



***Karen Walker & Jerry C. Dillard, Co - Chairs***

**Planning & Development Committee Meeting**

**Meeting Date:** Thursday, November 12, 2020

**Start Time:** 10:50 a.m.

**End Time:** 11:50 a.m.

**Location:** VIA Zoom

**Presiding Chair:** Karen Walker

**Recorder:** Thomas Schucker-Rodriguez

**Summary of Committee Business Votes**

- **APPROVAL OF 10.8.2020 MEETING MINUTES**

- I. **Moment of Silence** – Karen Walker called the meeting to order at 10:50 a.m. A moment of silence was observed for those affected by HIV.
- II. **Roll Call**
- III. **Welcome by the Chair** – Chair welcomed the commissioners, guests, and the public. Each person introduced themselves, and guests were reminded they will have an opportunity to speak during the Public Comments portion of the meeting agenda.
- IV. **Public Comments**
- V. **Review & Approval of Minutes (October 8, 2020) (Action)** – A motion to approve the October 8, 2020 meeting minutes by Nick Kubisky and properly seconded by Ray Welsh.  
**VOTE: All in Favor**
- VI. **Review Planning Council Activity Timeline (PCAT)**

<b>Bergen Passaic TGA Planning Council Planning Council Activity Timeline (PCAT) 2020/21 Grant Year</b>		<b>November</b>
<b>PLANNING &amp; DEVELOPMENT COMMITTEE</b>	Review and resolve parking lot items	<b>X</b>
	Review Reallocation Requests from the Recipients Office	<b>X</b>
	Review Part A Expenditure Reports by Service Category	<b>X</b>
	Review progress and updates of the integrated plan.	<b>X</b>
	Development of Directives to Recipient	<b>X</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.



<b>Bergen Passaic TGA Planning Council Planning Council Activity Timeline (PCAT) 2020/21 Grant Year</b>		<b>November</b>
<b>PLANNING &amp; DEVELOPMENT COMMITTEE</b>	Review of Quality Assurance Site Visit Results	<b>X</b>
	Review of Service Standards	<b>X</b>
	Review Unobligated Balance Estimate (UOB)	<b>X</b>

**VII. Review Parking Lot Items 11.12.2020 (Discussion)**

ITEM	STATUS
BPTGA Needs Assessment	Support staff presented the BPTGA Needs Assessment survey to the committee for review. There are qualifying questions at the beginning of the survey to ensure that participants are both HIV positive and living withing the Bergen-Passaic TGA. This survey will be available to all people living with HIV (PLWH) in the TGA regardless if they are recipients of Part A services. The committee agreed that the best incentive would be a food card.
Development of 2021 Directives	The committee reviewed the 2020 directives to the Recipient. At this time there were no additions needed to be made.
Review of Quality Assurance Site Visit Results	The recipient has just started the monitoring process for subrecipients and will provide results once program monitoring is finished.

**VIII. Review reallocation requests from the Recipient’s Office** – There were no reallocation requests from the recipient at this time.

**IX. Review Part A Expenditures Report by service category**

**X. Review New Developments of “Ending the Epidemic, A plan for America” And State of New Jersey’s End the Epidemic Initiative** – There were no updates at this time.

**XI. New Business**

- Review Unobligated Balance Estimate (UOB) – The Recipient will provide once finished. The UOB is due to HRSA by December 31<sup>st</sup>.

**XII. Announcements** – Jerry Dillard announced that there will be a Honorarium for Gregory Kelly.

**XIII. Public Comments**

**XIV. Adjournment** – 11:50 a.m.

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**PATERSON-PASSAIC COUNTY-BERGEN COUNTY**  
HIV HEALTH SERVICES PLANNING COUNCIL

Name of Commissioner	3/3/2020	4/9/2020	5/14/2020	6/11/2020	July 2020	8/13/2020	9/10/2020	10/8/2020	11/12/2020	12/10/2020	1/14/2020	2/11/2020
1. Leah B. Ashe	P	O	O	O	2020/21 PSRA	O	P	O	O			
2. Patti Cuffee	O	P	P	P		O	O	O	P			
3. Khalilah Daniels	O	P	P	P		P	O	O	O			
4. Jerry C. Dillard	P	P	P	P		P	P	P	P			
5. Andriana Herrera	O	P	P	P		P	P	P	P			
6. Nick Kubisky	P	P	P	P		O	P	P	P			
7. Ivone Malave	O	P	O	P		P	P	P	P			
8. Ric Miles	P	P	O	P		O	P	O	P			
9. Priscilla Moschella	O	P	P	P		P	O	P	O			
10. Ana Munoz	O	P	P	P		P	P	O	O			
11. Karen Walker	P	P	P	P		O	O	P	P			
12. Ray Welsh	P	P	P	P		O	P	P	P			
<b>Members Present</b>	<b>8</b>	<b>11</b>	<b>9</b>	<b>11</b>		<b>6</b>	<b>8</b>	<b>7</b>	<b>8</b>			
<b>Recipient's Office</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>			
<b>Public/Guests</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>			
<b>Support Staff</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>			

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