



Michelle Harvey - Chair & Dan Smith - Vice Chair

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**Bergen/Passaic TGA Planning & Development Committee Monthly Meeting**

**MEETING MINUTES**

Thursday, February 8<sup>th</sup>, 2024

10:45am – 12:45pm

Meeting via Zoom Teleconference

**ATTENDANCE**

| Members   | Present | Absent | Recipient Representatives | Present | Absent |
|---|---------|--------|---------------------------|---------|--------|
| Dan Smith   | P       |        | Milagros Izquierdo        |         | O      |
| Anjettica Boatwright  | P       |        | Phillip Velazquez         |         | O      |
| Jerry Dillard   | P       |        |                           |         |        |
| Andriana Herrera  |         | O      |                           |         |        |
| Ric Miles   | P       |        |                           |         |        |
| Gloria Price  |         | O      |                           |         |        |
| Miriam Torres   | P       |        |                           |         |        |
| Karen Walker  | P       |        |                           |         |        |
| Ray Welsh   |         | O      |                           |         |        |
| Michelle Harvey   | P       |        |                           |         |        |
| Monique Springer  |         | O      |                           |         |        |
|   |         |        |                           |         |        |
| <b>PC Support Staff</b>                                     |         |        |                           |         |        |
| Thomas Rodriguez-Schucker                                   | P       |        |                           |         |        |
| Clifford Barnett  |         | O      |                           |         |        |
| Deryk Jackson   | P       |        |                           |         |        |
|   |         |        |                           |         |        |
| <b>Guests:</b> Manuel Delgado, Deeanne Hackett, Bre Azanedo |         |        |                           |         |        |

**AGENDA**

**(1.0) Moment of Silence**

- Dan announced a moment of silence.

**(2.0) Welcome by the Chair**

- Dan welcomed everyone to the meeting.

**(3.0) Roll Call**

- Support staff took roll call and established a quorum for the meeting.

**Mission Statement**

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**(4.0) Public Comments** (*Discussion, all matters in this item are information only*)

**(5.0) Review & Approval of Minutes from January 11<sup>th</sup>, 2024**

- **Vote:** A motion to approve the minutes as written was made by Anjettica Boatwright and seconded by Jerry Dillard.

**For:** (7) Dan Smith, Anjettica Boatwright, Jerry Dillard, Ric Miles, Miriam Torres, Karen Walker, Michelle Harvey

**Against:** (0)

**Abstain:** (0)

**(6.0) Review New Developments of “Ending the Epidemic, A Plan for America” and State of New Jersey’s Ending the Epidemic Initiative** (*Discussion*)

- Work with Dotti to provide a report for future meetings.
- AETC – War Talley announced an Ending the Epidemic conference with more information to follow.
- Support staff will reach out to HPG or state officials to see who was funded for the harm reduction grant.

**(7.0) Business Items**

- **Review Scope of Work and PCAT Planning Council Activity Timeline – Planning and Development Committee**
- **Review Reallocation Requests from the Recipients office**
  - No reallocation requests at this time.
- **Review Part A Expenditure Reports by Service Category**
  - Updated Expenditure Reports provided by the recipient office.
  - Support staff reviewed the current expenditure report.
  - It was noted that some vouchers have not been received for October, November, and December.
  - We are currently 70% spent among all service categories including core, support and MAI.
- **Review progress and updates of the Integrated Plan**
  - Updates were provided by Anjettica.
  - She informed the committee that she participates in the meetings and will be able to provide information.
- **Review of TGA Annual Quality Improvement Plan**
  - There will not be an official meeting in February. Subrecipients will have an opportunity to receive a yellow belt in Lean Six Sigma training. Be sure to bring a laptop or tablet to the training.
- **Planning for Needs Assessment**
  - Tabled to the first SPA meeting in grant year 2024/25

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- **Nomination of Chairs**
- **Review and Resolve Parking Lot Items**
  - Plain Language Service Standards – Follow up on Syringe exchange.
  - **Vote:** A vote to finalize the plain language service standards was made by Karen Walker and seconded by Anjettica Boatwright.  
**For:** (7) Dan Smith, Anjettica Boatwright, Jerry Dillard, Ric Miles, Miriam Torres, Karen Walker, Michelle Harvey  
**Against:** (0)  
**Abstain:** (0)
- (8.0) New Business** *(Discussion, all matters in this item are informational only)*
- (9.0) Announcements** *(Discussion, all matters in this item are informational only)*
- (10.0) Public Comments** *(Discussion, all matters in this item are informational only)*
- (11.0) Adjournment**
  - **Vote:** A motion to adjourn was made by Karen Walker and seconded by Jerry Dillard.  
**For:** (7) Dan Smith, Anjettica Boatwright, Jerry Dillard, Ric Miles, Miriam Torres, Karen Walker, Michelle Harvey  
**Against:** (0)  
**Abstain:** (0)

**Upcoming Planning Council Meetings:**

- Tuesday, March 5<sup>th</sup>, 2024
  - Steering Committee – 9:30 am – 11:00 am
  - Planning Council Meeting – 11:30 am – 2:00 pm
    - **At Crossroads Ministry Center, 511 E22nd Street**

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| Name of Commissioner    | 3/2023       | 4/2023       | 5/2023       | 6/2023       | PSRA         | 8/2023       | 9/2023       | 10/2023      | 11/2023 | 12/2023 | 1/2024 | 2/2024 |
|-------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------|---------|--------|--------|
| 1. Dan Smith            |              |              |              |              |              |              |              |              |         | P       | P      | P      |
| 2. Anjettica Boatwright | P            | P            | P            | P            | P            | P            | P            | P            | P       | P       | P      | P      |
| 3. Jerry Dillard        | P            | P            | P            | P            | P            | P            | P            | P            | O       | P       | P      | P      |
| 4. Andriana Herrera     | O            | O            | O            | O            | P            | O            | O            | O            | O       | O       | O      | O      |
| 5. Ric Miles            | P            | P            | P            | P            | P            | P            | P            | P            | P       | P       | P      | P      |
| 6. Gloria Price         | <del>P</del> | <del>P</del> | <del>P</del> | <del>P</del> | <del>P</del> | <del>P</del> | <del>P</del> | <del>P</del> | P       | P       | O      | O      |
| 7. Miriam Torres        | P            | P            | P            | O            | P            | O            | P            | P            | P       | P       | P      | P      |
| 8. Karen Walker         | P            | P            | P            | P            | P            | P            | P            | P            | P       | P       | P      | P      |
| 9. Ray Welsh            | P            | P            | P            | P            | P            | P            | P            | O            | P       | P       | P      | O      |
| 10. Michelle Harvey     | P            | P            | O            | P            | P            | P            | P            | P            | P       | P       | P      | P      |
| 11. Monique Springer    | P            | P            | P            | P            | P            | P            | P            | P            | P       | P       | P      | O      |
| Members Present         | 9            | 9            | 8            | 8            | 10           | 8            | 9            | 8            | 8       | 8       | 9      | 7      |
| Alternates Present      | 0            | 1            | 1            | 0            | 1            | 0            | 0            | 0            | 1       | 0       | 0      | 0      |
| Recipient's Office      | 0            | 0            | 1            | 1            | 2            | 0            | 0            | 0            | 0       | 1       | 0      | 0      |
| Public/Guests           | 0            | 0            | 3            | 1            | 1            | 1            | 1            | 2            | 2       | 3       | 1      | 3      |
| Support Staff           | 2            | 2            | 3            | 4            | 2            | 3            | 2            | 2            | 2       | 3       | 3      | 2      |

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