

Ric Miles- Chair & Michelle Harvey– Vice Chair

Bergen/Passaic TGA Steering Committee Monthly Meeting

MEETING MINUTES

Tuesday, July 7 2026

10:30am – 11:30am

Newbridge Medical Center

230 E Ridgewood Avenue

Paramus, NJ 07652

ATTENDANCE

Members	Present/Absent	Members	Present/Absent
Anjettica Boatwright	P	Michelle Harvey	P
Abraham Corsino	A	Ric Miles	P
Donna Gioffre	P	Marc Scott	P
PC Support Staff		Recipient Representatives	
Thomas Rodriguez-Schucker	P	Milagros Izquierdo	A
Sara Seaburg	A	Maricela Marin	A
Deryk Jackson	P	Phillip Velazquez	A
P= Present A= Absent			
Guests: Ray Welsh			

- Moment of Silence** – Chair Ric Miles called the meeting to order and observed a moment of silence.
- Welcome to the Vice-Chair** – Ric Miles welcomed participants and reminded members to adhere to federal Ryan White Program requirements, the Planning Council Code of Conduct, and conflict-of-interest disclosure rules.
- Roll Call** - Support staff took a roll call of members and established a quorum for the meeting.
- Public Comments and Emerging Trends**
Members discussed several emerging trends affecting the HIV community. Concerns were raised regarding reduced participation in harm reduction services due to weather-related factors. Additional discussion focused on the lower presence of gay men at local Pride events and the need to identify alternative outreach and engagement opportunities. Recognition was also given to the passing of a long-time HIV community advocate, highlighting his contributions to serving individuals experiencing homelessness.
- Review & Approval of Minutes: Tuesday, June 2, 2026, meeting**
Anjettica Boatwright made a motion to approve the June 2, 2026 meeting minutes and Michelle Harvey seconded the motion.

For: (5) Boatwright, Gioffre, Harvey, Miles, Scott

Against: (0)

Abstain: (0)

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.

6. Business Items

- a. Review Scope of Work & PCAT Planning Council Activity Timeline –June 2026-** The committee reviewed the July 2026 Planning Council Activity Timeline (PCAT) and confirmed that legislative mandates and required activities remained on schedule. Updates included receipt of standing committee reports, membership management activities, planning for the Assessment of the Administrative Mechanism (AEAM), and confirmation that the Integrated HIV Prevention and Care Plan was submitted by the federal deadline.

b. Program Updates and Collaboration with the recipient's office

In the absence of recipient staff, support staff presented expenditure data for the current grant year. Several service categories were reviewed, including outpatient ambulatory health services, medical case management, mental health services, food bank services, and MAI-funded programs. Members discussed expenditure trends, categories with spending levels above projections, and the potential need for future budget modifications. The committee emphasized the importance of monitoring spending patterns and understanding factors influencing service utilization

c. Review and Resolve Parking Lot Items

Support staff provided an update on the HRSA Site Visit Corrective Action Plan. Revised timelines were submitted to HRSA, with corrective action activities scheduled through February 2027 to allow adequate time for completion. Committee members discussed ongoing bylaw revisions and other corrective action activities expected to be completed ahead of schedule.

d. Review and Manage Planning Council Management Attendance

The committee reviewed member attendance records for the rolling twelve-month period. Several members were identified as having attendance concerns under the bylaws, while others were approaching the attendance threshold. A discrepancy in one member's attendance record was identified and flagged for correction. Members were reminded that attendance compliance remains essential for maintaining active Planning Council membership

e. Address membership recruitment campaign(s) The Planning Council will address membership recruitment efforts.

The committee discussed ongoing recruitment efforts, including the "Bring One" Campaign and outreach activities associated with the membership recruitment event held following the meeting. Members were encouraged to distribute recruitment materials, invite prospective members, and direct interested individuals to the Planning Council website to learn more about membership opportunities and responsibilities.

f. Review membership matrix for compliance with federal mandate membership matrix for compliance.

The membership matrix was reviewed to assess compliance with federal representation requirements. The committee examined demographic data related to race, ethnicity, age, gender, and consumer representation. While the Planning Council remained compliant with the federal requirement for unaligned consumers, members discussed opportunities to strengthen representation among Hispanic individuals, younger adults, and other populations more reflective of the local epidemic.

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g. Review and Manage Planning Council Membership Application Process

No new membership applications were presented for review. Support staff reported ongoing efforts to assist prospective members who have expressed interest in serving on the Planning Council but have not yet completed the application process

h. Review Annual Meeting Feedback From June 2, 2026.

Results from the June Planning Council meeting evaluation were presented. Feedback indicated high levels of satisfaction with meeting organization, productivity, inclusiveness, and the hybrid meeting format. Participants reported feeling comfortable speaking during meetings and believed meeting objectives were accomplished. Suggestions included improving access to virtual meeting links and increasing participation at future meetings.

i. HRSA Award Update

The committee reviewed the official HRSA Notice of Award for the current grant year, totaling \$3,818,218. Members discussed the formula, Minority AIDS Initiative (MAI), and supplemental funding components of the award, as well as recent federal formula changes that affected funding levels. The discussion emphasized the importance of fully expending grant funds and preparing for the upcoming supplemental funding application cycle.

j. HRSA Site Visit Report

Attendees reviewed initial responses to HRSA site visit findings, with action steps focused on improving conflict of interest documentation, developing service standards, initiating the overdue needs assessment, updating bylaws and policies, and completing commissioner appointment letters.

7. Announcements and Emerging Trends (Discussion, all matters in this item are informational only)

A committee member announced a recent housing transition and shared plans to provide future updates regarding housing-related services and resources.

8. Public Comments and Emerging Trends (Discussion, all matters in this item are informational only)

There was none

9. Adjournment

Anjettica Boatwright made a motion for adjournment and Marc Scott seconded the motion.

For: (5) Boatwright, Gioffre, Harvey, Miles, Scott

Against: (0)

Abstain: (0)

Planning Council Member Conflicts

Thaisha Gonzalez, Dental Services, Early Intervention Services (EIS), Medical Case Management, Outpatient/Ambulatory Medical Services, and Mental Health Services; **Michelle Harvey**, Early Intervention Services (EIS), Medical Transportation, Medical Case Management, Substance Use Treatment, and Health Education/Risk Reduction Services; **Monique Springer**, Early Intervention Services (EIS), Medical Transportation, Medical Case Management, Substance Use Treatment, and Health Education/Risk Reduction Services; **Jayden Jackson**, Medical Case Management and Treatment Adherence, Early Intervention Services (EIS), Mental Health Services, and Referrals for Health Care and Support Services; **Abraham Corsino**, Psychosocial Support Group Services, Early Intervention Services (EIS), Medical Case Management, Medical Transportation, Mental Health Services, Referrals for Health Care and Support Services, and Nutrition Services; **Ric Miles**, Psychosocial Support Group Services, Early Intervention Services (EIS), Medical Case Management, Medical Transportation, Mental Health Services, Referrals for Health Care and Support Services, and Nutrition Services; **Jerry Dillard**, Psychosocial Support Group Services, Early Intervention Services (EIS), Medical Case Management, Medical Transportation, Mental Health Services, Referrals for Health Care and Support Services, Nutrition Services, Substance Use Services, and Health Education/Risk Reduction Services.

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Upcoming Planning Council Meetings:

Tuesday, August 11, 2026 (Mandatory in Person)

- Steering Committee Meeting 9:30am – 10:30am
- Planning Council PSRA Training 11:00am – 4:00pm

Wednesday, August 12, 2026 (Mandatory in Person)

- Planning Council PSRA Workshop: 10:00am – 4:00pm

Paterson Free Public Library
250 Broadway
Paterson, NJ

ATTENDANCE THROUGH June 2026

	PC	SPA	PSRA 1	PSRA 2	PC	SPA	PC	SPA	PC	SPA	PC	SPA	ABS
Name of Commissioner	July	Sept	Sept	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	
Bre Azanedo	P	A	A	P	A	A	P	A	A	A	A	A	9
Anjettica Boatwright	P	P	P	P	P	P	P	P	P	P	P	P	0
Abraham Corsino	P	P	P	P	A	P	P	A	P	P	P	P	2
Manuel Delgado	A	P	P	A	A	P	A	P	P	A	A	A	6
Jerry Dillard	-	-	-	-	-	-	-	P	P	P	P	A	1
Dorris Ezomo	P	P	P	A	P	A	P	P	A	P	P	A	4
Donna Gioffre	-	-	-	-	-	-	-	P	P	P	P	P	0
Thaisha Gonzales	A	P	P	A	P	A	A	A	A	P	A	A	8
Deeanne Hackett	A	P	P	A	P	A	P	P	A	P	P	A	5
Michelle Harvey	P	P	P	P	P	P	P	P	P	A	A	P	2
Jayden Jackson	-	-	-	-	-	-	-	A	P	A	A	A	4
Edward Marshall	A	P	P	P	P	A	A	P	P	P	P	P	3
Ric Miles	P	P	P	P	P	P	P	P	P	P	P	P	0
Robert Schaefer	A	A	P	A	A	A	A	P	P	P	P	P	6
Marc Scott	P	A	P	P	A	P	P	P	P	A	P	P	3
Monique Springer	P	A	A	P	P	P	P	P	P	A	A	P	4


Ric Miles (Aug 31, 2026 12:39:04 EDT)

Aug 31, 2026

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BPTGA Steering Committee Meeting

2026.07.01

Final Audit Report

2026-08-31

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