

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

### **Tenets of the HIV Health Services Planning Council**

#### **Statement of Purpose**

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

#### **Mission Statement**

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

#### **Goals of the HIV Health Services Planning Council**

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

# HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

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## Planning Council Meeting Minutes

6pm, July 11, 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, Audria Russell, Jessica Ng, Conneil J. Gavin, Iris Gomez, Sylvester Graham, David Jones, Pete Landron, Francis Higgins, Anthony Capece, Cynthia Ramsey, Barbara Gelfand, and Pam Mastro

The meeting achieved quorum: 13 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**

June 2017 minutes - 1<sup>st</sup> Bobby Rosenberg; 2<sup>nd</sup> Pete Landron - 11Y:0N:2A - minutes approved

### **Review of Agenda**

July 2017 agenda - 1<sup>st</sup> Dennis Longo; 2<sup>nd</sup> Janice Chapin - 13Y:0N:0A – amended agenda approved

### **Administrative Agent Update**

Lucy Counts reported the county received the remainder of fiscal year 2017 award. 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 announced the grant application scored a 98 out of 100. Because of the exceptional grant score, there was an increase of supplemental funding by \$90,000. Due to the increase in funding, the administrative agent is determining if we can do innovative programs or increase services.

Lucy Counts stated the county is in the process of extending, revising and sending out new contracts. Lucy Counts said programs are funded through February 2018.

Lucy Counts reported the administrative agent submitted 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%. The administrative agent is still waiting to hear back from HRSA if the core medical service waiver is approved.

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 formula funding is approximately \$33,800 and MAI is \$51,566. Lucy Counts stated MAI funding stands for Minority AIDS Initiative. MAI funding can only be used for people who identify as non-white. Lucy Counts noted the county can request carryover funds but approval is not guaranteed.

## **Action Item**

### **Carryover Allocation Vote**

Lucy Counts reviewed the remaining funds and what funds need to be reallocated. Lucy Counts explained that Planning Council needs to reallocate the carryover funds after which she will request permission to utilize the carryover from HRSA. Lucy Counts reviewed the prioritized categories and also the spend down in each category. There was some discussion to clarify spend down and the types of services that can be funded. Lucy counts explained that any service that was prioritized can have funds added to it.

### **Part A Support Services**

Motion #1

To reallocate Part A Support Services carryover into 33.3% legal services, 33.3% food services and 33.3% emergency financial assistance

1<sup>st</sup> Dennis Longo; 2<sup>nd</sup> Sylvester Graham – 9Y:0N:4A – motion carries

### **MAI Core and Support Services (75/25 Allocation)**

Motion #2

To reallocate MAI carryover into 37.5% medical case management, 37.5% into mental health, 12.5 % into legal services and 12.5% into emergency financial assistance

### **MAI Core and Support Services (Core Medical Service Waiver)**

To reallocate MAI carryover into 30% medical case management, 30% into mental health, 20 % into legal services and 20% into emergency financial assistance

1<sup>st</sup> Dennis Longo; 2<sup>nd</sup> Pete Landron – 7Y:0N:6A – motion carries

## **Reports**

### ***Executive Committee***

Dennis Longo reported the committee reviewed Planning Council evaluations. The committee discussed how to improve the flow of Planning Council meetings. The committee discussed the importance of Committee Chairs preparing a brief report highlighting the main points of the meeting. Dennis Longo reported the committee decided all questions will be held until the end of the report.

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

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

Ed Kelly reported the committee reviewed Serve Standards for Housing. The committee clarified eligibility, documentation and budget counseling. Pam Simone will email the edits to the committee for final review.

Ed Kelly stated the committee reviewed the Service Standards for Health Insurance Premium and Cost Sharing Assistance. The committee noted some language that needed further clarification from Lucy Counts. Pam Simone will email the proposed service standards and questions to Lucy Counts for further review.

The next Service Standards and Integrated meeting is on Thursday, August 3 at 10:00 a.m. Participants can attend the meeting in person at the Institute for Families or remotely by GoToMeeting.

### ***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 stated Planning Council members that had two consecutive absences from Planning Council or Committee meetings received a reminder letter reviewing the attendance policy.

Steve Sidorsky said Membership Committee is trying to recruit new Planning Council members.

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 (AAQR)***

Johanna Moore reported the committee reviewed the 2016-17 Assessment of the Administrative Mechanism report and summarized the results and conclusions. The committee is working on final edits to clarification some comments to the report.

The next AAQR meeting is August 24, 1:00 p.m. at the Hyacinth.

### ***Our Voices***

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.

Bobby Rosenberg stated there was positive feedback from the evaluations.

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

Iris Gomez reported there was no meeting in June.

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

### **Case Management Coordination Update**

Terri Fox reported Case Managers discussed the importance of conducting a thorough assessment with clients and evaluating that there is a need for the service. Terri Fox noted Ryan White is the payer of last resort and all other resources need to be exhausted before Ryan White services can be used.

The next Case Managers meeting is on Wednesday, July 12, 2:00 p.m. at the Institute for Families.

### **Part B Update**

Gilo Thomas reported The **Shared Vision** of the “Housing” group is that all HIV positive individuals needing emergency housing would be placed within two hours. The group met for the first time on July 6, 2017 and began brainstorming the concept of replicating what is being done in Monmouth County.

Priority order – 1) EMERGENCY HOUSING 2) ACCESS TO LEGAL SERVICES 3) TRANSITIONAL HOUSING 4) PERMANENT PLACEMENT.

DHSTS requests that any existing housing agency may apply to be lead agency in developing a Statewide Housing Collaborative, preferably in partnership with regional housing entities.

Gilo Thomas announced the next housing meeting is scheduled for August 2, 2017 at 10 am on the Hotline.

### **Old Business**

N/A

### **New Business**

N/A

### **Public Forum**

N/A



### **Announcements**

Dr. Brenita Mitchell announced *Healing Waters* is having a summer retreat on July 20 in Morristown, NJ for women 18 years or older who are HIV positive and survivors of sexual abuse or violence. The retreat is free and limited to 14 women.

Dr. Brenita Mitchell announced there is life insurance for those living with HIV. Aequalis is the insurance company. Dr. Brenita Mitchell distributed flyers.

Brian McCormick announced Taylor Crosby, Housing Coordinator at Hyacinth is returning to work on July 18.

Planning Council discussed sending a card to the three Planning Council members on a leave of absence. Roseann Marone agree to purchase and send out the cards.

Terri Fox announced there is a 4.5 day training in Washington D.C. for leaders of color. The training is first week in August and it has to be a dyad. Applications are due July 14.

### **Adjournment**

Meeting adjourned

# HIV HEALTH SERVICES PLANNING COUNCIL

## MIDDLESEX-SOMERSET-HUNTERDON

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### **Priority Setting and Resource Allocation Planning Council Meeting Notes 10am, August 9, 2017 390 George Street, 3<sup>rd</sup> Floor**

**Planning Council Members:** Edward Kelly, Bobby Rosenberg, Frank Ruiz, Ricardo Salcido, Dennis Longo, Cindy Leon, and Johanna Moore.

**Guests and Administration:** Christine Lackey, Roxanna Ast, Anne Lori Dillon, Steve Pitts, Brian McCormick, Brittany Babich, Steve Pitts, Jennifer Tanner, Emilia Fletcher, Barbara Schlitchting, Carlton Bruce, and Terri Fox.

#### **Sunshine Law Read**

**Introduction:** Ed Kelly, Chair of the Planning Council called the meeting to order at 10:00 a.m. Introductions were made.

**Reading of Mission Statement/Moment of Silence:** The mission statement was read.

**Review of Priorities/Allocation Process:** The meeting began with a roll call of all Planning Council members. Seven out of 18 members were present. Quorum not established. Since quorum not established Planning Council unable to vote on ranking and allocations. Planning Council can make recommendations on ranking and allocations. Voting will take place at Planning Council meeting on September 5. Ed Kelly gave an overview of the Priorities/Allocations Setting process. Ed Kelly reviewed conflict of interest and voting. All were reminded that only Planning Council members who attended Data Day were eligible to vote although everyone was invited to participate in the discussions. Ed Kelly reminded all to be aware of their conflicts when they vote.

**Review and Approval of July Planning Council Meeting Minutes:** Quorum not established unable to approve meeting minutes.

### **Part A Core and Support Services - Priority Ranking**

The group began by ranking the Part A core services. After some discussion, the group came to a consensus to the following ranking order.

#### *Part A Core Services – Priority Ranking*

Planning Council discussed prioritizing Mental Health and Substance Abuse Services (outpatient) due to the recent Heroin epidemic.

The Part A core service recommendations for FY 17-18 are as follows:

1. Ambulatory Medical Care
2. Medical Case Management
3. AIDS Drug Assistance Program
4. Mental Health Services
5. Substance Abuse Services - outpatient
6. Oral Health
7. Health insurance premium and cost-sharing assistance
8. Medical nutrition therapy

Seven Planning Council members came to a consensus ranking Core Part A services.

There was clarification of the definition for Non-Medical Case Management and Psychosocial Support. Planning Council discussed Outreach Services and why funding this category did not work in the past. The Linkage to Care Coordinator role was explained and how funding Outreach Services is considered a duplication of services.

The next part of the discussion focused on support service rankings for FY18-19.

The Part A support service recommendations for FY 18-19 are as follows:

9. Non-medical Case Management
10. Food Bank/Home-Delivered Meals
11. Psychosocial Support
12. Emergency Financial Assistance
13. Legal Services
14. Housing Services
15. Medical Transportation Services

## **Part A Core and Support Services Allocations**

The next part of the meeting focused on setting allocations for each Part A service category in ranked order. Planning Council members gave recommendations allocating Part A core followed by Part A support and the MAI Core followed by MAI support.

The first discussion involved allocations for Part A core services. There was discussion about the influx of newly diagnosed undocumented immigrants. Planning Council discussed the issue of allocating too much money into Ambulatory Medical Care. Terri Fox noted it is easier to move money into Ambulatory Medical Care verses taking money out of it.

The Part A core service recommendations for FY 18-19 are as follows:

Ambulatory Medical Care	9.50%
Medical Case Management	50.0%
AIDS Drug Assistance Program	0.0%
Mental Health Services	2.5%
Substance Abuse Services - outpatient	11.0%
Oral Health	3.50%
Health Insurance Premium and Cost Sharing Assistance	0.50%
Medical Nutrition Therapy	0.50%
<b>Core Services Total</b>	<b>77.5%</b>

Seven Planning Council members came to a consensus allocating Part A core services.

The next part of the discussion involved allocation for Part A support services. The group again discussed the spending data and also discussed client needs. The group recommended the following allocations for support services.

The Part A support service recommendations for FY 18-19 are as follows:

Non-medical case management	0.00%
Food Bank/Home-Delivered Meals	4.00%
Psychosocial Support	2.00%
Emergency Financial Assistance	3.50%

Legal Services	6.00%
Housing Services	5.50%
Medical Transportation Services	1.50%
<b>Support Services Total</b>	<b>22.50%</b>

Seven Planning Council members came to a consensus allocating Part A support services.

## **MAI Core and Support Services - Priority Ranking**

After the conclusion of consensus on Part A core and support allocations, the discussion focused on MAI service core and support ranking followed by allocations. The Planning Council discussed the MAI core and support service rankings for FY18-19.

The MAI core service recommendations for FY 16-17 rankings as follows:

1. Medical Case Management
2. Mental health

Seven Planning Council members came to a consensus ranking MAI core services

The next step was a discussion on the MAI support services ranking.

The MAI support service recommendations for FY 17-18 rankings as follows:

3. Non-Medical Case Management
4. Psychosocial Support
5. Legal Services
6. Emergency Financial Assistance

Seven Planning Council members came to a consensus ranking MAI support services.

## **MAI Core and Support Services Allocations**

The Committee discussed MAI core and support services and recommended on the following for FY 18-19.

The MAI core service recommendations for FY 17-18 are as follows:

Medical case management	100.00%
Mental health	0.00%
<b>Core Services Total</b>	<b>100.00%</b>

Seven Planning Council members came to consensus allocating MAI core services.

The MAI support service recommendations for FY 17-18 are as follows:

Non-medical case management	0.00%
Psychosocial support	0.00%
Legal services	0.00%
Emergency financial assistance	0.0%
<b>Support Services Total</b>	<b>0.00%</b>

Seven Planning Council members came to consensus allocating MAI support services.

## Part A Core and Support Services Allocations (Alternate Waiver Allocation)

The Part A core service recommendations for FY 18-19 (alternate waiver allocation) are as follows:

Ambulatory Medical Care	6.50%
Medical Case Management	50.00%
AIDS Drug Assistance Program	0.0%
Mental Health Services	2.00%
Substance Abuse Services - outpatient	9.00%
Oral Health	3.00%
Health Insurance Premium and Cost Sharing Assistance	0.0%
Medical Nutrition Therapy	0.0%
<b>Core Services Total</b>	<b>70.50%</b>

Seven Planning Council members came to a consensus allocating Part A alternate waiver allocation core services.

The Part A support service recommendations for FY 18-19 (alternate waiver allocation) are as follows:

Non-Medical Case Management	0.0%
Food Bank/Home Delivered Meals	6.00%
Psychosocial Support	4.00%
Emergency Financial Assistance	4.50%
Legal services	6.00%
Housing Services	5.50%
Medical Transportation Services	3.50 %
<b>Support Services Total</b>	<b>29.50%</b>

Seven Planning Council members came to a consensus allocating Part A (alternate waiver allocation) support services.

## MAI Core and Support Services Allocations (Alternate Waiver Allocation)

The MAI core service recommendations for FY 18-19 (alternate waiver allocation) are as follows:

Medical case management	50.00%
Mental health	0.00%
<b>Core Services Total</b>	<b>50.00%</b>

Seven Planning Council members came to a consensus allocating MAI (alternate waiver allocation) core services.

The MAI support service recommendations for FY 18-19 (alternate waiver allocation) are as follows:

Non-medical case management	0.00%
Psychosocial support	50.00%
Legal services	0.00%
Emergency financial assistance	0.0%
<b>Support Services Total</b>	<b>50.00%</b>

Seven Planning Council members came to consensus allocating MAI (alternate waiver allocation) support services

# HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

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

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

The next Membership and By-Laws meeting is Tuesday, September 19, 2:00 p.m.  
Institute for Families.

# HIV HEALTH SERVICES PLANNING COUNCIL

## MIDDLESEX-SOMERSET-HUNTERDON

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### **Administrative Assessment & Quality Review Committee Meeting Minutes** **Hyacinth** **1pm, August 24, 2017**

**Attendance:** Ricardo Salcido, Johanna Moore, Bobby Rosenberg, Chris Fisher, Harold Gordner, Debbie Jackson, Taylor Crosby, Sylvester Graham, Pete Landron, Dennis Longo, Frank Ruiz, Lucy Counts, G.G. Thompson, J. Gavin, John Marcinkiewicz, and Pam Simone.

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

1<sup>st</sup> Bobby Rosenberg; 2<sup>nd</sup> Sylvester Graham - 6Y:0N:4A – motion passes

#### **Administrative Agent Report:**

Lucy Counts reported the Administrative Agent is currently awaiting the 2018 grant application.

Lucy Counts stated the administrative agent is finishing site visits and working on final reports.

Lucy Counts reported the administrative agent submitted 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 HRSA requested more data and information in regards to the Core Medical Service Waiver the administrative agent submitted. The administrative agent is still waiting to hear back from HRSA if the core medical service waiver is approved. Lucy Counts noted the waiver is good for only one year.

#### **Quality Management:**

J. Gavin and Pam Simone attended *Building Leaders of Color* training from August 6 – 11<sup>th</sup> in Washington D.C. J. Gavin said the training was very informative and focused on building leaders of color. J. Gavin reported the training had approximately 40 attendees from different parts of the United States. J. Gavin stated this training fostered relationships and transformed participants into trainers.

J. Gavin noted the modules are similar to the TCQ training. The four modules are Leadership, Stigma, Intersectionality and Ryan White Funding. J. Gavin explained this training is for people of color that are HIV positive. J. Gavin noted attendees do not have to receive Ryan White funding to participate in the training.

J. Gavin and Pam Simone are working to identify new participants to attend these trainings.

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

Chris Fisher reported the projected expenditures for this year. Chris Fisher stated the billing information is limited due to a number of agencies not having contracts. Lucy Counts stated some agencies are not allowed to submit billing until there is a fully executed contract.

Chris Fisher described his role as the fiscal agent. Chris Fisher primarily prepares fiscal monitoring reports, does site visits, ensures agencies are paid and communicates with agencies to submit bill. Chris Fisher stated he stresses billing on-time to agencies.

#### **Old Business:**

N/A

**New Business:**

Ricardo Salcido received a phone call stating the food program has 20 food packages available this month. There is extra food packages this month because case managers reviewed their list and removed consumers that are not eligible for the service.

Lucy Counts said they are in the process of revising the Service Standards for Food. Lucy Counts stated there is a discussion with case managers to define the eligibility assessment for food. Lucy Counts noted any consumer receiving SNAP is not eligible for the food program. Lucy Counts reiterated Ryan White is the payer of last resort. Lucy Counts said consumers must exhaust all their other options first before utilizing Ryan White funding.

**Announcements:****Adjournment**

The meeting adjourned at 2:20 p.m.

The next AAQR meeting is Thursday, October 26, 1:00 p.m.  
Hyacinth.



# HIV HEALTH SERVICES PLANNING COUNCIL

## MIDDLESEX-SOMERSET-HUNTERDON

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### **“Our Voices” Client Caucus Meeting** **August 24, 2017** **2pm, Hyacinth**

#### **Introductions:**

The meeting began at 2:00 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:**

##### *World AIDS Day/Funding*

The committee discussed World AIDS Day. The committee discussed different ideas and considerations for World AIDS Day.

##### *Client Checklist*

The committee created a draft document of the client checklist. The committee discussed what to include in the checklist. Committee members discussed this is a tool and not a requirement for consumers to use. Pam Simone and Bobby Rosenberg will work on finalizing the document. Bobby Rosenberg will present a final document at the next meeting

##### *TCQ Training*

TCQ Training has been postponed until October due to *2017 New Jersey Gay Men’s Awareness Day Summit*.

#### **New Business:**

##### *Priorities/Allocations*

Bobby Rosenberg explained the Priorities/Allocations process. Bobby Rosenberg stressed the importance of consumer involvement in the Planning Council. The next Planning Council meeting is on September 5<sup>th</sup>. Planning Council members will vote on the priorities and what percentage of resources will be allocated to each category.

#### **Reports:**

N/A

#### **Announcements:**

#### **Public Forum:**

N/A

#### **Adjournment:**

# 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 August Early Identification of Individuals with HIV/AIDS Committee meeting.

The next Early Identification with HIV/AIDS meeting is Tuesday, September 26, 2:30 p.m.  
Institute for Families.

# HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

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## Service Standards Integrated Care Committee Meeting Minutes

August 3, 2017

10am, Institute for Families

**Attendants:** Ed Kelly, Bobby Rosenberg, Dennis Long, Jessica Ng, Lucy Counts, Terri Fox, Johanne Rateau, Brian McCormick, and Taylor Crosby.

### **Last Meeting Minutes:**

July, 2017 Minutes – 1<sup>st</sup> Ed Kelly; 2<sup>nd</sup> Dennis Longo

### **Administrative Agent Update:**

N/A

### **Old Business:**

*Service Standards for Health Insurance Premium and Cost Sharing Assistance*

The committee finalized the Service Standards for Health Insurance Premium and Cost Sharing Assistance. Pam Simone will email the revised edits to the committee.

*Service Standards for Housing*

The committee reviewed Service Standards for Housing. The committee clarified eligibility, documentation and budget counseling. The committee defined the maximum amount a client is eligible once per calendar year. The committee reviewed and updated Housing Service Plan. Pam Simone will email the revised edits to the committee.

### **New Business:**

N/A

### **Announcements:**

N/A

### **Adjournment:**

Meeting adjourned 1:00 p.m.

The next Service Standards and Integrated Care Committee meeting is Thursday, September 7, 10:00 a.m. Institute for Families.

# HIV Health Services Planning Council

MIDDLESEX-SOMERSET-HUNTERDON

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## **Executive Committee Meeting Minutes 2pm, Institute for Families August 23, 2017**

**Attendance:** Bobby Rosenberg, Dennis Longo, Johanna Moore, Lucy Counts, J. Gavin, and Pam Simone.

### **Review of June 2017 Minutes**

Motion to approve July 2017 minutes

1<sup>st</sup> J. Gavin; 2<sup>nd</sup> Johanna Moore – 2Y:0N:2A – minutes approved

### **Administrative Agent Update**

Lucy Counts reported the Administrative Agent is currently awaiting the 2018 grant application.

Lucy Counts stated the administrative agent is finishing site visits and working on final reports.

Lucy Counts reported the administrative agent submitted 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 HRSA requested more data and information in regards to the Core Medical Service Waiver. The administrative agent is still waiting to hear back from HRSA if the core medical service waiver is approved. Lucy Counts noted the waiver is good for only one year.

Lucy Counts reported the administrative agent submitted an application to carry over \$83,000 from fiscal year 2016. The administrative agent is waiting for a response from HRSA if carry over request is approved.

Lucy Counts reported Part C funding has been reduced. All agencies that applied for Part C funding had a percentage of funds reduced. Lucy Counts noted services could be impacted by agencies funded by Part C.

### **Reports:**

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

Dennis Longo reported the committee continued to review Service Standards for Housing and Health Insurance Premium and Cost Sharing Assistance. Dennis Longo noted the committee is still working on the final proposed documents.

The next Service Standards and Integrated meeting is on Thursday, September 7 at 10:00 a.m. Participants can attend the meeting in person at the Institute for Families or remotely by GoToMeeting.

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

Dennis Longo reported Steve Sidorsky is retiring in November. Steve Sidorsky is the Membership and By-Laws Committee Chair. Membership and By-Laws Committee currently does not have a Co-Chair.

Dennis Longo reported Jackie Williams and Iris Gomez resigned from Planning Council. Executive Committee discussed Membership Committee conducting an exit interview with Jackie Williams and Iris Gomez. The committee discussed the importance of this process. Pam Simone will review the exit interview questions proposed by Dr. Mitchell. Pam Simone will email the committee a draft of proposed questions for approval. Membership Committee will finalize exit interview procedures and questions at the next meeting.

Executive Committee reviewed the proposed by-laws. The committee accepted the proposed by-laws as written. Lucy Counts explained the approval process for proposed by-laws amendments.

The committee discussed Planning Council Orientation. The committee decided Planning Council orientation would take place at the October, Planning Council meeting. Pam Simone would facilitate an overview of Planning Council procedures and expectations. Committee Chairs would present a brief tutorial explaining the various different committees. Conflict of interest, attendance policies and grievance procedures will be addressed at the orientation. All Planning Council members will receive a binder and be required to sign-off on a document acknowledging receipt of by-laws.

The committee discussed recruitment procedures for new Planning Council members. There was a discussion about re-implementing attendance at three Planning Council meetings before prospective members could apply for membership.

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

The Executive Committee reviewed the Assessment of the Administrative Mechanism report. The committee approved Assessment of the Administrative Mechanism report as written

Motion to approve Assessment of the Administrative Mechanism report  
1<sup>st</sup> Johanna Moore; 2<sup>nd</sup> Bobby Rosenberg - 4Y:0N:1A

The next AAQR meeting is on Thursday, August 24 @ 1:00 p.m. at Hyacinth.

### ***Our Voices***

Bobby Rosenberg reported the committee discussed World AIDS Day. The committee discussed different ideas and considerations for World AIDS Day.

Bobby Rosenberg stated the committee continued to discuss creating a client checklist. The checklist would reflect appropriate client questions. A checklist could be beneficial to a client's health and well-being.

Bobby Rosenberg and John Marcinkiewicz presented TCQ Module 8 and 9. It was an informative and interactive presentation. Consumers were engaged and the training was very well received.

Bobby Rosenberg and John Marcinkiewicz will present a TCQ Training in Atlantic City October 3<sup>rd</sup> through 6<sup>th</sup>.

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

Pam Simone reported Iris Gomez, the Committee Chair resigned from Planning Council. Pam Simone stated EIIHA currently has only one member. Executive Committee discussed the purpose and direction of EIIHA.

Lucy Counts said the state developed the Linkage to Care Program which eliminated the Outreach Program. The Outreach Program was the primary focus of the EIIHA Committee. Lucy Counts explained Planning Council no longer funds Outreach because it is a duplication of services.

The Executive Committee decided to discuss EIIHA at the next meeting.

### **Quality Management Update:**

J. Gavin and Pam Simone attended *Building Leaders of Color* training from August 6<sup>th</sup> – 11<sup>th</sup> in Washington D.C. J. Gavin said the training was very informative and focused on building leaders of color. J. Gavin reported the training had approximately 40 attendees from different parts of the United States. J. Gavin said this training fostered relationships and transformed participants into trainers. J. Gavin stated it was an excellent training.

Pam Simone noted the training is geared towards training new participants of color. Pam Simone and J. Gavin are working to identify new participants to attend the trainings.

### **Old Business:**

N/A

**New Business:**

**Review of Planning Council Agenda**

The Executive Committee reviewed and approved the September 5, 2017 Planning Council meeting agenda.

Dennis Longo reported Pam Simone is contacting Planning Council members to confirm attendance at the September 5<sup>th</sup> meeting. Lucy Counts stated the importance of Priorities/Allocations vote. Lucy Counts said the Priorities/Allocations process is part of the grant application.

Pam Simone will report the number of confirmed attendees to Executive Committee by Friday, August 25.

**Announcements:**

N/A

**Adjournment:**

The next Executive Committee meeting is Wednesday, September 27 @ 2:00 p.m. at 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.