

Ric Miles- Chair

Bergen/Passaic TGA Steering Committee Monthly Meeting

MEETING MINUTES

Tuesday, July 9th, 2024, 9:30am – 11:00am

Meeting via Zoom Teleconference

ATTENDANCE

Members	Present	Absent	Members	Present	Absent
Ric Miles	P				
Andriana Herrera	P				
Michelle Harvey	P				
Manuel Delgado	P				
Abraham Corsino	P				
Bre Azanedo	P				
PC Support Staff			Recipient Representatives		
Thomas Rodriguez-Schucker	P		Milagros Izquierdo		O
Clifford Barnett	P		Phillip Velazquez		O
Deryk Jackson	P				
P= Present L= Late A= Alternate O = Absent					
Guests: Ray Welsh, Edward Marshall, Bre Azanedo, Monique Springer					

AGENDA

1. **Moment of Silence.** *The chair will call the meeting to order and recognize a moment of silence.*
 - The chair recognized a moment of silence.
2. **Welcome to the Chair.** *The chair will welcome everyone to the meeting.*
 - The chair welcomed everyone to the meeting.
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 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 are currently no public comments or discussion.

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, June 4, 2024, meeting.** *The chair will review the minutes from the previous meeting and entertain a motion for approval.*

- Support staff reviewed the minutes. Noting a name change from Graziella to Adriana in the minutes. Andriana made a motion to approve, and Michelle seconded. All members were in favor.

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 an update on the vacancies on the Planning Council, including their outreach to the federally qualified health centers. Also spoke about continuous engagement with individuals to bring them on to be a part of the Planning Council.
- We also had some applications that are set to be reviewed by the Steering Committee.
- The chair talked about the vacancy as of planning body vice chair. He expressed how it was his objective to fill this role today.
- The Chair also discussed the upcoming PSRA.
- It was noted that to be a member of the Steering Committee you would have to be appointed by the chair or be a chair of one of the committees.

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 – July 2024** *Support staff will review the current PCAT to ensure we are following federal mandates.*

- Support staff reviewed the current planning council activity timeline to ensure that we are on track with our legislative requirements.

b. **Receive reports of Standing Committees** *The chair will ask the chairs of the committees to provide reports.*

- The full Planning Council met in June. No committee updates.

c. **Program Updates and Collaboration with the recipient's office** *The chair will ask for a report from the recipient staff including current expenditures.*

- There will be a CQM meeting tomorrow from 11 to 12:30 followed by a provider meeting from 1:00 to 3:00 PM. All providers are highly encouraged to come out. This is an opportunity for us to discuss some proposed changes to service delivery surrounding case management and how it will look across the TGA.
- There is Ryan White grant application is due on October 1, 2024. It is a very extensive report in which we will need data for that we are currently in the process of getting.

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- 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.*
 - Bre Azanedo was appointed as a member of the Steering Committee by the chair.
- e. **Vice Chair Nominations** *The chair will review who was nominated for the Vice Chair role.*
- Andriana was nominated as the vice chair of the Planning Council by the chair.
 - It was noted that this would be voted on during the SPA meeting but only Planning Council commissioners are able to vote.
- 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.*
- No major attendance issues this year.
- g. **Address membership recruitment campaign(s)** *The Planning Council will address membership recruitment efforts.*
- There are some eye catching and appealing material that are being used now to bring people onto the Planning Council and it is encouraged that providers use these tools within their offices to steer advocates to the Planning Council.
 - On the other side of the palm cards, there is a client satisfaction survey about services in the TGA that are received through Ryan White providers. All clients are encouraged to participate in that as well.
 - The Planning Council reviewed to bring one campaign video.
- h. **Review and manage membership application process** *The chair will ask support staff to review any new applications.*
- The Planning Council was moved into an executive session to review membership applications. Motion was made by Adriana and seconded by Manuel.
 - The Planning Council was moved out of executive session. The motion was made by Adriana and seconded by Manuel.
 - During the executive session we reviewed 3 applications. Two of each will fulfill mandated positions. June Dowdell will fill the Part B role, Sara Grajeda will be the new FQHC and Marc will be a new community member. This was moved by Manuel and seconded by Adrianna.

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- i. **Review membership matrix for compliance with federal mandate** *The chair will ask support staff to review the membership matrix for compliance.*
 - Adrianna has contacted the director of the federally qualified health center.
 - She has also set up a meeting with the local public health department for representatives.
 - Support staff will send over information on commitments.
 - j. **Administer the Assessment of the efficiency of the administrative mechanism (AEAM).**
 - Support staff is collaborating with the recipient’s staff for completion of the workbook.
 - k. **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 planning council meeting evaluation results from the last session.
8. **New Business (Discussion, all matters in this item are informational only)**
- **Next month’s training topic – Bylaws Training: Conflicts of interest and Grievances**
 - **Commissioner Spotlight – August**
 - **Day of Capacity Planning**
 - The day of Capacity will be October 1, 2024, in place of the Planning Council meeting.
 - We are going to work with Bre to train and bring some kits in for the members.
 - **Discuss PSRA Logistics**
 - There will be a PSRA data review that will be virtual only from 10:00 AM till 2:00 PM on Tuesday, August 6th. 2024.
 - The steering committee will meet on Tuesday, August 13th, 2024, from 9:00 AM till 10:00 AM.
 - There will be a mandatory PSRA meeting from 10:00 AM to 4:00 PM on Tuesday, August 13th. 2024. It is highly recommended that this is in person to get the full information.
 - There was a motion for Manuel and a second from Adrianna to accept the meeting dates for PSRA.
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.*
- On August 4th 5th 6th and 7th is the Ocean Grove Health event. If anyone has someone special from their group, they can reach out to Ray. This is a status neutral event. They just need to have a valid interest in what HIV is all about.
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.*

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

- There was a motion by Brie to adjourn, followed by a second by Adriana. All members were in favor.

Upcoming Planning Council Meetings:

PLEASE NOTE THAT THE TIME IS SUBJECT TO CHANGE:

- Tuesday, August 6, 2024
 - Steering Committee Meeting – 9:30 am – 11:00 am
 - Strategic Planning and Assessment Committee Meeting – 11:30 am – 2:00 pm
 - **At Paterson Free Public Library,
250 Broadway
Paterson, New Jersey 07501**

www.bergenpassaicga.org

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

08/13/2024

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July 9, 2024 Steering Committee Minutes

Final Audit Report

2024-08-13

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