

Manuel Delgado and Michelle Harvey, Chairs

**Bergen/Passaic TGA Strategic Planning and Assessment Committee Meeting**

**MEETING Minutes**

Tuesday, March 5<sup>th</sup>, 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		O
Peter Gennat	P		Ray Welsh	P	
Deeanne Hackett	P		Jerry Dillard	P	
Andriana Herrera	P		Gloria Price		O
Donna Wilson	P		Miriam Torres		O
Bre Azanedo	P		Karen Walker	P	
Edward Marshall	P				
Dan Smith		O			
Manuel Delgado	P				
Monique Springer		O			
Ric Miles	P				
Michelle Harvey	P				
Abraham Corsino	P				
<b>PC Support Staff</b>			<b>Recipient Staff</b>	<b>Present</b>	<b>Absent</b>
Thomas Rodriguez-Schucker		O	Milagros Izquierdo		O
Clifford Barnett	P		Phillip Velazquez		O
Deryk Jackson	P				
<b>P= Present    L= Late    A= Alternate    Absent = O</b>					
<b>Guests:</b>					

**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.

## AGENDA

1. **Moment of Silence**
  - The chair of the Planning Council Ric Miles opened the meeting with a moment of silence.
2. **Welcome by the Chair**
  - Ric would then proceed to introduce the new chairs of the Strategic Planning and Assessment Committee, Manuel Delgado and Michelle Harvey.
3. **Roll Call**
  - Michelle proceeded to ask support staff to take roll call at which time quorum was established.
4. **Welcome by the Chair**
  - Michelle and Manuel welcomed everyone to the meeting as the new chairs of the committee.
5. **Public Comments** (*Discussion, all matters in this item are informational only*)
  - There was a question related to the removal of a chat bot being in the meeting chat in zoom.
6. **Review & Approval of Minutes: Thursday, February 8, 2024 – Planning and Development Committee**
  - Anjettica made a motion to approve the Planning and Development Committee meeting minutes from February 8, 2024 that was seconded by Karen. All members were in favor.
7. **Review & Approval of Minutes: Thursday, February 8, 2024 – Community Development Committee**
  - Anjettica made a motion to approve the Community Development Committee meeting minutes from February 8, 2024 that was seconded by Karen. All members were in favor.
8. **Report of the Chair**
  - Mark Benge Awards: Accepting Nominations Year-Round
  - The Planning Council Chair provided an update on the Planning Council meetings that took place in February.
  - Planning Council members reminded us to be mindful of the difference between a Planning Council vote and an SPA committee vote.
9. **Recipients Report**
  - The committee was curious how Oral Health Care was able to bounce to 100% since the last meeting.
10. **Department of HIV, STD, and TB Services (DHSTS) Report (Inclusive of Part B)**
  - There were no updates at this time. We will reach out for updates at the Planning Council meeting in April.
11. **New Jersey HIV Planning Group (NJHPG) Update – Dotti Dowdell**
  - Anjettica provided updates from the NJHPG meeting.
  - She updated the committee about upcoming meetings and existing sub committees.

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## 12. Business Items (Discussion)

- Review Scope of Work and Planning Council Activity Timeline PCAT
  - i. The committee reviewed the PCAT to ensure that we are meeting our legislative requirements.
  - ii. There was a vote to approve the updated PCAT that included the breakdown of Planning Council and Strategic Planning and Assessment Committee made by Dan and seconded by Anjettica. All members were in favor and the motion passed.
  - iii. It was reported that the mayor would swear someone in at the office on any date if we arranged it. The steering committee is looking into making changes to the bylaws to allow us to bring people on the Planning Council at any time.
- Receive reports of standing committees
  - i. Michelle Harvey provided updates from the last Planning and Development Committee meeting.
  - ii. Peter Gennat provided updates from the last Community Development Committee meeting.
- Program updates and collaboration with the Recipient's office (Recipients Report)
  - i. Support staff provided the recipients expenditure report.
  - ii. Support staff noted that the recipient's office was working with providers to have updated expenditures available at the next meeting.
- Review and Resolve Parking Lot Items
- Approval of new Planning Council members

## 13. New Business

- Review Reallocation Requests from the Recipients Office
  - i. No requests currently
- Review Part A Expenditure Reports by Service Category
  - i. Support staff reviewed with the committee.
- Review progress and updates of the integrated plan.
  - i. There are no updates currently. The committee is set to meet later this month.
- Review of Needs Assessment outcomes and data
  - i. There is currently no needs assessment outcome data until after the community forums.
- PSRA - Review framework and meeting logistics for PSRA
- PRSA - Identify datasets for PSRA
  - i. The committee reviewed the list of datasets used for the previous grant years PSRA process.
  - ii. It was noted that the 2019 Red Ribbon information was old and should be removed.

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- iii. The committee recommended removing any data that was over 5 years old.
- Receive award from HRSA/HAB for grant year. Review and approve final allocations based actual award amount. (If a partial award is received, this process could take place again when another award is received.)
  - i. The committee is waiting to receive the partial award from HRSA.
- Review TGA Continuum of Care by Service Category
  - i. This will be presented at the next SPA meetings.
- Town Hall Meetings for education of consumers on services
  - i. We will be working on providing more information on a more robust town hall meeting.
- Coordination of Special Studies/Needs Assessment
  - i. This will be coordinated during the Town Hall meetings.

#### 14. Parking Lot Items

- Approval of at large members to serve on the Steering committee
- Planning for needs assessment – Tabled from last meeting.

#### 15. Announcements *(Discussion, all matters in this item are informational only)*

- BLM Paterson will start the monthly food distribution this month on the last Saturday of the month.
- There were some question related to the advertisement for the NJ AIDS walk.
- Support staff informed the members about the SurveyMonkey and informed them that with the split of the committee meetings. We will still complete surveys once every month.

#### 16. Public Comments *(Discussion, all matters in this item are informational only)*

#### 17. Adjournment

#### Upcoming Planning Council Meetings in March:

- Tuesday, April 2<sup>nd</sup>, 2024
  - Steering Committee Meeting – 9:30 am – 11:00 am
  - Full Planning Council Meeting – 11:30 am – 2:00 pm
    - **At Crossroads Ministry Center, 511 E22nd Street**

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[www.bergenpassaiccta.org](http://www.bergenpassaiccta.org)

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Name of Commissioner	4/2023	5/2023	6/2023	7/2023	8/2023	9/2023	10/2023	11/2023	12/2023	1/2024	2/2024	3/2024
1. Ezomo, Dorris	P	P	P	P	O	P	P	P	P	P	P	P
2. Ferreira, Graziella	O	P	P	P	O	P	P	P	P	P	P	P
3. Gennat, Peter	P	P	P	P	P	P	P	P	P	P	P	P
4. Hackett, Deeanne	P	P	P	P	P	P	O	P	P	P	P	P
5. Herrera, Andriana	P	O	P	P	P	P	P	O	O	P	P	P
6. Donna Wilson								O	P	O	P	P
7. Bre Azanedo								P	P	P	P	P
8. Edward Marshall								P	P	O	P	P
9. Dan Smith								P	P	P	P	P
10. Manuel Delgado								O	P	P	P	P
11. Monique Springer								P	P	P	P	P
12. Miles, Ric	P	P	P	P	O	O	O	P	P	P	P	P
13. Michelle Harvey								P	P	P	P	P
14. Abraham Corsino								P	P	P	P	P
15. Anjettica Boatwright												P
16. Shametra Hall												O
17. Ray Welsh												P
18. Jerry Dillard												P
19. Gloria Price												O
20. Miriam Toress												O
21. Karen Walker												P
Members Present	12	12	13	13	9	12	12	12	13	12	14	18
Alternates Present	0	0	1	1	1	1	0	0	0	0	0	0
Recipient's Office	0	1	2	2	2	2	1	0	2	1	0	0
Public/Guests	7	20	7	11	7	10	5	10	12	14	4	3
Support Staff	3	3	4	3	2	3	2	2	2	3	2	2

\*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 (May 20, 2024 01:03 EDT)

Manuel Delgado  
Manuel Delgado (May 18, 2024 08:55 EDT)

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# SPA Strategic Planning and Assessment Committee Minutes - March 5, 2024

Final Audit Report

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