

Anjettica Boatwright & Ric Miles, Co-Chairs

Bergen/Passaic TGA Steering Committee Monthly Meeting

MEETING MINUTES

Tuesday, May 3, 2022, 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				
PC Support Staff					
Thomas Rodriguez-Schucker	X				
Deryk Jackson					
Guests:					

AGENDA

Item	Discussion, Motions, and Actions
I. <u>Moment of Silence</u>	Ric Miles called the meeting to order at 9: 41 am and A moment of silence was observed for those affected by HIV.
II. <u>Welcome by the Chair</u>	The chair welcomed the commissioners, guests, and the public.
III. <u>Roll Call</u>	Support staff took roll call.
IV. <u>Review & Approval of Minutes</u>	A motion to approve April 5, 2022, minutes was made by Anjettica Boatwright and seconded by Jerry Dillard. VOTE: FOR (5): Boatwright, Dillard, Herrera, Miles, Welsh AGAINST (0): ABSTAIN (0):
V. <u>Report of the Chair</u>	
a. Chair's Report	HRSA VSV is upcoming and May 16 th from 10am – 11:00am for vice chairs and Steering from 1:00 – 2:45pm, please be available. Once Thomas has the exact days/times from HRSA, he'll send out a meeting invite. Also, according to the by-laws, the Steering committee and chair/vice chair need to appoint another member at large to the Steering committee. Ric will speak with people who are recommended to see if they're interested.
b. New Jersey HIV Planning Group (NJHPG) Update	<ul style="list-style-type: none"> They are currently working on their restructuring plan and are meeting regularly. They are also offering a comprehensive training series as well.

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VI. Business Items		
a. Review Steering Committee PCAT	May	<ul style="list-style-type: none"> • Receive reports of standing committees • Program updates and collaboration with the Recipient's Office • Review and resolve parking lot items • Negotiation of PC budget amount with Recipient (in June) • Design the Assessment of the efficiency of the administrative mechanism (AEAM).
b. Review Planning Council Meeting Evaluation Results	Support staff presented the results of the April 5, 2022 Planning Council meeting evaluation.	
c. Determine Planning Council Training	Training on the (AEAM) Assessment of the Efficiency of the Administrative Mechanism which aligns with the work we'll be doing next month.	
d. Recipient Updates	Staff reported on behalf of the Recipient: Thomas presented the 3 program letters received from HRSA and especially the program letter which pertains to the PC specifically. Thomas also shared the documents needed for the upcoming HRSA VSV.	
e. Planning Council Committee Reports	<p><u>Planning and Development-</u> The P&D committee last met on Thursday, April 14th. The committee discussed planning for the needs assessment. They have decided to do a cost/benefit analysis between Oral Health Care and Transportation and looking at ways the cost can be approved upon.</p> <p>Also, Outreach and Health Education and Risk Reduction service standards and these have been tabled.</p> <p>Also discussed the PSRA process and if these meetings should be held in person or using a hybrid format. This will continue to be discussed.</p> <p><u>Community Development-</u> The Community Development Committee last met on Thursday, April 14th and discussed the following: Current membership is at 18 members with 31% non-conflicted consumers. We have vacancies in the following areas:</p> <ol style="list-style-type: none"> 1. Local Public Health Agencies 2. Hospital Planning Agencies 3. A representative of formerly incarcerated <p>We have a commissioner spotlight on Anjettica Boatwright.</p>	

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	<p><u>Mark Benge Awards-</u></p> <ol style="list-style-type: none"> 1. Vicki LaFontaine 2. Joelle Soto 3. Miriam Torres 4. Dr. Aileen Tlamsa 5. Bishop Charles Singletary <p>These will be presented in June.</p>
VII. PC Policy & Procedure to Review PC Budget	<p>Staff presented a draft policy and procedure to review the PC budget with the Planning Council.</p> <p>Ric Miles made a motion to accept this as an initial draft and Anjettica Boatwright seconded:</p> <p>VOTE:</p> <p>FOR (5): Boatwright, Dillard, Herrera, Walker, Welsh</p> <p>AGAINST (0):</p> <p>ABSTAIN (1): Miles</p>
VIII. Design the Assessment of the efficiency of the administrative mechanism (AEAM).	<p>Staff presented the questions that were used last year during this process and reviewed them with all attendees.</p> <p>Anjettica Boatwright made a motion to approve the questions that were presented to be used this year for the AEAM process and Karen Walker seconded it:</p> <p>VOTE:</p> <p>FOR (5): Boatwright, Dillard, Herrera, Walker, Welsh</p> <p>AGAINST (0):</p> <p>ABSTAIN (1): Miles</p>
IX. <u>Review Annual Progress Report</u>	<p>Staff shared the progress report that was completed last year. Attendees would like to make the questions open ended.</p> <p>Anjettica Boatwright made a motion to approve the questions that were presented in the progress report and Karen Walker seconded it:</p> <p>VOTE:</p> <p>FOR (5): Boatwright, Dillard, Herrera, Walker, Welsh</p> <p>AGAINST (0):</p> <p>ABSTAIN (1): Miles</p>
X. <u>Parking Lot Items/ Unfinished Business</u>	<ul style="list-style-type: none"> • At-Large Steering Committee Member • Meeting with Mayor after the election • Hybrid/In Person Meetings
XI. <u>New Business</u>	No new business at this time.
XII. <u>Next Steering Committee Meeting</u>	<ul style="list-style-type: none"> • Tuesday, July 11th at 9:30am • Tuesday, August 2nd at 9:30am
XIII. <u>Announcements</u>	There were no announcements at this time.
XIV. <u>Public Comments</u>	Susan, Disease Intervention Specialist from CAPCO, introduced herself and is happy to be in attendance.

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XV. <u>Adjournment</u>	A motion to adjourn the meeting was made by Anjettica Boatwright and was seconded by Jerry Dillard. The meeting adjourned at 11:25 am.

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