

Steering Committee Agenda

MANDATORY IN PERSON

Tuesday, September 9, 2025

9:30 a.m. – 11:00 a.m.

Crossroads Ministry

511 East 22nd Street

Paterson, New Jersey 07514

1. **Call to Order/Moment of Silence.** *The chair will call the meeting to order and recognize a moment of silence.*
2. **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.*
3. **Welcome from the Chair.** *The chair will welcome everyone to the meeting.*
As a reminder, please follow federal regulations and Planning Council guidelines by avoiding discussions on client information, funding decisions benefiting members, contracting issues, unethical conduct, off-topic matters, lobbying, or actions that violate Ryan White Program rules. Adhere to the Council's code of conduct, state your conflict of interest when necessary, and consult bylaws, policies and procedures, and HRSA guidelines if needed.
4. **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.*
5. **Review & Approval of Minutes: Tuesday, July 1, 2025, meeting.** *The chair will review the minutes from the previous meeting and entertain a motion for approval.*
6. **Business Items.** *The chair will review business items and address any possible actions related to the item.*
 - a. **Review Scope of Work & PCAT Planning Council Activity Timeline – September 2025** *Support staff will review the current PCAT to ensure we are following federal mandates.*
 - b. **Program Updates and Collaboration with the recipient's office** *The chair will ask for a report from the recipient staff including current expenditures.*
 - c. **Review and Resolve Parking Lot Items** *The chair will review any items that may have been left in the parking lot for possible action.*
 - **Dental Program Updates** *The chair will request current dental program updates.*
 - **Planning Council Support Staff Budget Considerations** *The chair will lead a discussion on this.*
 - d. **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.*
 - e. **Address membership recruitment campaign(s)** *The Planning Council will address membership recruitment efforts.*
 - **Bring One Campaign**
 - f. **Review membership matrix for compliance with federal mandate** *The chair will review the current membership matrix for compliance.*

- g. **Review and Manage Planning Council Membership Application Process** *There are no new Planning Council applications at this time.*
 - h. **Review Planning Council Meeting Evaluations Results (July 2025)** *The chair will ask support staff to review the meeting evaluations from the previous meeting.*
 - i. **Administer the Assessment of the efficiency of the administrative mechanism (AEAM)** *The chair will discuss the timeline for the survey tool to be administered.*
 - j. **Directives to the Recipient Review and Update** *The chair will collaborate with support staff and present current directives and review any potential updates.*
 - k. **Review Planning Council Support Budget** *The chair will ask to review the current Planning Council Support Budget through July.*
- 7. **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.*
 - 8. **Public Comments and Emerging Trends (Discussion, all matters in this item are information only)** *This is a moment for members of the public to make public comments or discuss emerging trends in the TGA.*
 - 9. **Adjournment** *The Chair will entertain a motion and a second to approve the adjournment of this meeting.*

September Planning Council Meetings:

MANDATORY IN PERSON

Tuesday, September 9, 2025

Priority Setting and Resource Allocation Training : 11:00am – 4:00pm

Wednesday, September 10, 2025

Priority Setting and Resource Allocation : 10:00am – 4:00pm

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