

Ric Miles- Chair

Bergen/Passaic TGA Steering Committee Monthly Meeting

MEETING MINUTES

Tuesday, June 4th, 2024, 9:30am – 11:00am

Meeting via Zoom Teleconference

ATTENDANCE

Members	Present	Absent	Members	Present	Absent
Ric Miles	P				
Andriana Herrera	P				
Michelle Harvey	A				
Manuel Delgado	P				
Abraham Corsino	P				
PC Support Staff			Recipient Representatives		
Thomas Rodriguez-Schucker	P		Milagros Izquierdo	O	
Clifford Barnett	P		Phillip Velazquez	O	
Deryk Jackson	P				
Yoselyn Soto	P				
P= Present L= Late A= Alternate O = Absent					
Guests: Constance Leverett, Iris Fernandez, Jane Brigham, Monique Springer, Bre Azanedo					

AGENDA

1. **Moment of Silence.** *The chair will call the meeting to order and recognize a moment of silence.*
 - Ric Miles opened the meeting with a moment of silence.

2. **Welcome to the Chair.** *The chair will welcome everyone to the meeting.*
 - The chair welcomed everyone to the meeting and acknowledged guests in the room.

3. **Roll Call.** *The chair will call the meeting to order and establish a quorum through support staff announcing each participant in the teleconference participants list.*
 - Support staff took roll call and established the quorum.

4. **Public Comments and Emerging Trends** (Discussion, all matters in this item are information only). *This is a period devoted to comments and discussion by the public about items listed on this agenda. No action may be taken on a matter raised under this item of the agenda until the matter itself has been included specifically on the agenda as an item upon which action will be taken. Comments will be limited to three minutes per person.*
 - There were no public comments or emerging trends at this moment.

Mission Statement

We strive to identify all individuals living with HIV/AIDS or at risk of HIV infection in Bergen and Passaic Counties and provide access to prevention, continuous care, and support services.

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5. **Review & Approval of Minutes: Tuesday, May 7th, 2024, meeting.** *The chair will review the minutes from the previous meeting and entertain a motion for approval.*
- The chair made a motion to approve the minutes as written. Abraham approved of the motion and Manuel seconded. All members were in favor and the motion passed.
6. **Report of the Chair (Discussion, all matters in this item are information only)** *The Planning Council chair will provide a report from the last sessions.*
- The chair gave some updates on the Planning Council. This included updating the Planning Council of his outreach to the two FQHC's to fulfill legislative requirements.
7. **Business Items.** *The chair will review business items and address any possible actions related to the item.*
- a. **Review PCAT Planning Council Activity Timeline – June 2024** *Support staff will review the current PCAT to ensure we are following federal mandates.*
- Planning Council support staff reviewed the PCAT to ensure we are in line with our legislative requirements.
- b. **Receive reports of Standing Committees** *The chair will ask the chairs of the committees to provide reports.*
- Strategic Planning and Assessment Committee (SPA)
 1. Manuel Delgado reviewed the last Strategic Planning and Assessment Committee reports.
- c. **Program Updates and Collaboration with the recipient's office** *The chair will ask for a report from the recipient staff including current expenditures.*
- Support staff reviewed the final expenditure reports from the recipient's office.
 - The full report was included in the post email packet. It included information on the formula, supplemental and MAI awards.
 - Our unobligated balance amount was \$254.655. It was noted that we are only allowed to carry over supplemental funds.
 - The chair was advised that it would not be a clever idea to involve himself in the procurement of contracts with the subrecipients.
 - Support staff informed us that there will be a CQM meeting in July that will be followed by a provider meeting.
- d. **Review and Resolve Parking Lot Items** *The chair will review any items that may have been left in the parking lot for possible action.*
- **Appoint at large members to the Steering Committee** *The committee will vote to appoint at-large members for the Steering Committee.*

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- e. Address PC Chair vacancy** *The chair will address the vacancy of a chair and discuss next steps.*
- The chair addressed the current vacancy of the PC vice-chair.
 - Support staff will send out nomination forms to anyone who is interested in the role and is encouraged to nominate themselves or someone whom they feel will be good in the role.
- f. Review and manage Planning Council Membership Attendance** *Support staff will present the attendance for a 12-month consecutive calendar period for review per the bylaws.*
- The Planning Council reviewed the current Planning Council membership attendance.
- g. Address membership recruitment campaign(s)** *The Planning Council will address membership recruitment efforts.*
- The chair support staff addressed the membership recruitment campaign and the importance of bringing new consumers to the meetings.
 - A new bring one campaign recruitment flyer was presented for distribution.
 - It was noted that this campaign should be used in sub-recipient offices to engage consumers.
- h. Review and manage membership application process** *The chair will ask support staff to review any new applications.*
- The Planning Council went into an executive session to review a new member's application.
 - There was a motion made by Abraham and seconded by Adrianna to go into Executive session.
- i. Review membership matrix for compliance with federal mandate** *The chair will ask support staff to review the membership matrix for compliance.*
- Andriana is going to reach out to someone at Montclair to fulfill our local public health agency requirements.
 - Ric has had active engagement with two FQHC's to engage them and get them to attend the meetings.
 - Andriana also informed us that she can reach out to one of the FQHC's for engagement.
 - Ric agreed that he would reach out to St. Joseph Hospital for Part C representation. We may be able to find someone else from this location to represent.
 - Follow up on Donna Wilson. Reach out to individual attending CQM meetings that replaced Donna.

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- j. Receive award from HRSA/HAB for grant year. Review and approve final allocations based on actual award amount. (If a partial award is received, this process could take place again when another award is received.)** *The chair will ask for the notice of award from the recipient's office.*

 - Support staff reviewed the current Notice of Award supplied by the recipient.
 - The total grant amount was \$3,996,877.00. This was a decrease of \$9,337.00 from the previous grant year.
 - There was \$2,298,303 to formula, \$332,000 to MAI, and \$1,366,574 in supplemental.

- k. Review Annual Progress Report/Program Terms Report**

 - Support staff reviewed the accomplishments and challenges sent to HRSA. The full report was provided for the Councils full review.

- l. Administer the Assessment of the efficiency of the administrative mechanism (AEAM).**

 - Support staff noted that the AEAM information was sent over to the recipient's office for review.
 - The process will be launched in June.

- m. Review Planning Council Meeting Evaluations Results** *The chair will ask support staff to review the meeting evaluations from the previous meeting.*

 - Support staff reviewed the valuation from the previous meeting.

- 8. New Business (Discussion, all matters in this item are informational only)**

 - **Next month's training topic – Bylaws Training** *The committee will discuss next month's training topic.*
 - **Commissioner Spotlight – July**
 1. Abraham Corsino will be in the spotlight for July. Support staff will send him an outline of what to cover.
 - **Day of Capacity Planning**
 1. Focus on finding tasks for other members to feel like they are helping.
 2. It was noted that there are two organizations that are willing to help and provide presentations and assistance with lunch.
 - **Discuss PSRA Logistics**
 1. The Planning Council discussed the upcoming PSRA from 9am – 4pm on August 13, 2024. We will have the regular PC meetings on August 6th. There will be more details to follow.
 2. Andriana talked about other potential venues for the PSRA session for 25-30 people. It was noted that the PSRA session will be mandatory for members.

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9. Announcements and Emerging Trends (Discussion, all matters in this item are informational only) *This is a moment for Planning Council Commissioners to make announcements or discuss emerging trends in the TGA.*

- Black Lives Matter Paterson is having a community grocery distribution on June 29th.
- On June 27th they are partnering with the CDC for National HIV Testing Day. Flyers will be coming soon.
- Buddies of NJ will be holding several events that can be found on the website by visiting (njbuddies.org)

10. Public Comments and Emerging Trends (Discussion, all matters in this item are informational only) *This is a moment for members of the public to make public comments or discuss emerging trends in the TGA.*

11. Adjournment *The Chair will entertain a motion and a second to approve the adjournment of this meeting.*

- A motion was made by Abraham and seconded by Manuel to end the meeting. All members were in favor and the motion passed.

Upcoming Planning Council Meetings:

PLEASE NOTE THAT THE TIME IS SUBJECT TO CHANGE:

- Tuesday, July 9th, 2024
 - Steering Committee Meeting – 9:30 am – 11:00 am
 - Full Planning Council Meeting – 11:30 am – 2:00 pm
 - **At Paterson Free Public Library, 250 Broadway
Paterson, New Jersey 07501**

www.bergenpassaic.org

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Name of Commissioner	6/2023	7/2023	8/2023	9/2023	10/2023	11/2023	12/2023	1/2024	2/2024	3/2024	4/2024	5.2024
1. Herrera, Andriana	P	P	P	P	P	O	P	P	P	P		P
2. Ric Miles	P	P	O	P	O	P	P	P	P	P		P
3. Michelle Harvey								P	A	P		P
4. Manuel Delgado									P	P		P
5. Abraham Corsino								P	P	P		O
Members Present	7	7	6	8	7	6	8	4	4	6		4
Recipient's Office	0	0	0	1	0	0	1	0	0	0		0
Public/Guests	2	0	0	0	4	1	2	5	1	2		2
Support Staff	4	3	2	3	1	2	2	3	1	2		3

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.

Ric Miles

09/07/24

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2024.06.04 Steering Committee Minutes

Final Audit Report

2024-07-09

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