

Ric Miles- Chair & Anjettica Boatwright- Vice Chair

Bergen/Passaic TGA Steering Committee Monthly Meeting

MEETING MINUTES

Tuesday, September 12th, 2023, 9:30 – 11:00 am

Meeting via Zoom Teleconference

ATTENDANCE

Members	Present	Absent	Recipient Representatives	Present	Absent
Anjettica Boatwright	P		Milagros Izquierdo	P	
Jerry Dillard	P				
Peter Gennat	P				
Andriana Herrera	P				
Ric Miles	P				
Karen Walker	P				
Ray Welsh	P				
Gloria Price	P				
PC Support Staff					
Thomas Rodriguez-Schucker	P				
Clifford Barnett	P				
Deryk Jackson	P				
Tatum Townsend - Intern					
P= Present L= Late A= Alternate O = Absent					
Guests:					

AGENDA

- (1.0) Moment of Silence**
 - The co-chair recognized a moment of silence.
- (2.0) Welcome by the Chair**
 - The co-chair welcomed everyone to the meeting.
- (3.0) Roll Call**
 - Support staff took roll call and established quorum.
- (4.0) Public Comments** *(Discussion, all matters in this item are information only)*
 - There were no public comments currently.
- (5.0) Review & Approval of Minutes: August 1st, 2023, meeting**
 - A motion was made by Karen and seconded by Anjettica to approve the minutes from August 1, 2023.
- (6.0) Report of the Chair (Discussion, all matters in this item are information only)**
 - The chair reported that the next project officer call will be on Thursday, October 5th, 2023

Mission Statement

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(7.0) Business Items

(7.1) Review Steering Committee PCAT

- Receive Reports from Standing Committee
- Program Updates and Collaboration with the Recipients Office
- Review and resolve parking lot items
- Review Planning Council Feedback
- Administer the Assessment of the Efficiency of the Administrative Mechanism (AEAM)
- Review and approve carryover requests from the Recipients Office

(7.2) Planning Council Committee Reports

(7.2)1. Planning and Development Committee (P&D) provided by Karen Walker

- Planning and Development Committee met on August 10th, 2023 at 10:45am
- The committee approved the meeting minutes from June 8th, 2023.
- The committee reviewed its Planning Council Activity Timeline for compliance.
- The committee decided to keep Identification of data problems or gaps in data on the agenda for upcoming months.
- The committee discussed data needs article regarding MSM.

(7.2)2. Community Development Committee (CDC) provided by Peter Gennat

- The Community Development Committee met on August 10th, 2023
- The committee approved the meeting minutes from June 8th, 2023
- The committee reviewed its Planning Council Activity Timeline for compliance.
- Planning Council support resent a letter regarding Planning Council attendance to the co-chairs to be distributed.
- The Planning Council discussed adjusting meeting hours to be more flexible to consumers.
- The Planning Council discussed how it can address barriers keeping consumers from participating.
- The Planning Council is planning the Town Hall for October or November.
- It was suggested that we have Allison from Gilead come out for a presentation at the day of capacity.
- The committee discussed developing a framework for the day of capacity.
- Planning Council support will reach out to Karen for the old training manual.

(7.3) Program Updates and Collaboration with the recipient's office

- The Recipients office provided an overview of the current expenditures for the grant year. This information was also provided to Planning Council members in their packets.

(7.4) Review and resolve parking lot items (for possible action)

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- The committee would like to look at potentially changing the meeting dates and times. Steering/PC and P&D/CDC
 - Consider meeting in the evening at least quarterly.
 - Moving the Planning Council meetings to a different time.
- (7.5) Review Planning Council Meeting Evaluations Results: August 1st, 2023, meeting
- The committee went over the evaluations results from the August 1, 2023 meetings.
 - Include the meeting feedback link in the meeting packets
 - Add dates of people’s availability to the application to see what works best for them to attend the meetings.
 - How do we address issues within the Planning Council and understand what issues the Planning Council can address and what it cant. Calling a Point of Order to stop conversations not relevant to the agenda.
 - Add emerging issues and trends to Community Input and Comments section.
- (7.6) New Jersey HIV Planning Group (NJHPG) Update
- Dotti Dowdell is the representative from NJHPG and will be providing the updates in the future.
- (7.7) Decide Next Month’s Training Topic
- Next month’s training will be the day of capacity.
 - The Steering Committee will meet after the capacity meetings at Vitales.
- (8.0) New Business (Discussion, all matters in this item are informational only)**
- (8.1) Follow up on the AEAM (Assessment of the Efficiency of Administrative Mechanism)
- The committee reviewed the AEAM Assessment of the Efficiency of Administrative Mechanism, and a motion was made to approve the AEAM without any findings by Jerry Dillard and seconded by Anjettica Boatwright. All members were in favor of the vote and the motion carried.
- (8.2) Review and approve carryover requests from the recipient’s office.
- There was a motion made to approve the carryover request in the amount of \$162,702 presented by the recipient’s office by Karen Walker and seconded by Anjettica Boatright. All members were in favor of the vote and the motion carried.
- (9.0) Announcements (Discussion, all matters in this item are informational only)**
- (10.0) Public Comments (Discussion, all matters in this item are informational only)**
- (11.0) Adjournment**
- There was a motion made to adjourn the meeting by Karen Walker and seconded by Anjettica Boatwright. All members were in favor and the motion was carried.

Upcoming Planning Council Meetings:

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- Steering Committee – Tuesday, October 3rd, 9:30 am – 11:00 am
- Planning Council Meeting – Tuesday, October 3rd, 11:30 am – 2:00 pm
- Planning and Development Committee – Thursday, October 12th, 10:45am – 12:45pm
- Community Development Committee – Thursday, October 12th, 1:00pm – 3:00pm

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Name of Commissioner	3/2023	4/2023	5/2023	6/2023	7/2023	8/2023	9/2023	10/2023	11/2023	12/2023	1/2024	2/2024
1. Anjettica Boatwright	P	P	P	P	P	P						
2. Dillard, Jerry	P	P	P	P	P	P						
3. Peter Gennat	P	P	P	P	P	P						
4. Herrera, Andriana	P	P	O	P	P	P						
5. Ric Miles	P	P	P	P	P	O						
6. Walker, Karen	P	P	P	P	P	P						
7. Welsh, Ray	P	P	P	P	P	O						
8. Gloria Price						P						
Members Present	7	7	6	7	7	6						
Recipient's Office	2	0	0	0	0	0						
Public/Guests	1	2	3	2	0	0						
Support Staff	2	3	3	4	3	2						

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

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

**Resignation received on this day.

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