

*Ric Miles- Chair & Anjettica Boatwright- Vice Chair*

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

**MEETING Minutes**

Tuesday, December 5<sup>th</sup>, 2023, 11:30 – 2:00 pm

Meeting via Zoom Teleconference

**ATTENDANCE**

Planning Council Members		Planning Council Members		Recipient Staff		Support Staff	
<del>David Adams</del>		Yusuf Lloyd-Bey	P	Milagros Izquierdo	P	Clifford Barnett	
Anjettica Boatwright	P	Ric Miles	P	Phillip Velazquez	P	Thomas Schucker	
Jerry C. Dillard	P	Gloria Price	P				
Dorris Ezomo	P	Paula Tenebruso	P				
Graziella Ferreira	P	Miriam Torres	P				
Peter Gennat	P	Karen Walker	P				
Deeanne Hackett	P	<del>Ray Welsh</del>	P				
Andriana Herrera	O						
<b>P= Present    L= Late    A= Alternate    Absent = O</b>							
Guests: Abraham Corsino, War Talley, Ola Osukayode, Marie Hill, Bre Azenedo, Donna Wilson, Dotti Dowdell, Jokebed Santill, Monique Springer, Michelle Harvey, Manuel Delgado, Amy							

**AGENDA**

**(1.0) Moment of Silence**

- A moment of silence was observed by the chair, Ric Miles.

**(2.0) Welcome by the Chair**

- The chair welcomed everyone to the meeting, read the mission statement and Open Public Meeting Statement.

**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.bergenpassaicTGA.org](http://www.bergenpassaicTGA.org). Meeting notices are also posted on the bulletin board at the City of Paterson Grants Management Division- Ryan White/HOPWA Office.

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**(3.0) Roll Call**

- Support staff took roll call and established a 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: November 14<sup>th</sup>, 2023, meeting** (*For possible action*)

- A motion to approve the minutes of the November 14, 2023, meeting by Karen and seconded by Peter. All members were in favor and the motion was passed.

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

- Chair's Report
  - The meeting commenced with the chair establishing a quorum, and notable updates were provided by Eva Marie on Capco Resources' World AIDS Day event, along with War Talley from AETC highlighting the multilingual Ending the HIV Epidemic campaign. During discussions on potential changes to meeting times for the 2024/25 grant year, the Chair conveyed the postponement of the Community Forum for broader participation from both consumers and providers. Committee reports, including a motion to approve six new members to the Planning Council, were presented, and a significant motion suspended rules, allowing consumer participation until replacements are found. The Commissioner spotlight featured Doris Enzomo, and Dotti Dowdell discussed the Integrated Plan. Future plans for the Planning Council include an intensified focus on training in the upcoming grant year, emphasizing the Council's commitment to its mission.
  - Additionally, the recipient's office confirmed the presence of a mayoral representative at the annual meeting for the swearing-in of new members. They also assured their attendance at the next meeting to discuss updated expenditures and the availability of the Estimated Unobligated Balance report for the December meeting.
- Mark Benge Awards: Accepting Nominations Year-Round – Abraham Corsino
  - Abraham has consistently provided culturally competent, compassionate care that empowers consumers daily. He started as a non-medical case manager and used his experiences to streamline service levels and support for clients. Over the past year Abraham has played an active role encouraging team members to operate at the top of their role to position themselves for optimal outcomes regarding client success. He is astute and assists peer organizations in our TGA regarding systems and processes, while providing availability to other agencies to expedite removal of roadblocks and barriers that may hinder collaborative execution. I can think of no other individual that

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deserves this award based on his dedication to our transitional grant area, and his willingness to help all.

**(7.0) Recipient's Report**

- The committee reviewed the UOB Estimated Unobligated Balance report.
- The committee voted to approve the UOB Estimated Unobligated Balance report. The motion was made by Karen and seconded by Jerry. All members were in favor and the motion carries. This will be sent over to the chair for signature.
- Support staff reviewed the 9-month expenditure. There are some sub-recipients that remain out of compliance with their monthly billing submission.
- All budget modifications should be received no later than December 22, 2023.
- Subrecipients will be receiving a partial award and must submit a budget for fiscal and program components by January 12, 2024.

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

- **Review Planning Council Action Timeline (PCAT) - December**
  - Receive reports of standing committees
  - Program updates and collaboration with the Recipient's office
  - Review and resolve parking lot items.
  - Approval of new Planning Council members
  - Annual Meeting & Annual report to the mayor
  - Nominations of Planning Council Chair and Vice Chair
  - Elections of Planning Council Chair and Vice Chair
- **Receive reports of standing committees**
  - Planning and Development Committee (P&D)
    - The Planning and Development Committee established a quorum and approved minutes from the previous meeting. No new updates were provided on Ending the Epidemic initiatives. The Committee reviewed the PCAT Planning Council Activity Timeline for compliance and expressed concerns about low expenditure late in the grant year. Updated expenditure reports were expected in November. No significant changes were noted in the Integrated Plan, but a meeting was considered for activity updates. The Committee requested reminders and necessary forms for the continuation grant process to be sent to sub-recipients. A review of plain language service standards identified a few areas for adjustment. The New Jersey Strength and Needs Assessment discussion was deferred for a later date, to be covered by Jerry Dillard.

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- Community Development Committee (CDC)
    - Updated Membership is at 13 members, with 23% unaligned consumers.
    - The council needs:
      - Unaligned consumers
      - Young Hispanic/LatinX Males
      - Vacancies in:
        - A. Healthcare Provider, including Federally Qualified Health Center
        - E. Local Public Health Agency
        - K. Part C Recipient
        - N. Representatives of/or Formerly Incarcerated People with HIV
    - The Committee meeting involved the establishment of a quorum through roll call and the approval of minutes from October 12th, 2023. The PCAT Planning Council Activity Timeline was reviewed for compliance with federal mandates. Plans were discussed for Jesus to speak about ongoing housing issues in December.
    - Changes in Planning Council attendance were noted, with Yusef Lloyd Bey planning to attend December meetings and David Adams stepping down due to personal reasons. The Support Staff emphasized the importance of consumers on the Planning Council, particularly in the Bring One Campaign. The Committee reviewed new applications and motioned to suspend rules preventing a consumer's continued participation until a replacement is found. All new members are scheduled to be sworn in at the December meeting.
  - **Program updates and collaboration with the Recipient's office**
- (9.0) Annual Meeting & Annual report to the mayor**
- The chair read the report to the mayor.
  - Support staff read off the names of the members to be sworn in by the mayor.
  - The mayor proceeded to swear in new members to the Planning Council.
- (10.0) New Business (for discussion)**
- Commissioner Spotlight - Anjettica Boatwright
    - Anjettica shared her experience on the Planning Council and expressed that she will still have continued involvement on the PC.
  - Nominations of Planning Council Chair and Vice Chair
  - Elections of Planning Council Chair and Vice Chair

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- Ric Miles was re-elected as chair of the Planning Council
  - Peter Gennat was elected as the vice-chair of the Planning Council.
- (11.0) Department of HIV, STD, and TB Services (DHSTS) Report (Inclusive of Part B)**
- (12.0) New Jersey HIV Planning Group (NJHPG) Update – Dottie Dowdell – Program Director**
- Continuing to work through the different activities outlined in the Integrated Plan.
  - They are currently preparing for the 2024 grant year.
  - The general assembly meeting is January 18, 2024. There will be a hybrid option.
  - Karen will connect with Dottie for an area in Paterson.
- (13.0) Review and resolve parking lot items**
- We do not have any parking lot items currently.
  - It was requested that we have a blank business item bullet. However, we cannot add another business item that was not added to the agenda prior to the meeting.
  - Business items must come directly from Sub-Committee meetings. It can be added to committee meetings, but not to the Planning Council.
- (14.0) Planning Council Evaluations (Discussion)**
- (11.0) Announcements (Discussion, all matters in this item are informational only)**
- Ray expressed his gratitude to the Planning Council.
  - Jerry talked about CAPCO World AIDS Day event and gave a heartfelt thank you to everyone who participated. If you would like to provide feedback you can reach out to Eva Marie.
  - The committee observed a candlelight (flashlight) moment for everyone to express why they keep their lights on for HIV and AIDS.
- (12.0) Public Comments (Discussion, all matters in this item are informational only)**
- (13.0) Adjournment**

**Upcoming Planning Council Meetings:**

Tuesday, January 9<sup>th</sup>, 2024

- Steering Committee – 9:30 am – 11:00 am
- Planning Council Meeting – 11:30 am – 2:00 pm
  - **At New Bridge Medical Center, 230 East Ridgewood Avenue**

Thursday, January 11<sup>th</sup>, 2024

- Planning and Development Committee – 10:45am – 12:45pm
- Community Development Committee – 1:00pm – 3:00pm
  - **At Crossroads Ministry Center, 511 E22nd Street**

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<b>Name of Commissioner</b>	<b>3/2023</b>	<b>4/2023</b>	<b>5/2023</b>	<b>6/2023</b>	<b>7/2023</b>	<b>8/2023</b>	<b>9/2023</b>	<b>10/2023</b>	<b>11/2023</b>	<b>12/2023</b>	<b>1/2024</b>	<b>2/2024</b>
1. Adams, David	P	O	O	O	O	O	O	O	O			
2. Boatwright, Anjettica	P	P	P	P	P	P	P	P	P			
3. Dillard, Jerry C.	P	P	P	P	P	P	P	P	P			
4. Ezomo, Dorris	P	P	P	P	P	O	P	P	P			
5. Ferreira, Graziella	P	O	P	P	P	O	P	P	P			
<del>6. Friedman, Jeff</del>	<del>☉</del>	<del>☉</del>	<del>☉</del>	<del>☉</del>	<del>☉</del>	<del>☉</del>	<del>☉</del>	<del>☉</del>	O			
7. Gennat, Peter	P	P	P	P	P	P	P	P	P			
8. Hackett, Deeanne	P	P	P	P	P	P	P	O	P			
9. Herrera, Andriana	P	P	O	P	P	P	P	P	O			
10. Lloyd-Bey, Yusuf	O	P	P	O	O	O	O	O	O			
11. Miles, Ric	P	P	P	P	P	O	O	O	P			
12. Price, Gloria	P	P	P	P	P	P	P	P	P			
<del>13. Rodriguez, Freddy.</del>	<del>☉</del>	<del>☉</del>	<del>☉</del>	<del>☉</del>	<del>☉</del>	<del>☉</del>	<del>☉</del>	O	O			
14. Tenebruso, Paula	P	P	P	P	P	P	P	P	P			
15. Torres, Miriam	P	P	P	P	P	P	P	P	P			
16. Walker, Karen	P	P	P	P	P	P	P	P	P			
17. Welsh, Ray	P	P	P	P	P	O	P	P	P			
Members Present	13	12	12	13	13	9	12	12	12			
Alternates Present	0	0	0	1	1	1	1	0	0			
Recipient's Office	0	0	1	2	2	2	2	1	0			
Public/Guests	7	7	20	7	11	7	10	5	10			
Support Staff	2	3	3	4	3	2	3	2	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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