

Karen Walker & Ray Welsh, Co-Chairs

**Bergen/Passaic TGA Steering Committee Monthly Meeting**

**MEETING MINUTES**

Tuesday, March 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				
<b>PC Support Staff</b>					
Thomas Rodriguez-Schucker	X				
Deryk Jackson	X				
<b>Guests: Brenda Azenedo, Peter Gennat, Austin Greitz , Jokebed Saintil,</b>					

**AGENDA**

Item	Discussion, Motions, and Actions	
<b>I. <u>Moment of Silence</u></b>	Ray Welsh called the meeting to order at 9: 37 am A moment of silence was observed for those affected by HIV.	
<b>II. <u>Welcome by the Chair</u></b>	The chair welcomed the commissioners, guests, and the public.	
<b>III. <u>Roll Call</u></b>	Support staff took roll call.	
<b>IV. <u>Review &amp; Approval of Minutes</u></b>	A motion to approve February 1, 2022, minutes was made by Anjettica Boatwright and seconded by Jerry Dillard . <b>VOTE:</b> <b>FOR(2): Boatwright, Dillard</b> <b>AGAINST(0):</b> <b>ABSTAIN(1): Welsh</b>	
<b>V. <u>Report of the Chair</u></b>		
a. Chair’s Report		
b. New Jersey HIV Planning Group (NJHPG) Update	Status Neutral Grants- Funding that is coming from both directions. They are still looking for trainers. DIS/STD programs going out to competitive bid- RFA TA meeting on March 7 <sup>th</sup> .	
<b>VI. <u>Business Items</u></b>		
a. Review Steering Committee PCAT	February	<ul style="list-style-type: none"> <li>• Receive reports of standing committees</li> <li>• Program updates and collaboration with the Recipient’s Office</li> </ul>

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	<ul style="list-style-type: none"> <li>• Review and resolve parking lot items</li> <li>• Review Scope of Work &amp; Planning Council Activity Timelines (PCAT)</li> <li>• Approval of Planning Council Support Staff Contract</li> <li>• Development of Directives to the Recipient</li> </ul>
b. Review Planning Council Meeting Evaluation Results	Support staff presented the results of the February 1st Planning Council meeting evaluation.
c. Recipient Updates	They are working to prepare for the Virtual Site Visit with consultants and subrecipients. HRSA has identified the subrecipients they will be visiting for review. Millie also stressing she needs aid from providers to get unaligned consumers for the site visit.
d. Planning Council Committee Reports	<p><b>Planning and Development-</b></p> <p>The committee finalized the TGA service standards updates for the upcoming grant year. To be brought to a vote to the full Planning Council.</p> <p>The committee finalized the 22/23 Directives to the recipient at the last committee meeting.</p> <p>Two Directives will be in place going forward into the new year:</p> <ul style="list-style-type: none"> <li>• Rapid Reallocation Tool for the Recipient <ul style="list-style-type: none"> <li>○ The recipient may rapidly reallocate funds without Planning Council consent based on the following conditions: <ul style="list-style-type: none"> <li>▪ Up to 10% of the service category allocation at any time during a grant year;</li> <li>▪ Service category reallocations can be made from support to core, core to core and <i>support to support (newly added verbiage)</i></li> <li>▪ After October 30 of every grant year, the Recipient’s office may reallocate service category allocations without a 10% cap;</li> <li>▪ The recipient will report all reallocations to Steering Committee at the next scheduled meeting following the reallocation.</li> </ul> </li> </ul> </li> <li>• <b>Priority Setting &amp; Resource Allocations Data (New Directive)</b> <ul style="list-style-type: none"> <li>○ The Recipient will provide continuum of care data by service category for the TGA and for subpopulations of focus for the annual PSRA process to include: <ul style="list-style-type: none"> <li>▪ <i>Newly Diagnosed</i></li> <li>▪ <i>Linked to Care</i></li> <li>▪ <i>Retained in Care</i></li> <li>▪ <i>ARV Prescriptions</i></li> <li>▪ <i>Viral Suppression</i></li> </ul> </li> </ul> </li> </ul>

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	<p><u>Steering Committee Vote</u> Peter Gennat motioned to approve the directives brought forward by the Planning and Development Committee. <b>VOTE: ALL IN FAVOR</b></p> <p>Service Standards The committee finalized the TGA service standards updates for the upcoming grant year. To be tabled until next meeting.</p> <p><b>Community Development-</b> The CDC met last month and worked on adding a policy to the Planning Council policy &amp; procedures manual that reinstates the attendance policy and outlines the steps that would occur once a commissioner reaches the allowed absences.</p> <p>There was one nomination for Vicki from Buddies of NJ for a Mark Benge award.</p>
<p><b>VII. <u>Parking Lot Items/ Unfinished Business</u></b></p>	<ul style="list-style-type: none"> <li>• Review of Memorandum of Understanding- This was reviewed and Anjettica Boatwright made a motion to approve and it was seconded by Jerry Dillard. <b>FOR(2): Boatwright, Dillard</b> <b>AGAINST(0):</b> <b>ABSTAIN(1): Welsh</b></li> <li>• Review of Policy and Procedure Manual- This was reviewed and Anjettica Boatwright. <b>FOR(2): Boatwright, Dillard</b> <b>AGAINST(0):</b> <b>ABSTAIN(1): Welsh</b></li> <li>• 2022/23 Meeting Schedule- A motion to accept the schedule for the 22/23 grant year was made by Jerry and seconded by Anjettica. <b>FOR(2): Boatwright, Dillard</b> <b>AGAINST(0):</b> <b>ABSTAIN(1): Welsh</b></li> </ul>
<p><b>VIII. <u>New Business</u></b></p>	<p>No new business at this time.</p>
<p><b>IX. <u>Next Steering Committee Meeting</u></b></p>	<ul style="list-style-type: none"> <li>• Tuesday, May 3<sup>rd</sup>, 2022</li> <li>• Tuesday, June 7<sup>th</sup>, 2022</li> </ul>
<p><b>X. <u>Announcements</u></b></p>	<p>There were no announcements at this time.</p>
<p><b>XI. <u>Adjournment</u></b></p>	<p>A motion to adjourn the meeting was made by Anjettica Boatwright and was seconded by Jerry Dillard. The meeting adjourned at 10:56 am.</p>

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