

*Karen Walker & Ray Welsh, Co-Chairs*

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

**MEETING MINUTES**

Tuesday, May 4, 2021, 9:30 – 11:00 am

Meeting via Zoom Teleconference

**ATTENDANCE**

Members	Present	Absent	Recipient Representatives	Present	Absent
Patricia Cuffe	X		Milagros Izquierdo		X
Jerry Dillard	X				
Nick Kubisky		X			
Karen Walker	X				
Ray Welsh	X				
<b>PC Support Staff</b>			<b>Guests</b>	<b>1</b>	
Thomas Rodriguez-Schucker	X				
Deryk Jackson	X				

**AGENDA**

Item	Discussion, Motions, and Actions
<b>I. <u>Moment of Silence</u></b>	Karen Walker called the meeting to order at 9: 31 a.m. A moment of silence was observed for those affected by HIV.
<b>II. <u>Welcome by the Chair</u></b>	The chair welcomed the commissioners, guests, and the public.
<b>III. <u>Roll Call</u></b>	Support staff took roll call.
<b>IV. <u>Review &amp; Approval of Minutes</u></b>	A motion to approve the April 6, 2021 Minutes was made by Patricia Cuffe and seconded by Ray Welsh.  <b>For: (4) Cuffe, Dillard, Walker, Welsh</b> <b>Against: (0)</b> <b>Abstain: (0)</b>
<b>V. <u>Report of the Chair</u></b>	
a. Chair's Report	The second half of the Ryan White award has been received. The recipient and subrecipients are working on finalizing their budget for their contracts.
b. New Jersey HIV Planning Group (NJHPG) Update	The NJHPG Executive Committee met on May 3 <sup>rd</sup> . They are continuing to work on their days of learning, Trans Day of Learning, and HIV & Aging. The days of learning will be held weekly for a month, with each session being approximately an hour.  The End the Epidemic plan is still awaiting approval from the governor's office. Hyacinth will be giving policy updates at the NJHPG meetings.
<b>VI. <u>Business Items</u></b>	

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Item	Discussion, Motions, and Actions	
a. Review Steering Committee PCAT	March	<ul style="list-style-type: none"> <li>• Receive reports of standing committees</li> <li>• Program updates and collaboration with the Recipient's Office</li> <li>• Review and resolve parking lot items</li> <li>• Receive award from HRSA/HAB for grant year. Review and approve final allocations based on actual award amount.</li> <li>• Negotiation of PC budget amount with the recipient.</li> <li>• Design the Assessment of the efficiency of the administrative mechanism (AEAM).</li> </ul>
b. Review Planning Council Meeting Evaluation Results	<p>The committee reviewed the Planning Council Evaluation Results from the April 6, 2021 meeting. The committee discussed having the links readily available during the PC meeting to gain more participation and feedback.</p> <p>With the social distancing restrictions loosening, The Steering Committee discussed adding a question to find out how many people would be interested and willing to meet in person.</p>	
c. Decide next month's training topic for Planning Council	<ul style="list-style-type: none"> <li>• Priority Setting &amp; Resource Allocations Process</li> </ul>	
d. Planning Council Committee Reports	<p><b><u>Planning and Development-</u></b></p> <ul style="list-style-type: none"> <li>• <b>Needs Assessment</b> – The committee reviewed the final results of the Needs Assessment Data. A report detailing the data will be reviewed by Planning &amp; Development at the next committee meeting.</li> <li>• <b>PSRA</b> – The committee revisited the 2021 Priority Setting &amp; Resource Allocation (PSRA) Report in planning for the upcoming PSRA workshop. The report outlined the process, gave participant feedback, and provided the results of the priority settings of service categories &amp; resource allocations.</li> </ul> <p><b><u>Community Development-</u></b></p> <ul style="list-style-type: none"> <li>• Town Hall Meetings for Input into the PSRA Process –The committee met and had a discussion on the virtual town hall. Support Staff went through the agenda which included a presentation of the Ryan White Program and Services in the Bergen-Passaic TGA, two activities where participants will be placed into smaller break-out groups to identify service needs &amp; barriers that the pandemic has caused. This will serve to capture additional feedback from the community that might have not been captured on the Needs Assessment.</li> </ul>	
e. Recipient Updates		

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<b>Item</b>	<b>Discussion, Motions, and Actions</b>
<b>VII. <u>Parking Lot Items/ Unfinished Business</u></b>	<ul style="list-style-type: none"> <li>• Receive award from HRSA/HAB for grant year. Review and approve final allocations based on actual award amount.</li> <li>• Negotiation of PC budget amount with the recipient</li> </ul>
<b>VIII. <u>New Business</u></b>	
a. Design the Assessment of the efficiency of the administrative mechanism (AAM).	The committee discussed the design of the AEAM. This year the committee will incorporate questions for Planning Council members to answer regarding the recipient and the planning process.
b. Review of the MOU	<p>The committee reviewed the updated MOU. There were only minor changes, more specifically surrounding the contact and co-chair information.</p> <p>A motion to approve the updated MOU was made by Jerry Dillard and seconded by Ray Welsh.</p> <p>VOTE: All in favor.</p>
<b>IX. <u>Next Steering Committee Meeting</u></b>	<ul style="list-style-type: none"> <li>• June 1<sup>st</sup>, 2021</li> <li>• August 3<sup>rd</sup>, 2021</li> </ul>
<b>X. <u>Announcements</u></b>	The Steering committee is down to 5 members, and it should be at 7. The committee will continue to discuss who will fill those spots on the committee.
<b>XI. <u>Adjournment</u></b>	The meeting was adjourned at 10:23 am.

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<b>Name of Commissioner</b>	<b>5/5/2020</b>	<b>6/2/2020</b>	<b>8/11/2020</b>	<b>9/1/2020</b>	<b>10/6/2020</b>	<b>11/10/2020</b>	<b>12/1/2020</b>	<b>1/5/2021</b>	<b>2/2/2021</b>	<b>3/2/2021</b>	<b>4/6/2021</b>	<b>5/4/2021</b>
1. Cuffe, Patricia	P	P	P	P	O	P	P	P	P	P	P	P
2. Dillard, Jerry	P	P	O	P	P	P	P	P	P	P	P	P
3. Kubisky, Nick	P	P	P	P	P	P	P	P	O	P	P	O
4. Walker, Karen	P	P	P	O	P	P	P	P	P	P	P	P
5. Welsh, Ray	P	P	P	P	O	O	P	P	P	P	P	P
Members Present	6	6	5	5	3	4	5	5	4	5	5	4
Recipient's Office	1	1	0	2	0	0	0	1	1	0	1	0
Public/Guests	1	0	0	0	1	2	0	2	0	2	1	0
Support Staff	3	3	2	2	2	2	1	2	2	2	2	2

**Key: Present (P), Late (L), Alternate (A), Absent (O)**

\*Alternate was present at time of roll call. Commissioner arrived afterward.

\*\*Resignation received on this day.

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