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Steering Committee Agenda

Tuesday, April 2, 2024

9:30am – 11:00am

Crossroads Ministry

511 East 22 Street

Paterson, New Jersey 07154

Join Zoom Meeting

<https://us02web.zoom.us/j/82426003045?pwd=Z25lK0toVGpqcXlJTFlpTkRmTUxvUT09>

Meeting ID: 824 2600 3045

Passcode: 253982

1. **Moment of Silence.** *The chair will call the meeting to order and recognize a moment of silence.*
2. **Welcome to the Chair.** *The chair will welcome 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.*
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.*
5. **Review & Approval of Minutes: March 5, 2024, meeting.** *The chair will review the minutes from the previous meeting and entertain a motion for approval.*
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.*
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 – March 2024**
Support staff will review the current PCAT to ensure we are following federal mandates.
 - b. **Receive reports of Standing Committees**
The chair will ask the chairs of the committees to provide reports.
 - Strategic Planning and Assessment Committee (SPA)
 - c. **Program Updates and Collaboration with the recipient's office**
The chair will ask for a report from the recipient staff.
 - 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.
 - e. **Review Planning Council Meeting Evaluations Results**
The chair will ask support staff to review the meeting evaluations from the previous meeting.

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.

- 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.
- g. **Address membership recruitment campaign(s)**
The Planning Council will address membership recruitment efforts
- h. **Review and manage membership application process**
The chair will ask support staff to review any new applications.
- i. **Review membership matrix for compliance with federal mandate**
The chair will ask support staff to review the membership matrix for compliance.
- j. **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.)**
The chair will ask for the notice of award from the recipient's office.
- k. **Negotiation of PC budget amount with recipient**
8. **New Business (Discussion, all matters in this item are informational only)**
 - **Review Bylaw updates (for possible action)**
The committee will review and vote on the proposed Bylaw changes from the last meeting.
 - **Next month's training topic – Bylaws Training - Part 1**
The committee will discuss next month's training topic.
 - **Determine Commissioner Spotlight Schedule**
The committee will review the schedule for the Commissioner Spotlights in 2024/25
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.
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.

Upcoming Planning Council Meetings:

- Tuesday, May 7th, 2024
 - Steering Committee Meeting – 9:30 am – 11:00 am
 - Strategic Planning and Assessment Committee Meeting – 11:30 am – 2:00 pm
 - **At Crossroads Ministry Center, 511 E22nd Street**

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