



Karen Walker & Khalilah Daniels, Co-Chairs

Steering Committee Meeting Minutes

Meeting Date: Tuesday, January 5, 2021

Start Time: 9:37 AM

End Time: 11:00 AM

Location: Videoconference via Zoom

Presiding Chair: Karen Walker

Recorder: Deryk Jackson

Summary of Committee Business Votes

- **APPROVAL 12.1.2020 STEERING MINUTES**
- **APPROVAL 2021-22 MEETING SCHEDULE**

- I. **Moment of Silence** – Karen Walker called the meeting to order at 9: 37 a.m. A moment of silence was observed for those affected by HIV.
- II. **Welcome by the Chair** – Chair welcomed the Commissioners, guests, and the public.
- III. **Roll Call**
- IV. **Review & Approval of Minutes (December 1, 2020 Minutes)** (*Action*) – A motion to approve the December 1, 2020 Minutes was made by Patti Cuffe and seconded by Ray Welsh.
VOTE: ALL IN FAVOR
- V. **Review Parking Lot Items (December 1, 2020 Meeting)** (*Discussion*)

ITEM	STATUS
Review Alternates/Pool Alternates section of Bylaws.	The committee agreed to leave this item as it is currently stated in the Bylaws.
Emphasize to Commissioners the importance of completing the evaluations	This item is ongoing.

- VI. **Report of the Chair**
 - a. Chairs Report – The recipient completed and filed the Unobligated Balance on December 28th. There is an estimated balance of \$73,000 that will be remaining at the end of the grant year from three service categories: Medical Case Management - \$50,000, Substance Abuse - \$15,000 Outpatient Care, and \$8,000 Non-Medical Case Management.
 - b. New Jersey HIV Planning Group (NJHPG) – Kaleef Morse (Executive Director HIV Services New Jersey Health Department) gave an educational/overview of the Ryan White program at the

Mission Statement

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last Executive Committee meeting that he will be giving at the main HPG meeting. The HIV prevention and care training are online.

VII. Business Items

a. Review Steering Committee PCAT

January	<ul style="list-style-type: none"> • Program updates and collaboration with the Recipient’s Office • Review and resolve parking lot items • Review Scope of Work & Planning Council Activity Timelines (PCAT)
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b. Review Planning Council Meeting Evaluations Results: December 1, 2020

c. Decide next month’s trainings topic for Planning Council: EtHE Training

d. Planning Council Committee Reports

i. Planning and Development Committee (P&D):

- **Needs Assessment** – Support staff announced that the survey is available in both English and Spanish translations. The committee is awaiting further correspondence from the Recipient’s office in regard to how much funding there is for incentives for participants in the Needs Assessment.
- Program monitoring is still in process for the subrecipients. Once completed, the recipient will share those results with the committee.
- The recipient’s office has had an issue with COVID-19 in the office and were unable to provide an expenditure report at this time.

ii. Community Development Committee (CDC):

- The Community Development Committee met briefly on December 10th. There were no updates or business that took place.

VIII. New Business

a. Review Scope of Work & Planning Council Activity Timelines – this item was tabled for the next meeting.

b. 2021-22 Meeting Schedule – the Committee reviewed the schedule of meetings for the 2021-22 grant year. One correction was noted and made for the November committee meetings: instead of meeting on the second Thursday they will be meeting on the first Thursday. A motion was made by Pattie Cuffe and seconded by Nick Kubisky.

VOTE: ALL in Favor

IX. Adjournment- 11:00 am.

a. The meeting unanimously adjourned at 11:00 AM.

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Name of Commissioner	1/7/2020	2/4/2020	3/3/2020	4/7/2020	5/5/2020	6/2/2020	8/11/2020	9/1/2020	10/6/2020	11/10/2020	12/1/2020	01/05/2021
1. Cuffe, Patricia	P	P	P	P	P	P	P	P	O	P	P	P
2. Daniels, Khaliah	P	P	P	P	P	P	P	P	O	O	O	O
3. Dillard, Jerry	P	P	P	P	P	P	O	P	P	P	P	P
4. Kubisky, Nick	P	P	P	P	P	P	P	P	P	P	P	P
5. Walker, Karen	P	P	P	P	P	P	P	O	P	P	P	P
6. Welsh, Ray	P	P	P	P	P	P	P	P	O	O	P	P
Members Present	7	7	7	7	6	6	5	5	3	4	5	5
Recipient's Office	0	0	2	1	1	1	0	2	0	0	0	1
Public/Guests	0	0	1	1	1	0	0	0	1	2	0	2
Support Staff	2	2	2	3	3	3	2	2	2	2	1	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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