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Steering Committee Agenda

Tuesday, July 8, 2025

4:00pm – 5:30pm

Join Zoom Meeting

<https://us02web.zoom.us/j/85246077073?pwd=CQulbOg8V14RfSn3mgCnoUQ8Tzy8lQ.1&from=addon>

Meeting ID: 852 4607 7073

Passcode: 691966

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, June 3, 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 – July 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.*
 - **New Membership Application(s)**
 - 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**

Ric Miles- Chair & Bre Azanedo – Vice Chair

- 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** *The chair will discuss the new Planning Council application.*
 - h. **Review Planning Council Meeting Evaluations Results (June 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. **Review Planning Council Support Budget** *The Chair will ask to review the current Planning Council Support Budget through July.*
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8. **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.*
 9. **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.*
 10. **Adjournment** *The Chair will entertain a motion and a second to approve the adjournment of this meeting.*

August Planning Council Meetings:

Tuesday, August 5, 2025

- Steering Committee : 10:30am -12:00pm
- Priority Setting and Resource Allocation Training : 11:00am – 4:00pm

Wednesday, August 6, 2025

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

Crossroads Ministry
511 East 22 Street
Paterson New Jersey, 07154

Ric Miles- Chair & Bre Azanedo – Vice Chair

Bergen/Passaic TGA Steering Committee Monthly Meeting

MEETING MINUTES

Tuesday, June 3, 2025

10:30am – 12:00pm

ATTENDANCE

Members	Present/Absent	Members	Present/Absent
Ric Miles	P		
Bre Azanedo	P		
Marc Scott	A		
Anjettica Boatwright	P		
Abraham Corsino	P		
Dan Smith	P		
PC Support Staff		Recipient Representatives	
Thomas Rodriguez-Schucker	P	Milagros Izquierdo	A
Deryk Jackson	P	Phillip Velazquez	A
Sara Seaburg	P	Maricela Marin	A
Tatum Townsend	P		
P= Present A= Absent			
Guests: Monique Springer, Ray Welsh, Ed Marshall, Michelle Harvey, Manual Delgado			

- Moment of Silence** – Ric Miles observed a moment of silent reflection and reminded all attendees about the meeting guidelines and the code of conduct.
- Welcome to the Chair** – Ric Miles welcomed everyone to the meeting.
- Roll Call** - Support staff took a roll call of members and established a quorum for the meeting.
- Public Comments and Emerging Trends**
A question was raised regarding the impact of the current political climate on funding. At this time, Congress is operating under a continuing resolution, with any significant changes anticipated in 2026.
- Review & Approval of Minutes: Tuesday, May 6, 2025, meeting**
Vote: Abraham Corsino made a motion to approve the May 6, 2025 meeting minutes and Bre Azanedo seconded this.
For: (3) Azanedo, Corsino, Smith
Against: (0)
Abstain: (2) Scott, Boatwright
- Business Items**
 - Review Scope of Work & PCAT Planning Council Activity Timeline – June 2025-** Support staff reviewed the current Planning Council Activity Timeline, and the Planning Council remains in compliance with its legislative requirements.

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.

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

The Recipient has submitted the GY24 Progress Report, that was due to HRSA on May 29th. PC Support submitted the current PC roster. The recipient has received the second partial award letter. The TGA has received approximately \$1.7 million of the fiscal year. \$1.5 million from the formula award, 148,000 from MAI. This is approximately a third of the full award that was received in the previous grant year.

c. Review and Resolve Parking Lot Items

- Dental Program Updates – The dental program has reached out to the Part A recipient's office to set up a meeting to move forward. The recipient is currently awaiting further correspondence.
- Planning Council Budget Considerations – It has been recommended that meetings move back to virtual for a cost savings since the TGA has not received its full award yet.

d. Review and Manage Planning Council Management Attendance

Support staff presented the current attendance tracker. There were some minor discrepancies that support staff will address.

e. Address membership recruitment campaign(s) The Planning Council will address membership recruitment efforts. Ric Miles gave the committee an updated on the current Planning Council makeup and membership. Currently, the PC stands at 22 members, with 36% representation from unaligned consumers. The PC has received two new applications from providers, but it was mentioned to keep those applicants engaged and invited, until the time where the PC can bring on additional unaligned consumers to keep the mandated reflectiveness.

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

Ric Miles gave the committee an updated on the current Planning Council makeup and membership. Currently, the PC stands at 22 members, with 36% representation from unaligned consumers. There are two membership vacancies remaining: Local Public Health Agency, and Hospital Planning Agency/Healthcare Planning Agency. Ric to leverage his professional connections to help aid in the recruitment efforts.

g. Review and Manage Planning Council Membership Application Process

The PC has received two new applications from providers, but it was mentioned to keep those applicants engaged and invited, until the time where the PC can bring on additional unaligned consumers to keep the mandated reflectiveness.

h. Review Planning Council Meeting Evaluations Results (May 6 2025)

Support staff presented the evaluation results from the May 6 Strategic Planning and Assessment (SPA) Committee. Overall meeting feedback was positive.

i. Administer the Assessment of the Efficiency of the Administrative Mechanism (AEAM)

The workbook has been sent to the Part A recipient's office for completion. Once the workbook is completed, a survey will be administered out to Part A providers, Planning Council Commissioners, and community members for input into the Administrative Mechanism.

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Ric Miles- Chair & Bre Azanedo – Vice Chair

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

There were no announcements or emerging trends at this point.

8. Public Comments and Emerging Trends (Discussion, all matters in this item are informational only) – There were no public comments or emerging trends.

9. Adjournment

Vote: Anjettica Boatwright made a motion for adjournment. The motion was supported by Dan Smith

ALL IN FAVOR

Upcoming Planning Council Meetings:

Tuesday, July 8, 2025

- Steering Committee : 4:00p -5:30p
- Strategic Planning & Assessment Committee: 6:00p - 8:00p

Tuesday, August 5, 2025

- Steering Committee : 10:30am -12:00pm
- Priority Setting and Resource Allocation Training: 11:00am – 4:00pm

Wednesday, August 6, 2025

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

ATTENDANCE THROUGH JUNE

	SPA	PSRA	PSRA	SPA	DOC	SPA	PC	SPA	PC	SPA	PC	SPA	PC	ABSENCES
Name of Commissioner	July	Aug	Aug	Sept	Oct	Nov.	Dec	Jan	Feb	Mar	Apr	May	June	
Bre Azanedo	P	O	P	P	O	P	P	P	O	P	P	P	P	5
Anjettica Boatwright							P	P	P	P	P	P	P	0
Abraham Corsino	P	P	P	P	P	P	O	P	P	P	P	P	P	1
Manuel Delgado	P	O	P	O	P	P	O	P	P	P	O	P	O	5
Dorris Ezomo	P	P	O	P	P	O	P	P	P	P	P	P	P	2
Thaisha Gonzales							P	O	O	P	O	O	P	4
Sara Grajeda	O	O	O	P	O	P	P	P	P	P	O	O	O	7
Deeanne Hackett	O	O	P	P	P	O	P	P	P	P	P	P	P	3
Michelle Harvey	P	P	P	P	P	P	P	P	P	P	P	P	P	0
Edward Marshall	P	O	P	P	P	O	P	P	P	O	O	O	P	5
Ric Miles	P	P	P	P	P	P	P	P	P	O	P	O	P	2
Robert Schaffer	P	P	P	O	O	P	P	P	P	P	P	P	P	2
Marc Scott	P	P	O	P	P	P	P	P	O	O	P	O	P	4
Dan Smith	P	P	P	P	P	P	P	P	P	P	P	P	P	0
Monique Springer	P	P	P	P	O	P	P	P	P	P	P	P	P	1

Mission Statement

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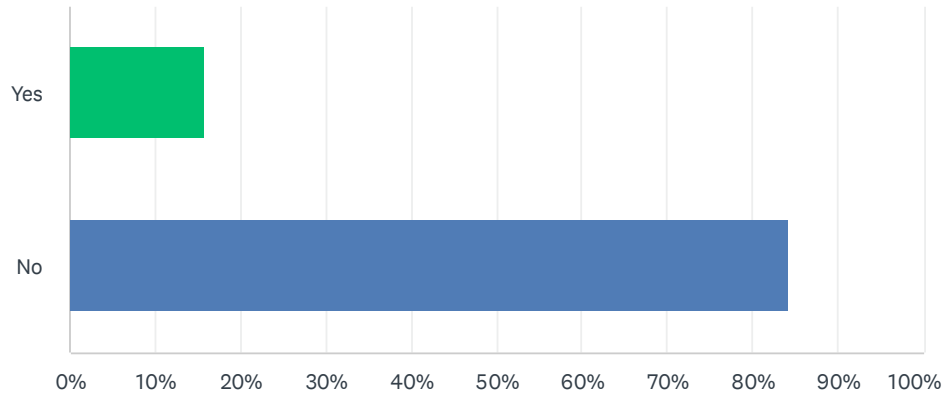
STEERING COMMITTEE TASKS	
BERGEN/PASSIAC TGA Steering Committee	July
<i>Receive reports of standing committees</i>	X
<i>Program Updates and Collaboration with the Recipient's Office</i>	X
<i>Review and resolve parking lot items</i>	X
<i>Review Planning Council/Committee Feedback</i>	X
<i>Review and manage Planning Council Membership Attendance</i>	X
<i>Address membership recruitment campaign(s)</i>	X
<i>Review and manage membership application process</i>	X
<i>Review membership matrix for compliance with federal mandate</i>	X
<i>Receive award from HRSA/HAB for grant year. Review and approve final allocations based actual award amount. (If a partial award is received, this process could take place again when another award is received.)</i>	X
<i>Administer the Assessment of the efficiency of the administrative mechanism (AEAM).</i>	X
<i>Directives to the Recipient Review and Update</i>	X

Total Members	15	100%
Total Unaligned	5	33%

Race/Ethnicity	Planning Council Membership		HIV/AIDS Incidence & Prevalence (2021)	
Hispanic	4	27%	1783	42%
White (not-Hispanic)	4	27%	990	23%
African American/Black	6	40%	1409	33%
Asian/Pacific Islander	0	0%	81	2%
Multi-racial	0	0%	0	0%
Native American	0	0%	0	0%
Other/Not Specified	1	7%	22	1%
Total	15		4285	
AGE	Planning Council Membership		HIV/AIDS Incidence & Prevalence (2021)	
<13 years	0	0%	5	0%
13-19 years	0	0%	8	0%
20-44 years	4	27%	1174	27%
45+ years	12	80%	3098	72%
Unknown	0	0%	0	0%
Total	16		4285	
Gender	Planning Council Membership		HIV/AIDS Incidence & Prevalence (2021)	
Male	7	47%	2915	68%
Female	8	53%	1370	32%
Transgender: male-to-female	0	0%	0	0%
Transgender: female-to-male	0	0%	0	0%
Other gender identity	0	0%	0	0%
Total	15		4285	

Q1 Is this your first Planning Council/Strategic Planning & Assessment committee meeting?

Answered: 19 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	15.79%	3
No	84.21%	16
TOTAL		19

Q2 The hybrid meeting format worked for me

Answered: 17 Skipped: 2

9.8★
average rating



	1	2	3	4	5	6	7	8	9	10	TOTAL	WEIGHTED AVERAGE
☆	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.88%	0.00%	0.00%	94.12%		
	0	0	0	0	0	0	1	0	0	16	17	9.82

#	COMMENTS (IF MARKED SOMEWHAT DISAGREE AND BELOW; PLEASE EXPLAIN/MAKE SUGGESTIONS)	DATE
1	NA	6/3/2025 1:51 PM

Q3 The meeting accommodations (parking, set-up, lunch) worked for me.

Answered: 13 Skipped: 6

9.5★
average rating



	1	2	3	4	5	6	7	8	9	10	TOTAL	WEIGHTED AVERAGE
☆	0.00%	0.00%	0.00%	0.00%	7.69%	0.00%	0.00%	0.00%	7.69%	84.62%		
	0	0	0	0	1	0	0	0	1	11	13	9.54

#	COMMENTS (IF MARKED SOMEWHAT DISAGREE AND BELOW; PLEASE EXPLAIN/MAKE SUGGESTIONS)	DATE
1	N/A	6/3/2025 1:56 PM
2	Na	6/3/2025 1:55 PM
3	N/A - Meeting was virtual	6/3/2025 1:55 PM
4	NA	6/3/2025 1:54 PM
5	NA	6/3/2025 1:51 PM

Q4 I felt the meeting was safe for me to speak when/if I wanted to.

Answered: 19 Skipped: 0

9.7★
average rating



	1	2	3	4	5	6	7	8	9	10	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5.26% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	94.74% 18	19	9.74

Q5 I believe the meeting was held in a respectful manner.

Answered: 19 Skipped: 0

9.7★
average rating



	1	2	3	4	5	6	7	8	9	10	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	0.00% 0	5.26% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	94.74% 18	19	9.68

Q6 I understood the information discussed and presented at the meeting.

Answered: 19 Skipped: 0

9.6★
average rating



	1	2	3	4	5	6	7	8	9	10	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	0.00% 0	5.26% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5.26% 1	89.47% 17	19	9.63

Q7 I believe that we accomplished our meeting objectives.

Answered: 19 Skipped: 0

9.1★
average rating



	1	2	3	4	5	6	7	8	9	10	TOTAL	WEIGHTED AVERAGE
☆	0.00%	5.26%	0.00%	0.00%	5.26%	0.00%	5.26%	0.00%	5.26%	78.95%		
	0	1	0	0	1	0	1	0	1	15	19	9.11

#	COMMENTS (IF MARKED SOMEWHAT DISAGREE AND BELOW; PLEASE EXPLAIN/MAKE SUGGESTIONS)	DATE
1	We need to take a look at services and potential cuts to come up with a plan. We stillhave not done that.	6/3/2025 1:53 PM

Q8 I believe the meeting was productive and efficient.

Answered: 19 Skipped: 0

9.6★
average rating



	1	2	3	4	5	6	7	8	9	10	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	0.00% 0	5.26% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10.53% 2	84.21% 16	19	9.58

Q9 I understood the information presented during the training session.

Answered: 19 Skipped: 0

9.6★
average rating



	1	2	3	4	5	6	7	8	9	10	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	0.00% 0	5.26% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5.26% 1	89.47% 17	19	9.63

Q10 I found the information presented during training session relevant and helpful.

Answered: 19 Skipped: 0

9.7★
average rating



	1	2	3	4	5	6	7	8	9	10	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5.26% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	94.74% 18	19	9.74

Q11 The information presented during the Chair or Vice-Chair report was clear and understandable.

Answered: 19 Skipped: 0

9.7★
average rating



	1	2	3	4	5	6	7	8	9	10	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	0.00% 0	5.26% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	94.74% 18	19	9.68

#	COMMENTS (IF MARKED SOMEWHAT DISAGREE AND BELOW; PLEASE EXPLAIN/MAKE SUGGESTIONS)	DATE
1	Though delivered rather rapidly.	6/3/2025 1:55 PM

Q12 The information presented during the Subcommittee reports were clear and understandable.

Answered: 18 Skipped: 1

9.5★
average rating



	1	2	3	4	5	6	7	8	9	10	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	0.00% 0	5.56% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	16.67% 3	77.78% 14	18	9.50

Q13 The information presented during the recipients report was clear and understandable.

Answered: 17 Skipped: 2

9.6★
average rating



	1	2	3	4	5	6	7	8	9	10	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	0.00% 0	5.88% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5.88% 1	88.24% 15	17	9.59

Q14 What did you like best about today's meeting?

Answered: 9 Skipped: 10

#	RESPONSES	DATE
1	Being able to hear everything clearly	6/3/2025 1:56 PM
2	Spa report	6/3/2025 1:56 PM
3	Efficient and consolidated.	6/3/2025 1:55 PM
4	Everything is very informative	6/3/2025 1:55 PM
5	Everything	6/3/2025 1:55 PM
6	I liked the (all be it impromptu) review about how grants and funding is determined and handed out. It would be great to have a breakout session dedicated directly for this.	6/3/2025 1:55 PM
7	I felt the meeting was transparent about the plans and emerging trends.	6/3/2025 1:54 PM
8	the training	6/3/2025 1:54 PM
9	Short and sweet	6/3/2025 1:53 PM

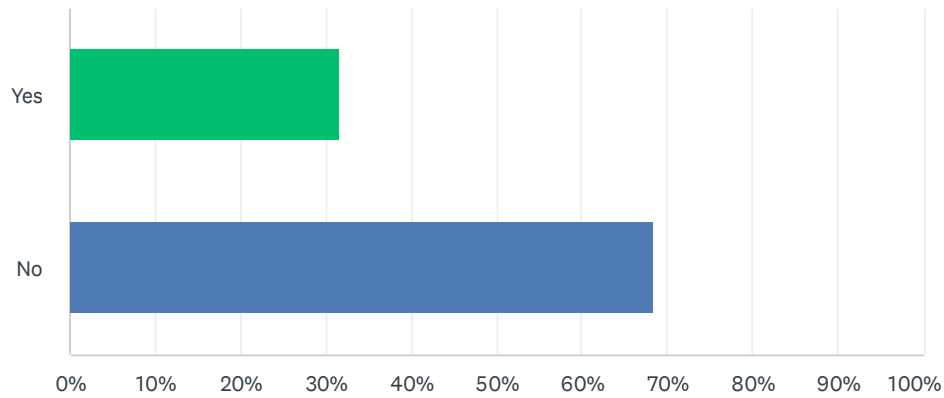
Q15 Any additional comments or suggestions?

Answered: 3 Skipped: 16

#	RESPONSES	DATE
1	Great Meeting	6/3/2025 1:56 PM
2	NA	6/3/2025 1:54 PM
3	We need to take a look at services and potential cuts to come up with a plan. We still have not done that.	6/3/2025 1:53 PM

Q16 Are you a person living with HIV?

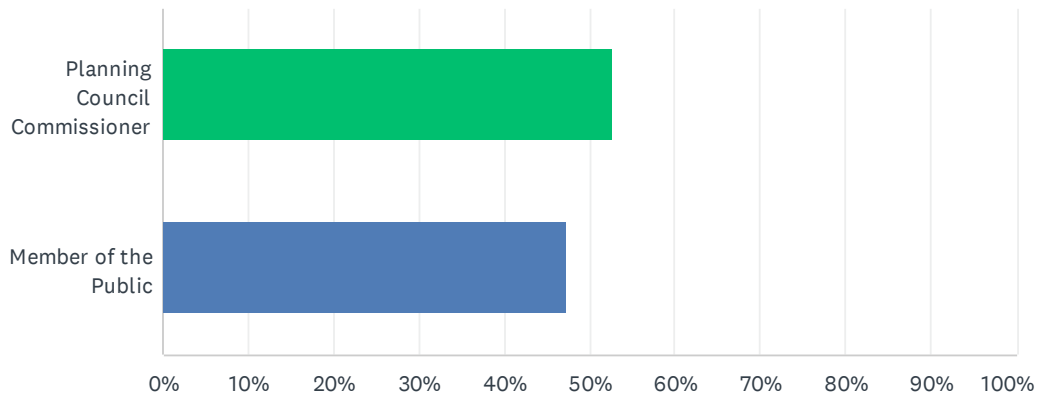
Answered: 19 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	31.58%	6
No	68.42%	13
TOTAL		19

Q17 Are you a Planning Council Commissioner or a member of the public

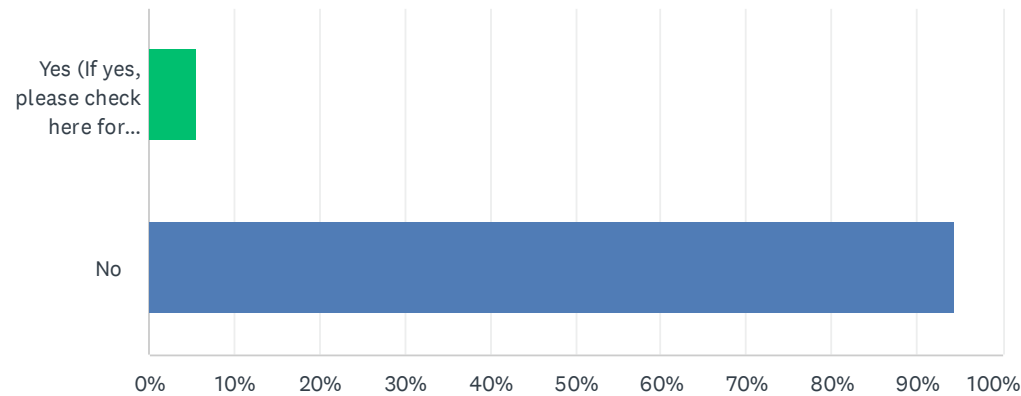
Answered: 19 Skipped: 0



ANSWER CHOICES	RESPONSES	
Planning Council Commissioner	52.63%	10
Member of the Public	47.37%	9
TOTAL		19

Q18 Would you like to speak with the Planning Council Chair

Answered: 18 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes (If yes, please check here for feedback form)	5.56%	1
No	94.44%	17
TOTAL		18

Q19 Name:

Answered: 1 Skipped: 18

ANSWER CHOICES	RESPONSES
First name	100.00% 1
Last name	100.00% 1
	0.00% 0
	0.00% 0
	0.00% 0

#	FIRST NAME	DATE
1	Jerry	6/3/2025 1:54 PM
#	LAST NAME	DATE
1	Dillard	6/3/2025 1:54 PM
#		DATE
	There are no responses.	
#		DATE
	There are no responses.	
#		DATE
	There are no responses.	

Planning Council Support Budget

DESCRIPTION	12 MONTH BUDGET	SPENT THROUGH June 2025	REMAINING
Planning Council Support	\$125,000	\$40,500	\$84,500
Planning Council Meeting Refreshments for PC and Committee Meetings	\$5,000	\$958.48	\$4,041.52
Planning Council Support	\$130,000	\$41,458.48	\$88,541.52