



Karen Walker & Ray Welsh, Co-Chairs

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**Bergen/Passaic TGA Planning Council Monthly Meeting**

**MEETING Minutes**

Tuesday, February 1, 2022, 11:30 – 2:00 pm

Meeting via Zoom Teleconference

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**ATTENDANCE**

Planning Council Members		Planning Council Members		Recipient Staff		Support Staff
David Adams	P	Gloria Price	P	Milagros Izquierdo	P	Thomas Schucker
Anjettica Boatwright	P	Freddy Rodriguez	O			Deryk Jackson
Jerry C. Dillard	P	Paula Tenebruso	P			
Dorris Ezomo	P	Miriam Torres	P			
Graziella Ferreira	P	Karen Walker	P			
Jeff Friedman	O	Ray Welsh	P			
Andriana Herrera	P	Alma Yee	P			
Eddie Johnson	O					
Ivonne Malave	O					
Ana Munoz	P					
<b>P= Present    L= Late    A= Alternate    Absent = O</b>						
Guests: Yusuf Lloyd-Bey, Abraham Corsino, Austin Greitz, Bianca V, Deeanna Hackett, Jacklyn Crespo, Jokebed Saintil, Michelle Harvey, Peter Gennat, Ric Miles, Roger Lester						

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**AGENDA**

Item	Discussion, Motions, and Actions
<b>I. <u>Moment of Silence</u></b>	Ray Welsh called the meeting to order at 11:34 a.m. A moment of silence was observed for those affected by HIV.
<b>II. <u>Welcome by the Chair</u></b>	Ray Welsh welcomed the Commissioners, guests, and the public. The Reading of the Bergen-Passaic TGA Mission Statement, and Open Public Meeting Statement followed.
<b>III. <u>Roll Call</u></b>	Support staff took roll call. A quorum was not established.
<b>IV. <u>Public Comments</u></b>	There were none at this time.
<b>V. <u>Review &amp; Approval of Minutes</u></b>	Jerry Dillard motioned to accept the minutes from the January 4, 2022, meeting. Anjettica Boatwright <b>VOTE:</b> <b>For (11):</b> Adams, Boatwright, Dillard, Ezomo, Herrera, Munoz, Tenebruso, Torres, Walker, Walsh, Yee <b>Against (0):</b> <b>Abstain (2):</b> Ferreira, Price
<b>VI. <u>Report of the Chair</u></b>	

**Mission Statement**

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a. Chair's Report	<p>The steering committee met right before the PC meeting. There was a lengthy discussion on the Policies and Procedures, specifically surrounding the attendance Policy.</p> <p>The steering committee will be looking at the P&amp;P manual and the MOU to be finalized at the March meeting.</p> <p>The Part A site visit will be occurring May 16 – May 20<sup>th</sup> and it will be virtual.</p> <p>Karen and Ray has made the request to meet with the Mayor for a stakeholder's meeting. The recipient is awaiting a date/time for that meeting.</p>		
b. New Jersey HIV Planning Group (NJHPG) Update	<p>The NJHPG had a very full 2-day retreat for the chairs and vice chairs of all the committees. Structural changes are coming to the committees and their responsibilities. There has not been a final decision made yet, but there could possibly be more committees formed in the NJHPG.</p>		
<b>VII. Recipient's Report</b>	<p>The Recipient presented the expenditure report for the time period ending 1/31/2022. This report is reflective of a ten month time period.</p>		
<b>VIII. Business Items</b>			
a. Review Steering Committee PCAT	<table border="1"> <tr> <td data-bbox="604 926 748 1293">February</td><td data-bbox="748 926 1409 1293"> <ul style="list-style-type: none"> <li>• Receive reports of standing committees</li> <li>• Program updates and collaboration with the Recipient's office</li> <li>• Review and resolve parking lot items</li> <li>• Approval of new Planning Council Members</li> <li>• Nominations of Planning Council Co-Chairs</li> <li>• Review Scope of Work &amp; Planning Council Activity Timelines</li> <li>• Elections of Planning Council Chair and Vice Chair</li> <li>• Approval of Directives to the Recipient</li> </ul> </td></tr> </table>	February	<ul style="list-style-type: none"> <li>• Receive reports of standing committees</li> <li>• Program updates and collaboration with the Recipient's office</li> <li>• Review and resolve parking lot items</li> <li>• Approval of new Planning Council Members</li> <li>• Nominations of Planning Council Co-Chairs</li> <li>• Review Scope of Work &amp; Planning Council Activity Timelines</li> <li>• Elections of Planning Council Chair and Vice Chair</li> <li>• Approval of Directives to the Recipient</li> </ul>
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b. Planning & Development Committee (P&D) Report	<p>The P&amp;D committee last met on Thursday, January 13<sup>th</sup>. The committee discussed the recent release of Policy Clarification Notice from HRSA/HAB. This policy outlines the documents that are needed to be collected from clients by providers. This policy also aims to alleviate the administrative burden, by allowing providers to collect this documentation on an annual basis, rather every 6 months. The committee also discussed the pros, and cons of only collecting this information once. There are providers in the TGA who collect Viral Load and CD4 count at the time of recertification (every 6 months). There was mention that if subrecipients are only going to be collecting this information once a year, there could be more data missing.</p> <p>The committee discussed the problem of data sharing between medical clinics and service providers. The committee is working on drafting a</p>		

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	<p>directive for the recipient to provide written guidance on who has access to the client's medical information and how that medical information is accessed. The committee is also working on a directive to the recipient to provide trainings to service providers in TGA annually.</p> <p>The committee reviewed the following service standards: Early Intervention Services, Health Education/Risk Reduction Services, Food Bank, and Legal Services.</p> <p>The eligibility piece of each service standard will be updated following PCN 21-02. The committee will continue to review the Service Standards at the next committee meeting, February 10<sup>th</sup> 2022.</p>
c. Community Development Committee (CDC)	<p>The Community Development Committee last met on Thursday, January 13<sup>th</sup>. Jessica Obara, resigned early in the Month of January. Due to her job relocation, she would no longer be eligible to be a commissioner on the Council. The CDC has approved the following individual to be new commissioners: Peter Gennat, Yusuf Lloyd-Bey, Deeanne Hackett, and Richard Miles.</p> <p>Support staff met with Ray to discuss the logistics of the annual meeting. Correspondence has been sent to the CEO's (the mayor) office to see if they would be able to do swear-ins virtually. If the annual meeting will be held virtually, attendees could receive a \$25 door dash gift card. If the mayor is unable to swear commissioners online, then it was suggested that the annual meeting be pushed off until April to be held in person.</p>
d. DHSTS Report (Inclusive of Part B)	There were no updates at this time.
<b>IX. <u>New Business</u></b>	There was no new business.
<b>X. <u>Planning Council Training</u></b>	Support staff presented a training on the overview of the Ryan White program.
<b>XI. <u>Planning Council Evaluations</u></b>	The Planning Council completed evaluations in real-time via e2polls.
<b>XII. <u>Announcements</u></b>	<p>There was an announcement that CAPCO and Buddies will be collaborating for national Black HIV awareness day. Addresses and times will follow.</p> <p>CAPCO is also collaborating with Paterson Cares for the homeless count in Passaic County on the night of February 1.</p>

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	Deeanne Hackett announced that Jersey College is partnering with a lot of different organizations to get back into normal event planning and bring awareness to specific causes. If anyone would like to work with Jersey College, please contact Deeanne.
<b>XIII. <u>Public Comments</u></b>	There were none.
<b>XIV. <u>Adjournment</u></b>	The meeting was adjourned at 1:21 pm.

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<b>Name of Commissioner</b>	<b>2/2/2021</b>	<b>3/2/2021</b>	<b>4/6/2021</b>	<b>5/4/2021</b>	<b>6/1/2021</b>	<b>7/6/2021</b>	<b>8/3/2021</b>	<b>9/7/2021</b>	<b>10/5/2021</b>	<b>11/9/2021</b>	<b>12/7/2021</b>	<b>1/4/2022</b>	<b>2/1/2022</b>
1. Adams, David	P	P	P	O	P	P	O	P	P	P	P	P	P
2. Boatwright, Anjettica	O	P	O	P	P	O	P	O	P	P	P	P	P
3. Dillard, Jerry C.	P	P	P	P	P	O	P	P	P	P	P	P	P
4. Ezomo, Dorris	O	P	O	O	O	O	O	P	P	P	P	P	P
5. Ferreira, Graziella	P	P	P	P	P	O	O	O	P	P	P	O	P
6. Friedman, Jeff	O	O	O	O	P	P	P	O	O	P	P	O	O
7. Herrera, Andriana	O	P	P	O	P	P	P	O	P	P	P	P	P
8. Johnson, Eddie	O	O	O	O	O	O	O	O	O	O	O	O	O
9. Malave, Ivonne	O	P	O	P	O	O	P	O	O	O	O	O	O
10. Munoz, Ana	O	P	P	P	P	O	O	O	P	P	P	P	P
11. Price, Gloria	P	P	P	P	P	O	P	P	P	P	P	O	P
12. Rodriguez, Freddy.	O	O	O	O	O	O	O	O	O	O	O	O	O
13. Tenebruso, Paula	P	P	P	O	O	P	P	O	P	P	A	P	P
14. Torres, Miriam	O	P	P	P	P	O	P	O	P	P	P	P	P
15. Walker, Karen	P	P	P	P	P	P	P	P	P	P	P	O	P
16. Welsh, Ray	P	P	P	P	P	P	P	P	P	P	P	P	P
17. Yee, Alma	P	P	P	O	O	P	O	O	P	P	P	P	P
Members Present	10	17	15	13	12	9	12	7	15	14	12	10	13
Alternates Present	0	0	0	1	0	0	0	0	0	0	1	0	0
Recipient's Office	0	1	1	1	0	0	0	0	0	2	0	0	1
Public/Guests	7	9	9	7	10	4	6	5	8	9	9	5	11
Support Staff	2	2	2	2	2	2	2	2	2	2	1	2	2

**Key: Present (P), Late (L), Alternate (A), Absent (O)**

\*Alternate was present at time of roll call. Commissioner arrived afterward.

\*\*Resignation received on this day.

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