



*Karen Walker & Khalilah Daniels, Co-Chairs*

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### Planning Council Meeting Minutes

**Meeting Date:** Tuesday, August 11, 2020

**Start Time:** 11:35 a.m.

**End Time:** 12:26 p.m.

**Location:** Videoconference via Zoom

**Presiding Chair:** Khalilah Daniels

**Recorder:** Deryk Jackson

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#### Summary of Committee Business Votes

- **Approval of PC & PSRA Minutes**

**I. Moment of Silence**

Khalilah Daniels called the meeting to order at 11:35 a.m. A moment of silence was observed for those affected by HIV.

**II. Welcome by the Chair**

Chair welcomed the Commissioners, guests, and the public. Chair also read the Bergen-Passaic TGA Mission Statement, and Open Public Meeting statement.

**III. Roll Call**

**IV. Public Comments**

**V. Review & Approval of Minutes: June 2, 2020 PC & PSRA Workshop July 9, 2020 Minutes**

**VOTE:** A motion to approve both PC and PSRA workshop minutes was made by Ray Welsh and seconded by Anjettica Boatwright. All in favor.

**VI. Review Parking Lot Items (Discussion)**

ITEM	STATUS
Add Part B Report to PC Agenda	Support Staff has added the Part B Report as a standing item on the Agenda. Commissioner Gabriel who represents Part B on the council informed the council that if there is any specific information that members would like to see to reach out to her beforehand and ask.

**VII. Report of the Chair**

**Mission Statement**

We strive to identify all individuals living with HIV/AIDS or at risk of HIV infection in Bergen and Passaic Counties and provide access to prevention, continuous care and support services.



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**VIII. Program updates and collaboration with the Recipient's office**

At the last Coordinating Team call there was praise from the HRSA Project Officer that this is the most seamless and transparent the Planning Council and Recipient's office has been. The Recipient's office has provided reports and updates to the Council so that they are informed and can make better planning decisions overall. The Recipient's office is preparing for upcoming Fiscal and Program Monitoring site visits. Support staff has aided the Recipient in creating monitoring tools based on the TGA's Service Standards. The CQM committee met and the subrecipients were given a deadline to have their Quality Improvement (QI) plans submitted to the Recipient's office. At the next CQM meeting the committee will look at how to increase efficiencies and program performance in the TGA. The Recipient's office and support staff are currently working on the 2021/22 Part A grant application.

**IX. Business Items**

**a. Review Planning Council Action Timeline (PCAT)**

**b. Planning & Development Committee (P&D) Report**

- i. The committee meeting in June served as a planning session for the PSRA Workshops that occurred in July. At the next committee meeting the P&D committee will be looking at Policies and Procedures specific to the committee and assessing if there should be any bylaw changes that should happen. The committee will also be preparing for the next Needs Assessment and will be utilizing the feedback from the PSRA workshops that asked about specific data. The committee will be looking at incorporating the Red Ribbon exercise into the Needs Assessments and breaking up those responses in demographic sections to look at other needs such as what people who have Medicaid need to stay in care opposed to those without.

**c. Community Development Committee (CDC) Report**

- i. The Community Development Committee will be reviewing individual commissioners and their terms at the next committee meeting for the possibility of extending them membership by one year.

**d. Part B Report**

- i. Assistant Commissioner is out of the office on personal leave. The State has hired an HIV Services Director. Part B is continuing to be hit hard due to the impacts COVID has had on the state budget. Could possibly have reverberating effects on how much funding they receive through to next year. As of the end of September, the state will no longer be directly funding the Linkage-to-Care position and EBYs.

**X. New Business**

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- i. PSRA feedback was reviewed by the Steering Committee and will be reviewed in further detail at the next P&D committee meeting.
- ii. The Steering Committee has also started to review the Policies and Procedures manual. Policies and Procedures will reference and be in line with the Bylaws, and for convenience both documents will reside together. The goal is to have the Policies and Procedure manual completed by March 1, 2021.
- iii. Support Staff presented the 2021 PSRA overview that explained the process, the results, and demographics of attendees. The report has been posted to the PC's website [www.bergenpassaicga.org](http://www.bergenpassaicga.org)

**XI. Planning Council Evaluations**

While the PC will be meeting via Zoom, the evaluations will be administered via SurveyMonkey.

**XII. Announcements**

**XIII. Public Comments**

**XIV. Adjournment – 12:26 p.m.**

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Name of Commissioner	9/10/19	10/1/19	11/12/19	12/4/2020	1/3/2020	2/4/2020	3/3/2020	4/7/2020	5/5/2020	6/2/2020	7/9/2020	8/11/2020		
1. Adams, David	P	DAY OF CAPACITY	O	Cancelled due to Bad Weather	P	P	P	O	O	O	O	P		
2. Boatwright, Anjettica	O		P		P	P	p	P	P	P	P	P	P	
3. Cuffe, Patti	O		P		P	P	A	P	P	P	P	P	P	
4. Daniels, Khalilah	P		O		O	P	A	P	P	P	P	P	P	
5. Dillard, Jerry C.	P		P		P	P	P	P	P	P	P	P	P	
6. Ezomo, Dorris	O		O		O	P	P	P	P	P	P	P	P	O
7. Ferreira, Graziella	P		O		O	P	P	O	P	P	P	P	P	O
8. Ferrigno, Gabriella	P		O		O	P	A	P	P	P	P	P	P	P
9. Friedman, Jeff	O		O		O	P	P	P	P	O	O	O	O	O
10. Herrera, Andriana	P		O		O	P	P	P	P	P	P	P	P	P
11. Johnson, Eddie	P		P		P	P	A	P	O	O	O	O	O	O
12. Kubisky, Nick	P		P		P	P	P	P	P	O	P	P	P	P
13. Malave, Ivone	P		P		P	P	P	P	P	P	P	P	P	P
14. Munoz, Ana	P		P		P	P	P	A	P	P	P	P	P	O
15. Obara, Jessica	P		P		P	O	O	P	P	P	P	P	P	O
16. Persuad, Paul	O		O		O	O	O	A	O	O	O	O	O	O
17. Price, Gloria	P		P		P	P	P	P	O	P	P	P	P	P
18. Rodriguez, Freddy.	P		P		P	P	P	P	O	O	O	O	O	O
19. Tenebruso, Paula	P		P		P	P	P	P	O	P	P	P	P	O
20. Torres, Miriam	P		P		P	P	P	P	P	P	P	P	P	P
21. Walker, Karen	P		P		P	P	P	P	P	P	P	P	P	P
22. Welsh, Ray	P		O		O	P	P	P	P	P	P	P	P	P
23. Yee, Alma	P		P		P	P	P	P	P	P	P	P	P	O
Members Present	22		17		19	19	19	19	18	18	18	13		
Alternates Present	0		1		0	0	0	0	0	0	0	0		
Recipient's Office	0		0		1	1	2	1	1	1	2	0		
Public/Guests	12		14		9	9	4	3	4	3	3	4		
Support Staff	3		2		2	2	2	3	3	2	3	2		

**Key: Present (P), Late (L), Alternate (A), Absent (O)**

\*Alternate was present at time of roll call. Commissioner arrived afterward.

\*\*Resignation received on this day.

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