

Ric Miles- Chair & Peter Gennat- Vice Chair

Bergen/Passaic TGA Steering Committee Monthly Meeting

MEETING MINUTES

Tuesday, May 7th, 2024, 9:30am – 11:00am

Meeting via Zoom Teleconference

ATTENDANCE

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

AGENDA

- Moment of Silence.** *The chair will call the meeting to order and recognize a moment of silence.*
 - The chair observed 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 and established 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 some of them sirens expressed about the way that the last scheduled meeting. The chair will speak with the members offline.

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: March 5, 2024, meeting.** *The chair will review the minutes from the previous meeting and entertain a motion for approval.*
 - A motion to accept the minutes was made by Michelle and seconded by Manuel. All members were in acceptance and the motion was carried.

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 gave the PC's report from March.

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 – May 2024** *Support staff will review the current PCAT to ensure we are following federal mandates.*
 - Support staff reviewed the Planning Council activity timeline to ensure that we are in line with our legislative requirements.
 - b. **Receive reports of Standing Committees** *The chair will ask the chairs of the committees to provide reports.*
 - Strategic Planning and Assessment Committee (SPA)
 1. Ric reviewed the Strategic Planning and Assessment Committee report included in the packet.
 - c. **Program Updates and Collaboration with the recipient's office** *The chair will ask for a report from the recipient staff including current expenditures.*
 - Support provided the latest expenditure reports from the recipient's office. Support staff noted that the recipient was still receiving requests for reimbursement and that the full report will be available at the next meeting.
 - d. **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.*
 - **Review Bylaw updates (for possible action)** *The committee will review and vote on the proposed Bylaw changes from the last meeting.*
 - e. **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 will review attendance for the August PSRA meeting for Ric Miles.
 - f. **Address membership recruitment campaign(s)** *The Planning Council will address membership recruitment efforts.*
 - Support staff presented a new flyer for the bring one campaign.
 - Andriana made suggested edits and said that she would be willing to take a moment to update it.

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- g. Review and manage membership application process** *The chair will ask support staff to review any new applications.*

 - There were no new applications at that time.
 - h. Review membership matrix for compliance with federal mandate** *The chair will ask support staff to review the membership matrix for compliance.*

 - There has been an issue with communication in reaching out to the needed providers.
 - Some issues stem from constant staff changing.
 - The Planning Council realizes that they need to build relationships with those areas.
 - i. Receive award from HRSA/HAB for grant year. Review and approve final allocations based on actual award amount. (If a partial award is received, this process could take place again when another award is received.)** *The chair will ask for the notice of award from the recipient's office.*

 - It was noted that the award had not been received yet.
 - j. Design the Assessment of the efficiency of the administrative mechanism (AEAM).**
 - k. Review Annual Progress Report/Program Terms Report**

 - Identify 3 Accomplishments
 - There was an accomplishment of having all members attend the December meeting.
 - There has been an accomplishment in hybrid meetings using the different instruments available.
 - Identify 3 Challenges
 - Partnering with 3rd parties to support attendance at community forums.
 - Impact on dental for consumers and the position that the Planning Council plays.
 - Shifts in leadership. Being able to find our footing, now that we've had so many changes in leadership due to people terming off of the Planning Council.
 - The loss of experience on the planning council.
 - l. Negotiation of PC budget amount with recipient** *The chair will report on the progress of the PC budget negotiations.*

 - The chair has not had a chance to meet with the recipient's office.
 - m. Review Planning Council Meeting Evaluations Results** *The chair will ask support staff to review the meeting evaluations from the previous meeting.*

 - Support staff reviewed the Planning Council meeting evaluations from the last session.
- 8. New Business (Discussion, all matters in this item are informational only)**
- **Next month's training topic – Bylaws Training - Part 1** *The committee will discuss next month's training topic.*
 - **Determine Commissioner Spotlight Schedule** *The committee will review the schedule for the Commissioner Spotlights in 2024/25*
 - **Review Planning Council Binders** *Support staff will review the new planning council binders.*
 - Support staff presented the new planning council training binders.

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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.*

- The New Jersey aides walk was a success. The weather was a little bad, but everything went well, and Ray did a great job with that event.

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.*

- A motion to adjourn was made by Manuel and seconded by Michelle. All members were in favor.

Upcoming Planning Council Meetings:

PLEASE NOTE THAT THE TIME IS SUBJECT TO CHANGE:

- Tuesday, June 4th, 2024
 - Steering Committee Meeting – 9:30 am – 11:00 am
 - Full Planning Council Meeting – 11:30 am – 2:00 pm
 - **At Paterson Free Public Library, 250 Broadway
Paterson, New Jersey 07501**

www.bergenpassaic.org

Name of Commissioner	6/2023	7/2023	8/2023	9/2023	10/2023	11/2023	12/2023	1/2024	2/2024	3/2024	4/2024	5.2024
1. Herrera, Andriana	P	P	P	P	P	O	P	P	P	P		P
2. Ric Miles	P	P	O	P	O	P	P	P	P	P		P
3. Michelle Harvey								P	A	P		P
4. Manuel Delgado									P	P		P
5. Abraham Corsino								P	P	P		O
Members Present	7	7	6	8	7	6	8	4	4	6		4
Recipient's Office	0	0	0	1	0	0	1	0	0	0		0
Public/Guests	2	0	0	0	4	1	2	5	1	2		2
Support Staff	4	3	2	3	1	2	2	3	1	2		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.

Ric Miles

06/07/24

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2024.05.07 Steering Committee Minutes

Final Audit Report

2024-06-07

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