

Ric Miles- Chair

Andriana Herrera – Vice Chair

Bergen/Passaic TGA Steering Committee Monthly Meeting

MEETING MINUTES

Tuesday, August 13, 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		O			
Abraham Corsino	P				
Bre Azanedo		O			
PC Support Staff			Recipient Representatives		
Thomas Rodriguez-Schucker	P		Milagros Izquierdo	P	
Clifford Barnett	P		Phillip Velazquez	P	
Deryk Jackson	P				
P= Present L= Late A= Alternate O = Absent					
Guests: Ray Welsh, Edward Marshall, Monique Springer, Maricela					

AGENDA

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

2. **Welcome to the Chair.** *The chair will welcome everyone to the meeting.*
 - Ric 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 a quorum was established for the meeting.

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 at this time.

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, July 9, 2024, meeting.** *The chair will review the minutes from the previous meeting and entertain a motion for approval.*
 - With a change to #9 on the agenda noting a change from Doug to Ray. There was a motion to approve the meeting minutes from Tuesday, July 9, 2024 by Manuel and seconded by Andriana. 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.*
 - Ric provided updates from the July meetings.
 - He spoke about the outreach efforts to fulfill our legislative requirements. This includes outreach to FQHC's and community members.

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 – August 2024** *Support staff will review the current PCAT to ensure we are following federal mandates.*
 - Support staff reviewed the 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.*
 - Strategic Planning and Assessment Committee report.
 - Updates were provided from the previous meeting by Manuel.
 - He spoke about the vote to approve Andriana as the new chair of the Planning Council.
 - There was also information regarding the harm reduction presentation from Charla Cousar.

 - c. **Program Updates and Collaboration with the recipient's office** *The chair will ask for a report from the recipient staff including current expenditures.*
 - She is currently working on the grant application
 - Going forward when there is a deadline. The deadline needs to be met. These things are being tracked and moving forward it will affect future funding.

 - 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. **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.*
 - New members are now being tracked although they have not been officially approved.
 - f. **Address membership recruitment campaign(s)** *The Planning Council will address membership recruitment efforts.*
 - g. **Review and manage membership application process** *The chair will ask support staff to review any new applications.*
 - Support staff identified that there were new membership applications for review at the September meeting.
 - h. **Review membership matrix for compliance with federal mandate** *The chair will ask support staff to review the membership matrix for compliance.*
 - Support staff reviewed the current membership matrix and noted vacancies in public health agencies and Part C recipients.
 - i. **Administer the results of the Assessment of the efficiency of the administrative mechanism (AEAM).**
 - j. **Review and approve carryover request from the Recipient's Office**
 - k. **Preparation of PC letter to accompany grant application**
 - l. **Review Planning Council Meeting Evaluations Results** *The chair will ask support staff to review the meeting evaluations from the previous meeting.*
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 – September
 - Bre Azanedo
 - Edward Marshall
 - Day of Capacity Planning
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.*

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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.

- There was a motion from Abraham and second by Adriana to adjourn the meeting.

Upcoming Planning Council Meetings:

PLEASE NOTE THAT THE TIME IS SUBJECT TO CHANGE:

- Tuesday, September 10, 2024
 - o Steering Committee Meeting – 9:30 am – 11:00 am
 - o Strategic Planning and Assessment Committee Meeting – 11:30 am – 2:00 pm

at Crossroads Ministry
511 East 22 Street
Paterson, New Jersey 07154

Ric Miles

www.bergenpassaic.org



Andriana Herrera (Sep 29, 2024 21:22 EDT)

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	7/2024	8.2024
1. Herrera, Andriana	P	P	P	P	O	P	P	P	P		P	P	P	P
2. Ric Miles	P	O	P	O	P	P	P	P	P		P	P	P	P
3. Michelle Harvey							P	A	P		P	A	P	P
4. Manuel Delgado								P	P		P	P	P	O
5. Abraham Corsino							P	P	P		O	P	P	P
6. Bre Azanedo													P	O
Members Present	7	6	8	7	6	8	4	4	6		4	4	6	4
Recipient's Office	0	0	1	0	0	1	0	0	0		0	0	0	2
Public/Guests	0	0	0	4	1	2	5	1	2		2	5	4	4
Support Staff	3	2	3	1	2	2	3	1	2		3	4	3	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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August 13, 2024 Steering Committee Minutes

Final Audit Report

2024-09-30

Created:	2024-09-27
By:	Clifford Barnett (clifford@collaborativeresearch.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAnQAwMX3OJzewlUITJ8BuNhsZf3X9fdu3

"August 13, 2024 Steering Committee Minutes" History

-  Document created by Clifford Barnett (clifford@collaborativeresearch.us)
2024-09-27 - 4:19:22 PM GMT
-  Document emailed to Ric Miles (ric@njbuddies.org) for signature
2024-09-27 - 4:19:28 PM GMT
-  Document emailed to Andriana Herrera (herreraa@mail.montclair.edu) for signature
2024-09-27 - 4:19:28 PM GMT
-  Email viewed by Andriana Herrera (herreraa@mail.montclair.edu)
2024-09-30 - 1:22:03 AM GMT
-  Document e-signed by Andriana Herrera (herreraa@mail.montclair.edu)
Signature Date: 2024-09-30 - 1:22:41 AM GMT - Time Source: server
-  Email viewed by Ric Miles (ric@njbuddies.org)
2024-09-30 - 4:38:30 PM GMT
-  Document e-signed by Ric Miles (ric@njbuddies.org)
Signature Date: 2024-09-30 - 4:40:37 PM GMT - Time Source: server
-  Agreement completed.
2024-09-30 - 4:40:37 PM GMT