

Manuel Delgado and Michelle Harvey, Chairs

Bergen/Passaic TGA Strategic Planning and Assessment Committee Meeting

MEETING Minutes

Tuesday, May 7th, 2024

11:30 am – 2:00 pm

Meeting via Zoom Teleconference

ATTENDANCE

Planning Council Commissioners	Present	Absent	At Large Members	Present	Absent
Doris Ezomo	P		Anjettica Boatwright	P	
Graziella Ferreira	P		Shametra Hall	P	
Peter Gennat		O	Ray Welsh	P	
Deeanne Hackett	P		Jerry Dillard	P	
Andriana Herrera	P		Gloria Price	O	
Donna Wilson		O	Miriam Torres	P	
Bre Azanedo	P		Karen Walker	P	
Edward Marshall	P				
Dan Smith	P				
Manuel Delgado	P				
Monique Springer	P				
Ric Miles	P				
Michelle Harvey	P				
Abraham Corsino	P				
PC Support Staff			Recipient Staff		
Thomas Rodriguez-Schucker	P		Milagros Izquierdo	P	
Clifford Barnett	P		Phillip Velazquez	O	
Deryk Jackson	O				
P= Present L= Late A= Alternate Absent = O					
Guests: June Dowell-Burton, Wendy Henderson, Paula Tenebruso, Robert Schaffer, Laura, O’Shea, War Talley, Constance Leverett, Kim Thomas					

AGENDA

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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1. **Moment of Silence.** *The chair will call the meeting to order and recognize a moment of silence.*
 - The chair opened while observing 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.*
 - The chair asked staff to initiate a roll call to establish a 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 trains at this time.
5. **Review & Approval of Minutes: Strategic Planning and Assessment Committee - March 5, 2024, meeting.** *The chair will review the minutes from the previous meeting and entertain a motion for approval.*
 - Support staff reviewed the meeting minutes from the Strategic Planning and Assessment Committee of March 5th. 2024. Dan Smith moved to approve the minutes. Edward seconded, and 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 offered reports from March.
7. **Business Items.** *The chair will review business items and address any actions related to the item.*
 - a. **Review of Planning Council Action Timeline (PCAT) – May 2024** *Support staff will review the current PCAT to ensure we are following federal mandates.*
 - Support staff reviewed the Planning Council activity timeline to make sure we were in line with our legislative requirements.
 - b. **Review and resolve parking lot items** *The chair will review any items that may have been left in the parking lot for action.*
 - Review of Bylaws
 - The committee reviewed the updates to the bylaws and made some suggestions regarding the utilization of proxy, noting that they would just need to announce themselves at the start of the meeting to acknowledge whom they are there to represent.
 - There was a motion made by Dan and seconded by Doris to approve the bylaws with the addition of changes to the proxy notifications. All members were in favor.

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- c. **Review Reallocation Requests from the Recipients Office** *The chair will ask the recipients if there are any reallocation requests.*
- There were no reallocation requests at this time.
- d. **Review Part A Expenditure Reports by Service Category** *The chair will ask for the recipients' report of current expenditures.*
- The recipient's office expressed how much she needed for subrecipients to get things turned in on time, so she can provide accurate reports.
- e. **Review Progress and Updates of the Integrated Plan** *The chair will ask for updates on the New Jersey Integrated plan.*
- The committee reviewed the Data and Research Request Program 1.1 Create and promote public leadership opportunities for people with or who experience risk for HIV.
 - Defining Public Leadership in HIV
 - Places and Spaces (agencies, Institutions, and Systems)
 - Identifying Barriers
 - Best Practices
 - This committee would like information on positions, individuals, or best practices in NJ for Public Leadership Opportunities for individuals with lived experiences. Which organizations have lived experience programs, and where does their funding come from? (Any agencies doing storytelling identify funding opportunities for public leadership roles).
 - The committee reviewed the draft program activity tool and SMARTIE recommendations for the NJ Action Plan (State Recommendation Tool) This also included looking at the definitions and NJHPG mindset for each goal.
 - The committee talked about the different meanings of lived experience and the success of the CHW programs in NJ. There was a lot of conversation on what that looks like when you talk about someone with lived experience. Is this someone who lives with HIV or people who are directly impacted and how is this determined?
 - The committee reviewed the different action steps, deliverables, and due dates. This also looked at what stakeholders are involved or needed to complete the tasks.
 - Mitigating Anal Sex Stigma by Bryan Kutner the Assistant Professor at Einstein College of Medicine - Montefiore Medical Center in Bronx, NY. He can be reached at bryan.kutner@einsteinmed.edu. There focus is to learn how to enable health workers to talk about anal sex directly and helpfully with their clients, in an accurate, reliable, and sex-positive fashion. We want people to feel at home when they access sexual health services and empowered to reach their full potential for health.

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- f. Review of Needs Assessment Outcomes and Data**
 - Administration of Special Studies/Needs Assessment
 - Review Approved Needs Assessment Survey Tool

 - g. PSRA Meeting Preparation**
 - PSRA - Review framework and meeting logistics for PSRA
 - PRSA - Identify datasets for PSRA.
 - In preparation of the PSRA process, the Planning Council reviewed the data sets and determined if there were any that needed to be removed or added for the upcoming PSRA session.
 - The PSRA meeting is tentatively scheduled for August. 13th.

 - h. Receive award from HRSA/HAB for grant year. Review and approve final allocation 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.**
 - It was noted that the award had not been received yet.

 - i. Planning for Day of Capacity**
 - Meeting Logistics
 - Speakers
 - Kim from Viv Healthcare and War Talley from AETC are willing to offer their assistance for the day.
 - What would we like to get out of the Day of Capacity?

 - 8. New Business (for discussion)**
 - a. AETC/Recipients office – Oral Health Presentation**
 - Stephen N. Abel, DDS, MS –
Regional Dental Director, Northeast/Caribbean AETC
 - Milagros Izquierdo
 - b. Planning Council Evaluations (Discussion)**
<https://www.surveymonkey.com/r/CQJLBF8>
 - c. Annual Progress Reports - Planning Council Section**
 - Identify 3 Accomplishments
 - There was an accomplishment of having all members attend the December meeting.
 - There has been an accomplishment in hybrid meetings using the different instruments available.
 - Identify 3 Challenges
 - Partnering with 3rd parties to support attendance at community forums.
 - Impact on dental for consumers and the position that the Planning Council plays.



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- Shifts in leadership. Being able to find our footing now that we have had so many changes in leadership due to people terming off the Planning Council.
 - The loss of experience on the planning council.
- 7. 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.*
- 8. 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.*
- 9. Adjournment** *The Chair will entertain a motion and a second to approve the adjournment of this meeting.*
- A motion for adjournment was made by Anjettica and seconded by Dan.

Upcoming Planning Council Meetings:

PLEASE NOTE THAT THE TIME IS SUBJECT TO CHANGE:

- Tuesday, June 4th, 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.bergenpassaicga.org

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Name of Commissioner	5/2023	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. Ezomo, Dorris	P	P	P	O	P	P	P	P	P	P	P		P
2. Ferreira, Graziella	P	P	P	O	P	P	P	P	P	P	P		P
3. Hackett, Deeanne	P	P	P	P	P	O	P	P	P	P	P		P
4. Herrera, Andriana	O	P	P	P	P	P	O	O	P	P	P		P
5. Bre Azanedo							P	P	P	P	P		O
6. Edward Marshall							P	P	O	P	P		P
7. Dan Smith							P	P	P	P	P		P
8. Manuel Delgado							O	P	P	P	P		P
9. Monique Springer							P	P	P	P	P		P
10. Miles, Ric	P	P	P	O	O	O	P	P	P	P	P		P
11. Michelle Harvey							P	P	P	P	P		P
12. Abraham Corsino							P	P	P	P	P		P
13. Anjettica Boatwright											P		P
14. Shametra Hall											O		P
15. Ray Welsh											P		P
16. Jerry Dillard											P		P
17. Gloria Price											O		P
18. Miriam Toress											O		P
19. Karen Walker											P		O
Members Present	12	13	13	9	12	12	12	13	12	14	18		17
Alternates Present	0	1	1	1	1	0	0	0	0	0	0		0
Recipient's Office	1	2	2	2	2	1	0	2	1	0	0		1
Public/Guests	20	7	11	7	10	5	10	12	14	4	3		9
Support Staff	3	4	3	2	3	2	2	2	3	2	2		3

*At Large Commissioners Highlighted

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.

Michelle Harvey
Michelle Harvey (Jul 12, 2024 15:03 EDT)

07/12/24

Manuel Delgado
Manuel Delgado (Jul 12, 2024 15:00 EDT)

12/07/24

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