

*Ric Miles- Chair*

*Andriana Herrera – Vice Chair*

## **Bergen/Passaic TGA Steering Committee Monthly Meeting**

### **MEETING MINUTES**

Tuesday, September 10, 2024, 9:30am – 11:00am

Meeting via Zoom Teleconference

### **ATTENDANCE**

Members	Present	Absent	Members	Present	Absent
Ric Miles	P				
Andriana Herrera	P				
Michelle Harvey	P				
Manuel Delgado		O			
Abraham Corsino	P				
Bre Azanedo	P				
PC Support Staff			Recipient Representatives		
Thomas Rodriguez-Schucker	P		Milagros Izquierdo		O
Clifford Barnett		O	Phillip Velazquez		O
Deryk Jackson		O			
<b>P= Present    L= Late    A= Alternate    O = Absent</b>					
<b>Guests:</b> Monique Springer					

### **AGENDA**

- Moment of Silence.** *The chair will call the meeting to order and recognize a moment of silence.*
  - Ric opened the meeting with a moment of silence.
- Welcome to the Chair.** *The chair will welcome everyone to the meeting.*
  - The chair welcomed everyone to the meeting.
- Roll Call.** *The chair will call the meeting to order and establish a quorum through support staff announcing each participant in the teleconference participants list.*
  - Support staff took roll call to establish a quorum.
- Public Comments and Emerging Trends** (Discussion, all matters in this item are information only).  
*This is a period devoted to comments and discussion by the public about items listed on this agenda. No action may be taken on a matter raised under this item of the agenda until the matter itself has been included specifically on the agenda as an item upon which action will be taken. Comments will be limited to three minutes per person.*
  - There were no public comments at this time.

#### **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.

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5. **Review & Approval of Minutes: Tuesday, August 13, 2024, meeting.** *The chair will review the minutes from the previous meeting and entertain a motion for approval.*
    - Receive reports for standing committee was updated.
    - There was a motion to approve the minutes by Michelle Harvey and seconded by Abraham Corsino. Ric Miles and Bre Azanedo were both in favor.
  
  6. **Report of the Chair (Discussion, all matters in this item are information only)** *The Planning Council chair will provide a report from the last sessions.*
    - The chair reviewed the reports from the previous meeting cycle.
  
  7. **Business Items.** *The chair will review business items and address any possible actions related to the item.*
    - a. **Review PCAT Planning Council Activity Timeline – August 2024** *Support staff will review the current PCAT to ensure we are following federal mandates.*
      - Support staff reviewed the Planning Council activity timeline for August 2024.
  
    - a. **Receive reports of Standing Committees** *The chair will ask the chairs of the committees to provide reports.*
      - PSRA occurred in August. No committee updates.
  
    - a. **Program Updates and Collaboration with the recipient's office** *the chair will ask for a report from the recipient staff including current expenditures.*
      - They are currently working on responding to the NOFO notice of funding opportunity for the Ryan White Part A program. This is due on October 1, 2024. This is for a 3-year cycle beginning in 2025.
      - They met with Horizon Dental and have a clear path moving forward. They are going to allow us to purchase individual plans. To purchase dental insurance for a client to cover dental expenses and copays would be approximately \$10 a month per client.
      - The foundation is going to look to identify organizations in the area and how to provide HIV specific dentistry.
      - They are also working on some plans for clients who might have more than just preventative needs.
      - We are working to kick off a client-based program towards the beginning of the year for medical services.
      - We will be meeting again in 2 weeks to iron out more details. The goal is to have everything worked out by March 1.
      - If someone needed other services beyond preventative services, they would reach out to the recipient's office for assistance.

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- a. **Review and Resolve Parking Lot Items** *The chair will review any items that may have been left in the parking lot for possible action.*
  - **Appoint at large members to the Steering Committee** *The committee will vote to appoint at-large members for the Steering Committee.*
  - The Steering Committee shall consist of seven (7) members, including the Chair and Vice-Chair of the Planning Council, the Co-Chairs of the Strategic Planning and Assessment Committee, and three (3) at-large members appointed by the Chairperson of the Planning Council.
  - Dental Program Updates
  - New Member Oaths of Office
- b. **Review and manage Planning Council Membership Attendance** *Support staff will present the attendance for a 12-month consecutive calendar period for review per the bylaws.*
  - Support staff reviewed the current membership attendance.
  - There were some issues with the attendance.
  - June Dowdell name should be changed to June Dowell-Burton
  - Monique Springer reported that she was in attendance during the June 2024 and March 2024 meetings.
  - Deeanne Hackett, Bre Azanedo, Manuel Delgado, and Edward Marshall were all reported to have attended the 8/26/24 online data training session.
- c. **Address membership recruitment campaign(s)** *The Planning Council will address membership recruitment efforts.*
  - Support staff talked about the membership recruitment and what we can do to help with transportation once they become a member.
  - We also talked about individuals who may be interested in joining the meetings joining in a virtual capacity.
- d. **Review and manage membership application process** *the chair will ask support staff to review any new applications.*
  - Ric moved that we enter executive session. Michelle Harvey, Abraham Corsino, Andriana Herrera and Bre Azanedo were all in favor.
  - Support staff reviewed the membership applications for Jayden Jackson, Mirita Molina, Bryan Vales.
  - PC chairs will reach out to Bryan Vales and Morita Molina for further clarification of their applications. Redirect Morita Molina to the Spanish translation.
  - We will find ways to accommodate members with language barriers.

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- There was a motion to come out of executive session by Andriana Herrera. Michelle Harvey, Abraham Corsino, Bre Azanedo, and Ric Miles were all in favor.
  - The suggestion was to vote on Jayden Jackson but tabled Bryan Vales and Morita Molina.
  - There was a motion to approve Jayden Jackson as a member of the Planning Council by Michelle Harvey. Ric Miles, Andriana Herrera, Abraham Corsino and Bre Azanedo were in favor of the motion.
- e. Review membership matrix for compliance with federal mandate** *the chair will ask support staff to review the membership matrix for compliance.*
- We are still looking for someone to fill the Part C recipient category.
  - Support staff will reach out to St. Josephs for participation.
- f. Review the results and vote on the Assessment of the efficiency of the administrative mechanism (AEAM)**
- Support staff reviewed the AEAM,
  - Were Part A Funds expended in a timely manner? On average of 22.3 days in April. In July it was 21.9 days. In October 16.9 days. In January 13.5 days. No findings.
  - Were Part A contracts with Subrecipients were signed and executed in a timely manner? They were on a 48-day average with no findings.
  - Were Part A resources reallocated in a timely manner to ensure the needs of the community are met? Reallocations were justified and explained. No recommendations or findings.
  - Made a motion to approve the AEAM with no findings was made by Andriana Herrera and seconded by Michelle Harvey. Ric Miles, Bre Azanedo, and Abraham Corsino.
- g. Review Planning Council Meeting Evaluations Results (July & August 2024)** *The chair will ask support staff to review the meeting evaluations from the previous meeting.*
- Support staff reviewed the meeting agendas.
  - There were complaints regarding the mayonnaise on sandwiches.
  - There were some comments about people who use drugs and the knowledge of methadone.
- 8. New Business (Discussion, all matters in this item are informational only)**
- **Bylaws Training: Conflicts of interest and Grievances - SPA**
  - **Commissioner Spotlight – October – Dan Smith and Manuel Delgado**
  - **Day of Capacity Planning**
    - Ric spoke about the updates to the day of capacity speakers and the times everyone will be available. He is currently working with Hackensack Meridian for more details. The meeting will be held at Crossroads Ministry.

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- **PSRA Report**

- Support staff will roll out the PSRA report once Cliff returns.

**9. Announcements and Emerging Trends (Discussion, all matters in this item are informational only)** *This is a moment for Planning Council Commissioners to make announcements or discuss emerging trends in the TGA.*

- Buddies of New Jersey will have their annual wellness fair on September 28, 2024, from 10am – 2pm
- October 11 from 10am - 2pm there will be a homeless health fair in Lincoln Park.

**10. Public Comments and Emerging Trends (Discussion, all matters in this item are informational only)** *This is a moment for members of the public to make public comments or discuss emerging trends in the TGA.*

**11. Adjournment** *The Chair will entertain a motion and a second to approve the adjournment of this meeting.*

- There was a motion to adjourn the meeting by Andriana Herrera and seconded by Michelle Harvey. Ric Miles, Bre Azanedo, and Abraham Corsino were all in favor of the motion.

**Upcoming Planning Council Meetings:**

**PLEASE NOTE THAT THE TIME IS SUBJECT TO CHANGE:**

- Tuesday, October 1, 2023
  - Steering Committee Meeting – 9:00 am – 10:00 am
  - Day of Capacity Meeting – 10:00 am – 3:00 pm

**Crossroads Ministry**

511 East 22 Street

Paterson, New Jersey 07154

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

Name of Commissioner	10/2023	11/2023	12/2023	1/2024	2/2024	3/2024	4/2024	5/2024	6/2024	7/2024	8/2024	9/2024
1. Herrera, Andriana	P	O	P	P	P	P		P	P	P	P	
2. Ric Miles	O	P	P	P	P	P		P	P	P	P	
3. Michelle Harvey				P	A	P		P	A	P	P	
4. Manuel Delgado					P	P		P	P	P	O	
5. Abraham Corsino				P	P	P		O	P	P	P	
6. Bre Azanedo										P	O	

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Members Present	7	6	8	4	4	6		4	4	6	4	
Recipient's Office	0	0	1	0	0	0		0	0	0	2	
Public/Guests	4	1	2	5	1	2		2	5	4	4	
Support Staff	1	2	2	3	1	2		3	4	3	3	

**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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