

*Karen Walker & Ray Welsh, Co-Chairs*

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

**MEETING MINUTES**

Tuesday, January 4, 2021, 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				

Guests: Jokebed Sainthill

**AGENDA**

Item	Discussion, Motions, and Actions
<b>I. <u>Moment of Silence</u></b>	Ray Welsh called the meeting to order at 9: 35 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 December 7, 2021, minutes was made by Jerry Dillard and seconded by Anjettica Boatwright. <b>VOTE: ALL IN FAVOR</b>
<b>V. <u>Report of the Chair</u></b>	
a. Chair's Report	Ray Welsh reminded everyone that the annual meeting has been set for March 1 <sup>st</sup> .
b. New Jersey HIV Planning Group (NJHPG) Update	The NJHPG held meeting its first in-person meeting in December with the ability to join virtually. There was a training on Social Justice. The NJHPG is in the process of nominations for co-chair positions. The state has sent out award notices for the Elixir Grants- the status-neutral services to treat both HIV and prevention. Awardees will be talking about the changes in services coming that will be available in the Bergen-Passaic TGA.
<b>VI. <u>Business Items</u></b>	

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a. Review Steering Committee PCAT	January	<ul style="list-style-type: none"> <li>• Receive reports of standing committees</li> <li>• Program updates and collaboration with the Recipient’s Office</li> <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	<p>Support Staff presented the results of the last Planning Council meeting evaluations.</p> <p>There was a conversation on how to target outreach and recruitment. To first see if those areas (by towns or zip codes) are being targeted, are those areas being reflected in the services we are providing, and if they are not then we should be doing additional strategies in order to engage those communities.</p> <p>It was also noted that there has been a lot of feedback that the PC enjoys the discussions on the work that’s being done in the community and stressed to keep up that momentum instead of just the negatives.</p>	
c. Recipient Updates	<p>Support Staff gave a presentation on the FY 22 Planning Council Budget and Scope of work. GY22 included 5 components:</p> <ol style="list-style-type: none"> <li>1. Planning Council Support               <ol style="list-style-type: none"> <li>a. Meeting coordination and facilitation</li> <li>b. Meeting agendas, minutes, and correspondences</li> <li>c. Monthly project officer calls and notes</li> <li>d. Planning council website and updates</li> <li>e. Assessment of the administrative mechanism</li> <li>f. Coordinate meeting PC/Committee schedules</li> </ol> </li> <li>2. Priority Setting and Resource Allocations               <ol style="list-style-type: none"> <li>a. Coordinate and facilitate PSRA Session</li> <li>b. Meeting agendas, minutes, and correspondences</li> <li>c. Prepare data requests</li> <li>d. Prepare workshop and training</li> <li>e. Develop PSRA workbooks</li> </ol> </li> <li>3. Needs Assessment               <ol style="list-style-type: none"> <li>a. Assist in the development of survey tool</li> <li>b. Coordination of survey incentives</li> <li>c. Administration of the survey instrument</li> <li>d. Analysis of the survey results</li> <li>e. Report of the survey result</li> </ol> </li> <li>4. Integrated Plan (EIHA)               <ol style="list-style-type: none"> <li>a. Assist in the development of the new integrated plan</li> <li>b. Work with P&amp;D committee to identify activities</li> </ol> </li> </ol>	

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	<ul style="list-style-type: none"> <li>c. Coordinate with the State of NJ to identify activities</li> <li>d. Assist in monitoring plan outcomes</li> <li>e. Report to P&amp;D committee, PC, and stakeholders</li> </ul> <p>5. Grant Reports</p> <ul style="list-style-type: none"> <li>a. Assist in the completion of new grant reports from HRSA/HAB in place of the grant application.</li> <li>b. Assist in completion of program terms report</li> <li>c. Assist in completion of progress report</li> <li>d. Assist in completion of PC rosters and terms</li> <li>e. Report to P&amp;D committee, PC, and stakeholders.</li> </ul> <p>Support staff allowed the steering committee to identify any perceived challenges for the 2022 grant year.</p> <p>Challenges identified and discussed were:</p> <ol style="list-style-type: none"> <li>1. Planning Council and Committee meetings (virtual/in-person) <ul style="list-style-type: none"> <li>o Solution: <ul style="list-style-type: none"> <li>▪ March in-person (hybrid)</li> <li>▪ Review on a monthly basis</li> <li>▪ People in attendance vaccinated (self-reported)</li> <li>▪ Policy on covid-19 vaccination card for meetings</li> </ul> </li> </ul> </li> <li>2. March annual meeting. (virtual/in-person) Food/meeting budget <ul style="list-style-type: none"> <li>o Solution: <ul style="list-style-type: none"> <li>▪ March in-person (hybrid)</li> <li>▪ People in attendance vaccinated (self-reported)</li> <li>▪ Policy on covid-19 vaccination card for meetings</li> <li>▪ Planning and activities and budgets</li> <li>▪ Start a sign-up</li> </ul> </li> </ul> </li> <li>3. Treatment adherence, housing, mental health, support groups. <ul style="list-style-type: none"> <li>o Solution: <ul style="list-style-type: none"> <li>▪ Case Management Housing /Treatment</li> <li>▪ CDC Committee to host access to housing/treatment adherence</li> <li>▪ Targeted events in certain languages to increase equities</li> <li>▪ Service providers to present on Q&amp;A</li> </ul> </li> </ul> </li> <li>4. EHE Strategies and Activities for BPTGA. Subpopulations of focus <ul style="list-style-type: none"> <li>o Solution: What does this look like from the PC level?</li> </ul> </li> </ol> <p>Addition Tasks or Request for PC GIS Mapping of the Epidemic.</p>

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d. Planning Council Committee Reports	<p><b><u>Planning and Development-</u></b> Steering Committee ended before the reports could be given.</p> <p><b><u>Community Development-</u></b> Steering Committee ended before the reports could be given.</p>
<b><u>VII. Parking Lot Items/ Unfinished Business</u></b>	<ul style="list-style-type: none"><li>• At-Large Steering Committee Member-</li><li>• Review of Memorandum of Understanding- This item will be revisited in the February meeting</li><li>• Review of Policy and Procedure Manual-</li></ul>
<b><u>VIII. New Business</u></b>	No new business at this time.
<b><u>IX. Next Steering Committee Meeting</u></b>	<ul style="list-style-type: none"><li>• Tuesday, March 1<sup>st</sup>, 2022</li><li>• Tuesday, April 5<sup>th</sup>, 2022</li><li>• Tuesday, May 3<sup>rd</sup>, 2022.</li></ul>
<b><u>X. Announcements</u></b>	
<b><u>XI. Adjournment</u></b>	A motion to adjourn the meeting was made by Anjettica Boatwright and was seconded by Jerry Dillard. The meeting adjourned at 11:19 am.

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