

Anjettica Boatwright & Ric Miles, Co-Chairs

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**Planning Council Agenda**  
Tuesday, May 3, 2022  
11:30am – 2:00pm  
ZOOM Video Conference

Join Zoom Meeting

<https://us02web.zoom.us/j/84802026377?pwd=WW9GVG16QkxTOTdMYmkzbzdUelhyd09>

**To join via Cell Phone/Telephone:**

Dial (929) 205-6099

Meeting ID: 831 2207 9751

Passcode: 204783

**(1.0) Moment of Silence**

**(2.0) Welcome by the Chair**

**Reading of 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

**Reading of Open Public Meeting Statement**

Open Public Meeting Act Statement– In compliance with the Open Public Meetings Act of the State of New Jersey, notification of this meeting has been sent to The Record and the Herald News and notices have been posted on the Planning Council webpage at [www.bergenpassaicga.org](http://www.bergenpassaicga.org). Meeting notices are also posted on the bulletin board at the City of Paterson Grants Management Division- Ryan White/HOPWA Office.

**(3.0) Roll Call**

**(4.0) Public Comments** (*Discussion, all matters in this item are information only*)

**(5.0) Review & Approval of Minutes: April 5, 2022 meeting** (*For possible action*)

**(6.0) Report of the Chair (For possible action)**

- Chair's Report
- Mark Bengé Awards: Accepting Nominations Year-Round

**(7.0) Recipient's Report (Discussion)**

**(8.0) Business Items (For possible action)**

- Review Planning Council Action Timeline (PCAT)
- Planning & Development Committee (P&D) Report
- Community Development Committee (CDC) Report
- DHSTS Report (Inclusive of Part B)
- New Jersey HIV Planning Group (NJHPG) Update

**(9.0) New Business** (*for discussion*)

- Presentation of the Mark Bengé Awards

**(10.0) Planning Council Training:** Presentation on the Assessment of the Efficiency of the Administrative Mechanism (AEAM)

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**(11.0) Planning Council Evaluations (Discussion)**

**(12.0) Announcements (Discussion, all matters in this item are informational only)**

**(13.0) Public Comments (Discussion, all matters in this item are informational only)**

**(14.0) Adjournment**

**Upcoming Planning Council Meetings:**

- Steering Committee – Tuesday, June 7<sup>th</sup>, 9:30 am – 11:00 am
- Planning Council – Tuesday, June 7<sup>th</sup>, 11:30 am – 2:30 pm
- Planning & Development Committee – Thursday, June 9<sup>th</sup>, 10:45 am – 12:00 pm
- Community Development Committee – Thursday, June 9<sup>th</sup>, 1:00 pm – 3:00 pm

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

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

**MEETING Minutes**

Tuesday, April 5, 2022, 11:30 – 2:00 pm

Meeting via Zoom Teleconference

**ATTENDANCE**

Planning Council Members		Planning Council Members		Recipient Staff		Support Staff
David Adams	O	Ivonne Malave	O	Milagros Izquierdo	P	Thomas Schucker
Anjettica Boatwright	P	Ric Miles	P			Deryk Jackson
Jerry C. Dillard	P	Ana Munoz	P			
Dorris Ezomo	O	Gloria Price	P			
Graziella Ferreira	P	Freddy Rodriguez	O			
Jeff Friedman	O	Paula Tenebruso	P			
Peter Gennat	O	Miriam Torres	P			
Deeanne Hackett	P	Karen Walker	P			
Andriana Herrera	P	Ray Welsh	P			
Eddie Johnson	O	Alma Yee	O			
Yusuf Lloyd-Bey	P					
<b>P= Present    L= Late    A= Alternate    Absent = O</b>						
Guests: Jokebed Saintil, Shemetra "Mimi" Hall, Bre Azanedo, Monique Springer						

**AGENDA**

Item	Discussion, Motions, and Actions
<b>I. <u>Moment of Silence</u></b>	Ric Miles called the meeting to order at 11:35 a.m. A moment of silence was observed for those affected by HIV.
<b>II. <u>Welcome by the Chair</u></b>	Ric Miles 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 established.
<b>IV. <u>Public Comments</u></b>	There were none at this time.
<b>V. <u>Review &amp; Approval of Minutes</u></b>	Deeanne Hackett motioned to accept the minutes from the March 1, 2022, meeting. Miriam Torres seconded. <b>VOTE:</b> <b>For (11): Boatwright, Dillard, Ferreira, Hackett, Herrera, Lloyd-Bey, Miles, Price, Tenebruso, Torres, Welsh</b> <b>Against (0):</b> <b>Abstain (1): Munoz</b>

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Item	Discussion, Motions, and Actions	
<b><u>Report of the Chair</u></b>		
a. Chair's Report	Given by Ric Miles	
b. New Jersey HIV Planning Group (NJHPG) Update	<p>They have formed an emersion committee, resulting from the leadership retreat:</p> <ul style="list-style-type: none"> <li>• Going to be working on the restructuring of the HPG.</li> <li>• State- DIS/STI grant was due April 1</li> </ul>	
<b><u>VI. Recipient's Report</u></b>	<p>The Recipient shared They are still awaiting final awards and when received, will report back to the committee. They are prepping for the VSV- May 16<sup>th</sup>- May 20<sup>th</sup>. They will be applying for the 21-22 waiver for the fiscal, universal, and program monitoring - have identified problems in the previous grant year and will allow subrecipients to fix processes.</p>	
<b><u>VII. Business Items</u></b>		
a. Review Planning Council Activity Timeline	April	<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> </ul>
b. Planning & Development Committee (P&D) Report	<p>The P&amp;D committee last met on Thursday, March 10<sup>th</sup>. The committee discussed planning for the needs assessment. Support Staff gave a presentation which described the foundation of needs assessments, defined key terms that will be utilized during the process, and outlined an assessment model which breaks the process up into three sections:</p> <ol style="list-style-type: none"> <li>1. Explore "What Is"</li> <li>2. Gather &amp; Analyze Data</li> <li>3. Make Decisions</li> </ol> <p>The committee has started in phase 1 by collectively coming up with goals for the Needs Assessment, concerns, and data sources that could be used. Committee members were asked to brainstorm and try to come up with any more goals, concerns, and possible data sources for discussion at the next P&amp;D committee meeting before moving into phase 2.</p>	
c. Community Development Committee (CDC)	<p><b><u>Community Development-</u></b> The Community Development Committee last met on Thursday, March 10<sup>th</sup> and discussed the following:</p> <ul style="list-style-type: none"> <li>• <b><u>Improving engagement in the planning council-</u></b> The committee discussed ways to make the planning council</li> </ul>	

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	<p>more engaging. It was suggested that there be a monthly member spotlight for current commissioners where they could present or answer the question “what brought them to the council?”</p> <ul style="list-style-type: none"> <li>• <b>Exit Interview-</b> The committee developed and finalized exit interview questions               <ol style="list-style-type: none"> <li>1. How long have you been with the council?</li> <li>2. Why did you apply to be a commissioner?</li> <li>3. Please share why you have left.</li> <li>4. What recommendation would you make to improve the council based on your experience?</li> <li>5. In your absence, are you still interested in receiving future correspondence form the Planning Council?</li> <li>6. Would you consider re-applying for membership in the future?</li> <li>7. Any additional comments?</li> </ol> </li> </ul> <p><b>Mark Benge Awards-</b> The committee voted to have nominations come from the floor during the April Planning Council meeting</p>
<p>d. DHSTS Report (Inclusive of Part B)</p>	<p>The Division of HIV, STD, and TB Services looking at the integrated plans, they would like the TGA and EMAs to be an active participant in the developing the plan.</p>
<p><b>VIII. <u>New Business</u></b></p>	<p>All service standards were reviewed:</p> <p>Paula Tenebruso made a motion to accept all service standards with the exception of Outreach and HERR which will go back to the P&amp;D Committee for review and Karen Walker seconded it.</p> <p><b>For (13):</b> Boatwright, Dillard, Ferreira, Hackett, Herrera, Lloyd-Bey, Miles, Munoz, Price, Tenebruso, Torres, Walker, Welsh  <b>Against (0):</b>  <b>Abstain (0):</b></p>
<p><b>IX. <u>Planning Council Training</u></b></p>	<p>There was no training</p>
<p><b>X. <u>Planning Council Evaluations</u></b></p>	<p>The Planning Council completed evaluations in real-time via e2polls.</p>
<p><b>XI. <u>Announcements</u></b></p>	<ul style="list-style-type: none"> <li>• TLC Trivia Lounge Comedy at Fischer's Café Fair organized by Buddies of NJ on 4/22 &amp; 4/23</li> <li>• New Jersey AIDS walk will take place in Saddlebrook on May 1st</li> </ul>
<p><b>XII. <u>Public Comments</u></b></p>	<p>There were none.</p>
<p><b>XIII. <u>Adjournment</u></b></p>	<p>The meeting was adjourned at 1:12 pm.</p>

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