

Ric Miles & Anjettica Boatwright, Co-Chairs

Steering Committee Agenda

Tuesday, May 3, 2022

9:30am – 11:00am

ZOOM Video Conference

To Join Zoom:

<https://us02web.zoom.us/j/83122079751?pwd=UHVhMGxJTjdxM1haTTNHV1d3UTY5dz09>

To join via Cell Phone/Telephone:

Dial (929) 205-6099

Meeting ID: 831 2207 9751

Passcode: 204783

- (1.0) Moment of Silence**
- (2.0) Welcome by the Chair**
- (3.0) Roll Call**
- (4.0) Public Comments** *(Discussion, all matters in this item are information only)*
- (5.0) Review & Approval of Minutes: April 5, 2022, meeting**
- (6.0) Report of the Chair** *(Discussion, all matters in this item are information only)*
- (7.0) New Business**
 - Review Steering Committee PCAT
 - Review Planning Council Meeting Evaluations Results: April 5, 2022, meeting
 - Decide next month’s training topic for Planning Council
 - Recipient Updates
 - HRSA Program Letter
 - New Jersey HIV Planning Group (NJHPG) Update
 - Planning Council Committee Reports
 - i. Planning and Development Committee (P&D)
 - ii. Community Development Committee (CDC)
 - Design the Assessment of the efficiency of the administrative mechanism (AEAM).
 - Review and Sign Annual Progress Report/Program Terms Report
- (8.0) Review and resolve parking lot items** *(For possible action)*

ITEM	STATUS
MOU-Signatures	Awaiting Mayoral election in case of change in staff.
At-Large committee member	We’re still in need of an at-large member per our by-laws.
Meeting Request from MOU	Awaiting Mayoral election in case of change in staff.
Approval of Planning Council Support Staff Contract	The steering committee will revisit this item once the contract is executed by the Recipient.
In-person meetings	Committee to discuss the timeline for bringing meetings back in-person.

Mission Statement

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(9.0) Announcements (Discussion, all matters in this item are informational only)

(10.0) Public Comments (Discussion, all matters in this item are informational only)

(11.0) Adjournment

Upcoming Planning Council Meetings:

- Steering Committee – Tuesday, June 7th, 9:30 am – 11:00 am
- Planning Council – Tuesday, June 7th, 11:30 am – 2:30 pm
- Planning & Development Committee – Thursday, June 9th, 10:45 am – 12:00 pm
- Community Development Committee – Thursday, June 9th, 1:00 pm – 3:00 pm

<https://www.bergenpassaicga.org/>

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Bergen/Passaic TGA Steering Committee Monthly Meeting

MEETING MINUTES

Tuesday, April 5, 2022, 9:30 – 11:00 am

Meeting via Zoom Teleconference

ATTENDANCE

Members	Present	Absent	Recipient Representatives	Present	Absent
Anjettica Boatwright	X		Milagros Izquierdo		X
Jerry Dillard	X				
Andriana Herrera	X				
Ric Miles	X				
Karen Walker	X				
Ray Welsh	X				
PC Support Staff					
Thomas Rodriguez-Schucker	X				
Deryk Jackson	X				
Guests:					

AGENDA

Item	Discussion, Motions, and Actions
I. <u>Moment of Silence</u>	Ray Welsh called the meeting to order at 9: 37 am A moment of silence was observed for those affected by HIV.
II. <u>Welcome by the Chair</u>	The chair welcomed the commissioners, guests, and the public.
III. <u>Roll Call</u>	Support staff took roll call.
IV. <u>Review & Approval of Minutes</u>	A motion to approve March 1, 2022, minutes was made by Anjettica Boatwright and seconded by Jerry Dillard. VOTE: FOR(3): Boatwright, Dillard, Welsh AGAINST(0): ABSTAIN(1): Herrera, Miles, Walker
V. <u>Report of the Chair</u>	
a. Chair's Report	The next HRSA Project Officer Call will take place on Wednesday, April 13 th at 2pm. The Virtual Site Visit will be taking place May 16-20 th The AETC will be providing a Sexual Orientation and Gender Identity training on April 20 th , 1:00pm – 2:30 pm. The HRSA National Ryan White Conference will be taking place virtually in August from the 23-26. Registration for the conference is now open.
b. New Jersey HIV Planning Group (NJHPG) Update	They have formed an emersion committee, resulting from the leadership retreat: <ul style="list-style-type: none"> • Going to be working on the restructuring of the HPG. • State- DIS/STI grant was due April 1
VI. <u>Business Items</u>	

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Item	Discussion, Motions, and Actions	
a. Review Steering Committee PCAT	April	<ul style="list-style-type: none"> • Receive reports of standing committees • Program updates and collaboration with the Recipient's Office • Review and resolve parking lot items • Review Scope of Work & Planning Council Activity Timelines (PCAT) • Negotiation of PC budget amount with Recipient • Design the Assessment of the efficiency of the administrative mechanism (AAM).
b. Review Planning Council Meeting Evaluation Results	Support staff presented the results of the March 1, 2022 Planning Council meeting evaluation.	
c. Recipient Updates	They are still awaiting final awards and when received, will report back to the committee. They are prepping for the VSV- May 16 th - May 20 th . They will be applying for the 21-22 waiver for the fiscal, universal, and program monitoring - have identified problems in the previous grant year and will allow subrecipients to fix processes.	
d. Planning Council Committee Reports	<p><u>Planning and Development-</u> The P&D committee last met on Thursday, March 10th. The committee discussed planning for the needs assessment. Support Staff gave a presentation which described the foundation of needs assessments, defined key terms that will be utilized during the process, and outlined an assessment model which breaks the process up into three sections:</p> <ol style="list-style-type: none"> 1. Explore "What Is" 2. Gather & Analyze Data 3. Make Decisions <p>The committee has started in phase 1 by collectively coming up with goals for the Needs Assessment, concerns, and data sources that could be used. Committee members were asked to brainstorm and try to come up with any more goals, concerns, and possible data sources for discussion at the next P&D committee meeting before moving into phase 2.</p> <p><u>Community Development-</u> The Community Development Committee last met on Thursday, March 10th and discussed the following:</p> <ul style="list-style-type: none"> • <u>Improving engagement in the planning council-</u> The committee discussed ways to make the planning council more engaging. It was suggested that there be a monthly member spotlight for current commissioners where they could present or answer the question "what brought them to the council?" • <u>Exit Interview-</u> The committee developed and finalized exit interview questions <ol style="list-style-type: none"> 1. How long have you been with the council? 2. Why did you apply to be a commissioner? 3. Please share why you have left. 4. What recommendation would you make to improve the council based on your experience? 	

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Item	Discussion, Motions, and Actions
	5. In your absence, are you still interested in receiving future correspondence form the Planning Council? 6. Would you consider re-applying for membership in the future? 7. Any additional comments? Mark Benge Awards- The committee voted to have nominations come from the floor during the April Planning Council meeting
VII. <u>Parking Lot Items/ Unfinished Business</u>	<ul style="list-style-type: none"> At-Large Steering Committee Member Memorandum of Understanding (MOU)- pushed off until after the mayoral election for signatures.
VIII. <u>New Business</u>	No new business at this time.
IX. <u>Next Steering Committee Meeting</u>	<ul style="list-style-type: none"> Tuesday, May 3rd, 2022 Tuesday, June 7th, 2022
X. <u>Announcements</u>	There were no announcements at this time.
XI. <u>Adjournment</u>	A motion to adjourn the meeting was made by Anjettica Boatwright and was seconded by Jerry Dillard. The meeting adjourned at 11:25 am.

Name of Commissioner	3/1/2022	4/5/2022	5/3/2022	6/7/2022	7/1/2022	8/2/2022	9/13/2022	10/4/2022	11/8/2022	12/6/2022	1/10/2023	2/7/2023
1. Anjettica Boatwright	P	P										
2. Dillard, Jerry	P	P										
3. Herrera, Andriana	O	P										
4. Ric Miles	-	P										
5. Walker, Karen	O	P										
6. Welsh, Ray	P	P										
Members Present	3	6										
Recipient's Office	0	0										
Public/Guests	4	0										
Support Staff	2	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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