

Ric Miles- Chair & Anjettica Boatwright- Vice Chair

Bergen/Passaic TGA Steering Committee Monthly Meeting

MEETING MINUTES

Tuesday, December 5th, 2023, 9:30am – 11:00am

Meeting via Zoom Teleconference

ATTENDANCE

Members	Present	Absent	Recipient Representatives	Present	Absent
Anjettica Boatwright	P		Milagros Izquierdo	P	
Jerry Dillard	P				
Peter Gennat	P				
Andriana Herrera	P				
Ric Miles	P				
Karen Walker	P				
Ray Welsh	P				
Gloria Price	P				
PC Support Staff					
Thomas Rodriguez-Schucker	P				
Clifford Barnett	P				
Deryk Jackson	O				
P= Present L= Late A= Alternate O = Absent					
Guests: Edward Marshall, Monique Springer, Abraham Corsino					

AGENDA

- 1. Moment of Silence**
 - a. Anjettica recognized a moment of silence.
- 2. Welcome by the Chair**
 - a. Anjettica welcomed everyone to the meeting.
- 3. Roll Call**
 - a. Support staff took roll call and established a quorum.
- 4. Public Comments** *(Discussion, all matters in this item are information only)*
 - a. There are currently no public comments.
- 5. Review & Approval of Minutes: November 14th, 2023, meeting**
 - a. A motion to approve the minutes with changes was made by Jerry and seconded by Gloria. Andriana abstained. All other members present were in favor and the motion carries.
- 6. Report of the Chair (Discussion, all matters in this item are information only)**
 - a. The meeting commenced with the chair establishing a quorum, and notable updates were provided by Eva Marie on Capco Resources' World AIDS Day event, along with War Talley

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from AETC highlighting the multilingual Ending the HIV Epidemic campaign. During discussions on potential changes to meeting times for the 2024/25 grant year, the Chair conveyed the postponement of the Community Forum for broader participation from both consumers and providers. Committee reports, including a motion to approve six new members to the Planning Council, were presented, and a significant motion suspended rules, allowing consumer participation until replacements are found. The Commissioner spotlight featured Doris Enzomo, and Dotti Dowdell discussed the Integrated Plan. Future for the Planning Council include an intensified focus on training in the upcoming grant year, emphasizing the Council's commitment to its mission.

Additionally, the recipient's office confirmed the presence of a mayoral representative at the annual meeting for the swearing-in of new members. They also assured their attendance at the next meeting to discuss updated expenditures and the availability of the Estimated Unobligated Balance report for the December meeting.

7. Business Items

a. Review PCAT Planning Council Activity Timeline – December

- i. Receive reports of Standing Committees
- ii. Program Updates and Collaboration with the Recipients office
- iii. Review and resolve parking lot items
- iv. Review Planning Council Feedback
- v. *Review and sign Estimated Unobligated Balance by Chairs
- vi. Review Scope of Work and Planning Council Activity Timeline (PCAT)

b. Receive reports of Standing Committees

- i. Planning and Development Committee (P&D)
 1. The Planning and Development Committee established a quorum and approved minutes from the previous meeting. No new updates were provided on Ending the Epidemic initiatives. The Committee reviewed the PCAT Planning Council Activity Timeline for compliance and expressed concerns about low expenditures late in the grant year. Updated expenditure reports were expected in November. No significant changes were noted in the Integrated Plan, but a meeting was considered for activity updates. The Committee requested reminders and necessary forms for the continuation grant process to be sent to sub-recipients. A review of plain language service standards identified a few areas for adjustment. The New Jersey Strength and Needs Assessment discussion was deferred for a later date, to be covered by Jerry Dillard.

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ii. Community Development Committee (CDC)

1. Updated Membership is at 13 members, with 23% unaligned consumers.
 - a. The council needs:
 - Unaligned consumers
 - Young Hispanic/LatinX Males
 - Vacancies in:
 - A. Healthcare Provider, including Federally Qualified Health Center
 - E. Local Public Health Agency
 - K. Part C Recipient
 - N. Representatives of/or Formerly Incarcerated People with HIV
2. The Committee meeting involved the establishment of a quorum through roll call and the approval of minutes from October 12th, 2023. The PCAT Planning Council Activity Timeline was reviewed for compliance with federal mandates. Plans were discussed for Jesus to speak about ongoing housing issues in December.
3. Changes in Planning Council attendance were noted, with Yusef Lloyd Bey planning to attend December meetings and David Adams stepping down due to personal reasons. The Support Staff emphasized the importance of consumers on the Planning Council, particularly in the Bring One Campaign. The Committee reviewed new applications and motioned to suspend rules preventing a consumer's continued participation until a replacement is found. All new members are scheduled to be sworn in at the December meeting.

c. Program Updates and Collaboration with the recipient's office

- i. Support staff and the recipient's office meet monthly.
- ii. Recipients' office staff reviewed the Estimated Unobligated Balance
- iii. Subrecipient's continue to be out of compliance with submission of vouchers/invoices.
- iv. Technical support has been offered to the providers who remain out of compliance.
- v. The letter of intent for 2024 has been sent out including all of the documents that are needed for completion.
- vi. The recipient's office will add another category to look at individual services on the allocation reports.

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- d. Review and Resolve Parking Lot Items (*for possible action*)**
 - i. Updates to the meeting dates and times
 1. Steering and Planning Council meetings will meet the second Thursday.
 2. Committee meetings (CDC and P&D) will meet on the First Tuesday.
 3. Information is collected during the application process for time commitment. It gives them a choice of time of day and dates they are available.
 4. Something to think of for 2025 is combining the CDC and P&D meetings into one singular committee named SPA Strategic Planning and Assessment Committee. The idea is to cut down the amount of time people must commit to meetings.
 - ii. Follow up on TA request on accessing service standards.
 1. The recipient's office sent out a TA request to subrecipients.
- e. Review Planning Council Meeting Evaluations Results**
 - i. Support staff reviewed the Planning Council Meeting Evaluations for November 2023.
- f. Review and sign Estimated Unobligated Balance by Chairs**
 - i. The only funds we will not be able to spend are under administration due to staffing.
 - ii. \$65,000 was allocated to Outpatient Ambulatory Services due to an increase in the migrant population.
 - iii. It was explained that to have an event we must have it approved first.
- g. Decide Next Month's Training Topic**
 - i. Next month's training will focus on Bylaws. This will be a 3-part series.
- 8. New Business (Discussion, all matters in this item are informational only)**
 - a. A motion to include Monique Springer as a commissioner of the Planning Council. The motion was made by Ray and seconded by Peter. All members were in favor and the motion passed unanimously.
 - b. A motion was made by Ray and the CDC committee to include Abraham Corsino as a commissioner of the Planning Council. All members were in favor and the motion passed unanimously.
- 9. Announcements (Discussion, all matters in this item are informational only)**
 - a. No announcements currently
- 10. Public Comments and Emerging Trends**
 - a. No public comments or emerging trends.
- 11. (Discussion, all matters in this item are informational only)**
- 12. Adjournment**
 - a. A motion to adjourn the meeting was made by Karen and seconded by Jerry.

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Upcoming Planning Council Meetings:

- Tuesday, January 9th, 2024
 - Steering Committee – 9:30 am – 11:00 am
 - Planning Council Meeting – 11:30 am – 2:00 pm
 - **At New Bridge Medical Center, 230 East Ridgewood Avenue**

- Thursday, January 11th, 2024
 - Planning and Development Committee – 10:45am – 12:45pm
 - Community Development Committee – 1:00pm – 3:00pm
 - **At Crossroads Ministry Center, 511 E22nd Street**

www.bergenpassaicga.org

Name of Commissioner	3/2023	4/2023	5/2023	6/2023	7/2023	8/2023	9/2023	10/2023	11/2023	12/2023	1/2024	2/2024
1. Anjeticca Boatwright	P	P	P	P	P	P	P	P	P			
2. Dillard, Jerry	P	P	P	P	P	P	P	P	P			
3. Peter Gennat	P	P	P	P	P	P	P	P	O			
4. Herrera, Andriana	P	P	O	P	P	P	P	P	O			
5. Ric Miles	P	P	P	P	P	O	P	O	P			
6. Walker, Karen	P	P	P	P	P	P	P	P	P			
7. Welsh, Ray	P	P	P	P	P	O	P	P	P			
8. Gloria Price						P	P	P	P			
Members Present	7	7	6	7	7	6	8	7	6			
Recipient's Office	2	0	0	0	0	0	1	0	0			
Public/Guests	1	2	3	2	0	0	0	4	1			
Support Staff	2	3	3	4	3	2	3	1	2			

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

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

**Resignation received on this day.

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