



Ric Miles- Chair & Bre Azanedo – Vice Chairs

www.bergenpassaictga.org

Planning Council Meeting Agenda

Tuesday, February 3, 2026

1:00pm – 3:00pm

Paterson Free Public Library
250 Broadway, Paterson NJ, 07501

Join Zoom Meeting:

<https://us02web.zoom.us/j/85034270414?pwd=kaazSfaMUlobModJUs9QKP78BqfW1p.1&from=addon>

Meeting ID: 850 3427 0414

Passcode: 009078

AGENDA

1. **Moment of Silence** *The chair will call the meeting to order and recognize a moment of silence.*
2. **Welcome by the Chair** *The chair will welcome everyone to the meeting and proceed to read the Mission Statement and Open Public Meeting Statements.*

Reading of 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

Reading of Open Public Meeting Statement

Open Public Meeting Act Statement– In compliance with the Open Public Meetings Act of the State of New Jersey, notification of this meeting has been sent to The Record and the Herald News and notices have been posted on the Planning Council webpage at www.bergenpassaictga.org. Meeting notices are also posted on the bulletin board at the City of Paterson Grants Management Division- Ryan White/HOPWA Office.

3. **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.*
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. **Report of the Chair** *(For possible action)* *The Planning Council chair will provide a report from the last session.*
6. **Review of Minutes: Annual Meeting on December 2, 2025** *(For possible action)*
The chair will review the minutes from the previous meeting and entertain a motion for approval.
7. **Program Update and Collaboration with the Recipients Office - Recipient's Report** *The chair will ask for a report from the recipient staff.*

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8. **Department of HIV, STD, and TB Services (DHSTS) Report (Inclusive of Part B)** *The chair will request a report from the Part B representative.*
9. **New Jersey HIV Planning Group (NJHPG) Update** *The chair will request a report from the NJHPG representative – Dotti Dowdell.*
10. **Planning Council Training – There will be a training on ‘Cultural Bias and It’s Impact on Ryan White Planning Council Work’**
11. **Business Items (For possible action)** *The chair will review business items and address any possible actions related to the item.*
 - **Review of Planning Council Action Timeline (PCAT) – February 2026** *Support staff will review the current PCAT to ensure we are following federal mandates.*
 - **Receive reports of standing committees** *The chair will ask the chairs of the committees to provide reports. Strategic Planning and Assessment Committee (SPA)*
 - **Review and resolve parking lot items** *The chair will review any items that may have been left in the parking lot for possible action.*
 - **Approval of New Planning Council Members** *The chair will bring any new applications forward for review and approval that have come from the Steering Committee.*
 - **By-Laws Review and Update** **The chair in collaboration with support staff will present and review the current by-laws.**
 - **Memorandum of Understanding (MOU) Review and Update** **The chair will ask support staff to review the current MOU.**
 - **Planning Council Chair and Vice Chair/Strategic Planning & Assessment Co-Chair Elections** **The chair will ask support staff to list all nominees who have accepted their nominations for review.**

New Business (for discussion)

- **Planning Council Evaluations to Complete**
<https://www.surveymonkey.com/r/CF9PP6F>



12. **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.
13. **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.
14. **Adjournment** *The Chair will entertain a motion and a second to approve the adjournment of this meeting.*

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March Planning Council Meetings:

Tuesday, March 3, 2026

Steering Committee Meeting: 10:30am – 12:00am

Tuesday, March 3, 2026

Strategic Planning & Assessment Committee: 1:00pm – 3:00pm

Crossroads Ministry

511 East 22nd Street

Paterson, New Jersey 07514

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Bergen/Passaic TGA Planning Council

ANNUAL MEETING MINUTES

Tuesday, December 2, 2025

11:00am – 2:00pm

ATTENDANCE

Planning Council Commissioners	Present/Absent	Planning Council Commissioners	Present/Absent
Bre Azanedo	A	Michelle Harvey	P
Anjettica Boatwright	P	Edward Marshall	P
Abraham Corsino	P	Ric Miles	P
Manuel Delgado	A	Robert Schaffer	A
Doris Ezomo	P	Marc Scott	A
Thaisha Gonzalez	P	Dan Smith	P
Sara Grajeda	A	Monique Springer	P
Deeanne Hackett	P		
PC Support Staff		Recipient Staff	
Thomas Rodriguez-Schucker	A	Milagros Izquierdo	P
Sara Seaburg	P	Phillip Velazquez	P
		Maricela Marin	P
Guests			
Donna Gioffre, Karen Walker, Shemetra Hall, Jayden Jackson, Kerwin Sherwood, Jerry Dillard, Ray Welsh			

- Moment of Silence** – Ric Miles opened the meeting with a moment of silent reflection.
- Welcome by the Chair** – Ric Miles welcomed everyone to the annual meeting and talked about the importance of taking this time to reflect on work of the Planning Council through the year.
- Roll Call** – Support staff took roll call and established a quorum.
- Public Comments and Emerging Trends** (*Discussion, all matters in this item are information only*)
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There were none.
- Report of the Chair** (*For possible action*)
Ric Miles presented this years’ Mark Bengé award to Anjettica Boatwright for her consistent dedication and advocacy on behalf of the BPTGA Planning Council.

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6. BPTGA and Committee Updates

- Program Update and Collaboration with the Recipients Office - Recipient’s Report – there was none
- Department of HIV, STD, and TB Services (DHSTS) Report (Inclusive of Part B) - there was none
- New Jersey HIV Planning Group (NJHPG) Update - there was none
- Strategic Planning and Assessment Committee (SPA)

Anjettica Boatwright gave the following report:

- a. Minutes from the 2-day PSRA process meetings were review and approved with corrections regarding attendance.
- b. Support staff reviewed the PCAT (Planning Council Activity Timeline) and all tasks are on target.
- c. Details for the Annual Meeting were reviewed and finalized. Staff will send the draft PC Annual Report to Ric for any changes needed.
- d. The separation of roles between the Planning Council and Strategic Planning & Assessment committee was brought up and will be discussed further in the upcoming months.
- e. Three membership applications were reviewed that had come from the Steering Committee for an official vote and all applicants were approved unanimously.
- f. The process of the swearing in ceremony by the Mayor was discussed and concern was expressed that there are still individuals who have not yet been sworn in from the last approval process. This will be discussed in the upcoming months.

7. Business Items *(For possible action) The chair will review business items and address any possible actions related to the item.*

- Annual Report to the Mayor – Ric Miles presented the Annual Planning Council to Joel Ramirez, the director of Department of Health & Human Services. Mr. Ramirez accepted this report and extended his gratitude to the Planning Council.
- Appointment of new Planning Council members - Joel Ramirez invited Donna Gioffre, Jayden Jackson and Jerry Dillard up to be sworn in as office Planning Council commissioners.

8. Candlelight Vigil and Grateful Reflections

Karen Walker led the group through a candlelight vigil in remembrance of those who have passed and reflect on the work that is being done today.

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.

There were none.

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 comments or discuss emerging trends in the TGA.

There were none.

11. Adjournment

Dan Smith made a motion to adjourn and Anjettica Boatwright seconded the motion.

For: (10) Boatwright, Corsino, Ezomo, Gonzalez, Hackett, Harvey, Marshall, Miles, Smith, Springer

Against: (0)

Abstain: (0)

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PLANNING COUNCIL TASKS	
<i>BERGEN/PASSIAC TGA Planning Council</i>	<i>Feb</i>
Receive reports of standing committees	X
Program updates and collaboration with the Recipient's office	X
Review and resolve parking lot items	X
Approval of new Planning Council members	X
<i>Review Scope of Work & Planning Council Activity Timelines (PCAT) for the Next Grant</i>	X
<i>By-Laws Review and Update</i>	X
<i>Memorandum of Understanding (MOU) Review and Update</i>	X
<i>Directives to the Recipient Review and Update</i>	X
Orientation of new members	X