

Karen Walker & Ray Welsh, Co-Chairs

Bergen/Passaic TGA Steering Committee Monthly Meeting

MEETING MINUTES

Tuesday, February 1, 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				
Karen Walker	X				
Ray Welsh	X				
PC Support Staff					
Thomas Rodriguez-Schucker	X				
Deryk Jackson	X				
Guests: Austin Greitz, Bre Azanedo, Yusuf Lloyd-Bey					

AGENDA

Item	Discussion, Motions, and Actions
I. <u>Moment of Silence</u>	Ray Welsh called the meeting to order at 9: 35 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 January 4, 2022, minutes was made by Jerry Dillard and seconded by Andriana Herrera . VOTE: FOR(4): Boatwright, Dillard, Herrera, Welsh AGAINST(0): ABSTAIN(1): Walker
V. <u>Report of the Chair</u>	
a. Chair’s Report	There are currently 18 members on the Planning Council with 33% unaligned consumers. There are 3 vacant membership categories; representatives of Hospital Planning Agencies, Local Public Health Agencies, Representatives of individuals who were Federal, State, or local prisoners. Applicants who have been voted and accepted by the Steering Committee will be sworn in at the March 1st meeting by the CEO.
b. New Jersey HIV Planning Group (NJHPG) Update	The NJHPG had a very full 2-day retreat for the chairs and vice chairs of all the committees. Structural changes are coming to the committees

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	and their responsibilities. There has not been a final decision made yet, but there could possibly be more committees formed in the NJHPG.	
VI. Business Items		
a. Review Steering Committee PCAT	February	<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) • Approval of Planning Council Support Staff Contract • Development of Directives to the Recipient
b. Review Planning Council Meeting Evaluation Results	Support staff presented the results of the January 4th Planning Council meeting evaluation.	
c. Recipient Updates	<p>Subrecipients in the TGA have received a partial letter of intent regarding the initial award. Those are to be returned to the recipient's office with the fiscal and programmatic components by February 4th.</p> <p>The next Clinical Quality Management Committee meeting will be held on Monday, February 14th. There will be a 90-minute training provided by the AIDS Education & Training Center AETC, which will explore the fundamentals of CQI/QM in healthcare and the role it plays to help ensure better patient outcomes. Attendees will also have an opportunity to participate in developing Plan-Do-Study-Act (PDSA) plan.</p> <p>The AETC will be providing more trainings to the TGA in upcoming months.</p>	
d. Planning Council Committee Reports	<p><u>Planning and Development-</u></p> <p>The P&D committee last met on Thursday, January 13th. The committee discussed the recent release of Policy Clarification Notice from HRSA/HAB. This policy outlines the documents that are needed to be collected from clients by providers. This policy also aims to alleviate the administrative burden, by allowing providers to collect this documentation on an annual basis, rather every 6 months. The committee also discussed the pros, and cons of only collecting this information once. There are providers in the TGA who collect Viral Load and CD4 count at the time of recertification (every 6 months). There was mention that if subrecipients are only going to be collecting this information once a year, there could be more data missing.</p> <p>The committee discussed the problem of data sharing between medical clinics and service providers. The committee is working</p>	

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	<p>on drafting a directive for the recipient to provide written guidance on who has access to the client's medical information and how that medical information is accessed. The committee is also working on a directive to the recipient to provide trainings to service providers in TGA annually.</p> <p>The committee reviewed the following service standards: Early Intervention Services, Health Education/Risk Reduction Services, Food Bank, and Legal Services.</p> <p>The eligibility piece of each service standard will be updated following PCN 21-02. The committee will continue to review the Service Standards at the next committee meeting, February 10th 2022.</p> <p><u>Community Development-</u></p> <p>The Community Development Committee last met on Thursday, January 13th. Jessica Obara, resigned early in the Month of January. Due to her job relocation, she would no longer be eligible to be a commissioner on the Council. The CDC has approved the following individual to be new commissioners: Peter Gennat, Yusuf Lloyd-Bey, Deeanne Hackett, and Richard Miles.</p> <p>Support staff met with Ray to discuss the logistics of the annual meeting. Correspondence has been sent to the CEO's (the mayor) office to see if they would be able to do swear-ins virtually. If the annual meeting will be held virtually, attendees could receive a \$25 door dash gift card. If the mayor is unable to swear commissioners online, then it was suggested that the annual meeting be pushed off until April to be held in person.</p> <p>The CDC has motioned to bring back the attendance policy, which was suspended due to the pandemic.</p>
<p><u>VII. Parking Lot Items/ Unfinished Business</u></p>	<ul style="list-style-type: none"> • At-Large Steering Committee Member- • Review of Memorandum of Understanding- This item will be revisited in the February meeting • Review of Policy and Procedure Manual-
<p><u>VIII. New Business</u></p>	<p>No new business at this time.</p>
<p><u>IX. Next Steering Committee Meeting</u></p>	<ul style="list-style-type: none"> • Tuesday, April 5th, 2022 • Tuesday, May 3rd, 2022 • Tuesday, June 7th, 2022

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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	2/2/2021	3/2/2021	4/6/2021	5/4/2021	6/1/2021	7/6/2021	8/3/2021	9/7/2021	10/5/2021	11/9/2021	12/7/2021	1/4/2022	2/1/2022
1. Anjettica Boatwright												P	P
2. Dillard, Jerry	P	P	P	P	P	O	P	P	P	P	P	P	P
3. Herrera, Andriana					P	O	O	O	P	P	P	P	P
4. Walker, Karen	P	P	P	P	P	P	P	P	P	P	P	O	P
5. Welsh, Ray	P	P	P	P	P	P	P	P	P	P	P	P	P
Members Present	4	5	5	4	6	4	5	4	5	5	5	4	5
Recipient's Office	1	0	1	0	0	0	0	0	0	0	0	0	0
Public/Guests	0	2	1	0	0	0	2	0	0	2	1	1	3
Support Staff	2	2	2	2	2	2	1	2	2	2	1	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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