

*Ric Miles- Chair & Anjettica Boatwright- Vice Chair*

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

**MEETING MINUTES**

Tuesday, May 2<sup>nd</sup>, 2023, 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				
Peter Gennat	X				
Andriana Herrera		X			
Ric Miles	X				
Karen Walker	X				
Ray Welsh	X				
Gloria Price	X				
<b>PC Support Staff</b>					
Thomas Rodriguez-Schucker	X				
Clifford Barnett	X				
Deryk Jackson	X				
<b>Guests: Bre Azanedo, Marie Hill, Abraham Corsino</b>					

**AGENDA**

**(1.0) Moment of Silence**

- Ric opened with a moment of silence.

**(2.0) Welcome by the Chair**

- Ric welcomed everyone to the meeting.

**(3.0) Roll Call**

- CR staff (Cliff) took a roll call of everyone at in attendance.

**(4.0) Public Comments (Discussion, all matters in this item are information only)**

- No public comments at this time

**(5.0) Review & Approval of Minutes: April 4, 2023, meeting - Motion made.**

- Motion made by Karen and seconded by Anjettica with corrections to report of the chair discussion, motions and action item.  
All in favor and motion carries

**(6.0) Report of the Chair (Discussion, all matters in this item are information only)**

- Ric was informed that we have received the final award from HRSA in the total of \$4,006,214.00.

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- Providers should be receiving their final award letters sometime in the near future. HRSA spoke about having everything in place by April.
- We can ask more questions during the PC meeting today with the recipient.
- Call with the project officer tomorrow at 2pm,
  - Some of the challenges we continue to have to meet our membership matrix reflectiveness are still unaligned young Latino males.

**(7.0) Business Items**

- **(7.1) Review Steering Committee PCAT - Motion made.**
  - Reviewed the PCAT for the month of May.
  - CR staff reviewed the AEAM process and informed the members that we will complete 3 sets of surveys.
    - 1 for providers
    - 1 for Planning Council Commissioners
    - 1 for consumers
  - Language was changed in the AEAM in regard to final award letter being received in 45 days.
  - A motion to approve the AEAM as written.
    - Jerry 1st and Ray 2nd, all in favor
  - The Steering committee would like CR staff to send out the information immediately for execution.
- **(7.2) Review Planning Council Meeting Evaluations Results: April 4, 2023, meeting**
  - Reviewed the Planning Council meeting feedback for April 4, 2023, meeting.
  - It was noted that someone wanted to reach out to the co-chair. At this time no one has made any contact with Ric or Anjettica
  - It is important to do the training during PC so that people understand the work that we are doing.
- **(7.3) Recipient Updates**
  - PC would like to know when the site visit reports will be going out to the providers.
  - The recipient will be in for PC meetings today.
  - She is working on final allocations from the previous year.
  - She can present more clearly at the P&D meeting next month.
- **(7.4) New Jersey HIV Planning Group (NJHPG) Update**
  - There was a general assembly meeting 2 weeks ago.
  - They described what they are looking for in attendance and the new processes in place.
  - They spoke about syringe access and the state's view of how things will go in regard to their potential RFA.
  - Ric has applied and he needs to email them back to set up a meeting for membership to analyze his application.
  - They are still looking for members so anyone here should apply, please don't hesitate so that we have membership on NJHPG.
  - There will be an RFA for harm reduction and they are looking to expand. They currently have 7 sites funded and are looking to expand the program.

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- There was some dialogue on collaboration vs. competition and working together. The discussion was around learning to collaborate with each other for the clients and not sweeping the factor of competition under the rug.
- **(7.5) Decide Next Month's Training Topic**
  - Medicaid unwinding and what it means for our clients.
  - The committee was open to having someone from the Medicaid office come to speak.
  - Doris is the Medicaid rep; we can reach out to her first as a resource.
  - Set up some time to look at data so that everyone understands the numbers for PSRA - possible training topic.
  - Data requests have been submitted and we are waiting to hear back.
  - CR suggests running some utilization data from the reporting system to have something to look at during the next P&D meeting. We will begin to look at things for PSRA at next week's meeting.
- **(7.6) Planning Council Committee Reports**
  - **(7.6)1. Planning and Development Committee (P&D)**
    - Karen gave the report for P&D  
Planning and Development last met on April 13<sup>th</sup>.
  - The allocation requests from the recipients' office and Part A Expenditures Report by service category were discussed. Award letters are to be sent out, and final numbers for 2022 will be provided for review.
  - HRSA recently issued a program letter outlining the Integrated Plan, and they are actively engaging with jurisdictions to communicate the requirements for their individual plans. Additionally, the CDC is currently in the preliminary stages of consolidating all their HIV prevention funds into a single division.
  - CR staff (Deryk & Thomas) gave an overview of service standards for a few service categories and the different components that encompass the documents.
  - It was discussed that the document should be plainer language.
  - The committee identified the datasets to be used in the PSRA.
    - Understanding where the non-virally suppressed clients are and their demographic breakdown.
    - More insight into gay and bisexual males
    - Focus on retention and linkage of care.
    - Undocumented - Uninsurable clients
    - Demographic data such as age, race and ethnicity groups
    - Geo-mapping
    - Risk characteristics
    - Recommendations from the recipient's office
    - Continuum of care data
    - Where are the HIV testing and PrEP sites in Bergen/Passaic County?
- **(7.6)2. Community Development Committee (CDC)**

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- Peter gave the report for CDC.  
Community Development met on Thursday, April 13, 2023
- There will be a comprehensive Planning Council training course for new members which will be held on June 8<sup>th</sup> from 10am - 2pm. It is open to all Planning Council Commissioners, and guests.
- The Town Hall will take place on Wednesday, May 3<sup>rd</sup> at Vitales.
- The CDC voted to accept 2 new applications from Donna Wilson and Edward Marshall.
- This month's Commissioner Spotlight will be Paula Tenebruso.

**(8.0) Review and resolve parking lot items (For possible action)**

- **Representation on the NJHPG**
  - The committee will discuss Bergen-Passaic representation on the New Jersey HIV Planning Group.
  - Discussed earlier in the meeting.
- **Hybrid/In-person Meetings**
  - The Steering Committee discussed the importance of having everyone present in person to have more productive conversations. The Steering committee would like to look at amending the attendance policy to limit the number of times a person can participate online.
  - It was determined that PSRA process will require mandatory in person participation.
  - Commissioners are allowed to have 3 zoom appearances for all meetings effective in the beginning of July's meetings.
  - Commissioners will go first to the Community Development Committee and then to the Steering Committee for follow-up if they are found to be in violation of the meeting attendance rules.
    - This was voted on by Karen and seconded by Anjettica. All in favor

**(8.0) New Business (Discussion, all matters in this item are informational only)**

- **Receive award from HRSA/HAB for grant year.**
  - The recipient has received the award and is waiting to send out final notice of awards to the sub recipients.
- **Review Annual Progress Report/Program Terms Report**
  - Progress reports are due on May 29th.
  - One accomplishment is meeting back in person whereas a lot of PCs are still not.
  - There were some advancements made with technologies to increase participation.
  - The commissioner spotlight helps to reach out to people and help to share their story. It also helps the Planning Council know who its members are and the work they do in the community.
  - War's presentation on the Statewide Plan
  - One challenge would definitely be membership and recruitment.
  - Accomplishments should be based on what the HRSA requirements are for the Planning Council

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- CR will email information to Steering for review and consideration.
- Due to the recipient's office being understaffed, they have not had the level of communication they would like to have.
  - Spending reports on a quarterly basis have been delivered.
  - Communication in general has been strained for the planning council due to understaffing and the recipient's office not being able to make it to meetings.

**(9.0) Announcements (Discussion, all matters in this item are informational only)**

- New Jersey AIDS walk is this Sunday at Saddlebrook Park at 11am
- June 27th is National Testing Day
  - CAPCO and Buddies will have a site set up for testing and Jerry will have flyers available to send out to the PC.
- Deryk Jacksons promotion at Collaborative Research to Deputy Director of the Ryan White Division
- Cliff will be the main contact, but Thomas and Deryk will still be involved during the transition.

**(10.0) Public Comments (Discussion, all matters in this item are informational only)**

**(11.0) Adjournment**

- Anjettica made the motion and Peter seconded.

Upcoming Planning Council Meetings:

- Steering Committee – Tuesday, June 6th, 9:30 am – 11:00 am
  - Planning Council Meeting – Tuesday, June 6th, 11:30 am – 2:00 pm
  - Planning & Development Committee Meeting – Thursday, June 8th, 10:45 am – 12:00 pm
  - Community Development Committee Meeting – Thursday, June 8th, 1:00 pm – 3:00 pm
- <https://www.bergenpassaicga.org/>

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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										
2. Dillard, Jerry	P	P										
3. Peter Gennat	P	P										
4. Herrera, Andriana	P	P										
5. Ric Miles	P	P										
6. Walker, Karen	P	P										
7. Welsh, Ray	P	P										
Members Present	7	7										
Recipient's Office	2	0										
Public/Guests	1	2										
Support Staff	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.

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