



Ric Miles- Chair & Bre Azanedo – Vice Chair

Steering Committee Agenda

Tuesday, January 6, 2026

4:30pm – 6:00pm

VIRTUAL ONLY

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 on 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, December 2, 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 – January 2025** *Support staff will review the current PCAT to ensure we are following federal mandates.*
 - b. **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.*
 - c. **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.*
 - d. **Address membership recruitment campaign(s)** *The Planning Council will address membership recruitment efforts.*
 - **Bring One Campaign**
 - e. **Review membership matrix for compliance with federal mandate** *The chair will review the current membership matrix for compliance.*



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- f. **Review and Manage Planning Council Membership Application Process** *The chair will discuss any new applications for review.*
- g. **Review Annual Meeting Feedback from December** *The chair will ask support staff to present the feedback results from November.*
- h. **Review Scope of Work & Planning Council Activity Timeline (PCAT) for Next Grant Year** *The chair in collaboration with support staff will review the current PCAT.*
- i. **By-Laws Review and Update** *The chair in collaboration with support staff will present and review the current by-laws.*
- j. **Memorandum of Understanding (MOU) Review and Update** *The chair will ask support staff to review the current MOU.*
- k. **Planning Council Co-Chair Electronic Ballot Results** *The chair will ask support staff to present the results of the Planning Council co-chair electronic ballot.*
7. **Program Updates and Collaboration with the recipient's office** *The chair will ask for a report from the recipient staff including current expenditures.*
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.*

February Planning Council Meetings:

Tuesday, February 3, 2026

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

Tuesday, February 3, 2026

Planning Council Meeting: 1:00pm – 3:00pm

Crossroads Ministry

511 East 22nd Street

Paterson, New Jersey 07514

Ric Miles- Chair & Bre Azanedo – Vice Chair

Bergen/Passaic TGA Steering Committee Monthly Meeting

MEETING MINUTES

Tuesday, December 2, 2025

9:30am – 11:00am

ATTENDANCE

Members	Present/Absent	Members	Present/Absent
Bre Azanedo	A	Ric Miles	P
Anjettica Boatwright	P	Marc Scott	A
Abraham Corsino	P	Dan Smith	P
PC Support Staff		Recipient Representatives	
Thomas Rodriguez-Schucker	A	Milagros Izquierdo	A
Sara Seaburg	P	Maricela Marin	A
Tatum Townsend	A	Phillip Velazquez	A
P= Present A= Absent			
Guests: None			

- 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 Vice-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**
There were none
- Review & Approval of Minutes: Tuesday, November 18, 2025, meeting**
Vote: Dan Smith made a motion to approve the November 18, 2025 meeting minutes and Anjettica Boatwright seconded the motion.

For: (4) Boatwright, Corsino, Miles, Smith

Against: (0)

Abstain: (0)

- Business Items**
 - Review Scope of Work & PCAT Planning Council Activity Timeline – December 2025-** Ric Miles reviewed the current Planning Council Activity Timeline, and the Planning Council remains in compliance with its legislative requirements.
 - Program Updates and Collaboration with the recipient’s office**
There were none.

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.

c. Review and Resolve Parking Lot Items

- Dental Program Updates – There were no updates at this time and this will continue to be discussed next month.

d. Review and Manage Planning Council Management Attendance

Support staff presented the current attendance tracker. There were some discrepancies that support staff will address. Concerns were raised regarding members with excessive absences. The group offered to reach out to members and staff will as well to discuss any barriers they may be experiencing.

e. Address membership recruitment campaign(s) The Planning Council will address membership recruitment efforts.

The Bring One campaign was discussed as well as ideas about membership engagement.

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

Ric Miles gave the committee an update on the current Planning Council makeup and membership. Currently, the PC stands at 15 members, with 33% representation from unaligned consumers. There are two membership vacancies remaining: Local Public Health Agency, and Hospital Planning Agency/Healthcare Planning Agency. We have an applicant who is awaiting the swearing in process who will fill the Hospital Planning/Healthcare Planning Agency absence.

g. Review and Manage Planning Council Membership Application Process

There were 3 applications to be reviewed.

h. Review/Update Directives to the Recipient's Office –

Support staff presented the current directives, and these were reviewed by all attendees. There were no suggested updates at this time. Anjettica Boatwright made a motion to accept the directives as is and Dan Smith seconded the motion.

For: (4) Boatwright, Corsino, Miles, Smith

Against: (0)

Abstain: (0)

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

For: (4) Boatwright, Corsino, Miles, Smith

Against: (0)

Abstain: (0)

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ATTENDANCE THROUGH DECEMBER

	SPA	PC	SPA	PC	SPA	PC	SPA	PSRA 1	PSRA 2	SPA	PC	ABS
Name of Commissioner	Jan	Feb	Mar	Apr	May	June	July	Sept	Sept	Nov	Dec	
Bre Azanedo	P	A	P	P	P	P	P	A	A	P	A	4
Anjettica Boatwright	P	P	P	P	P	P	P	P	P	P	P	0
Abraham Corsino	P	P	P	P	P	P	P	P	P	P	P	1
Manuel Delgado	P	P	P	A	P	A	A	P	P	A	A	5
Dorris Ezomo	P	P	P	P	P	P	P	P	P	A	P	1
Thaisha Gonzales	A	A	P	A	A	P	A	P	P	A	P	6
Sara Grajeda	P	P	P	A	A	A	A	A	A	A	A	8
Deeanne Hackett	P	P	P	P	P	P	A	P	P	A	P	2
Michelle Harvey	P	P	P	P	P	P	P	P	P	P	P	0
Edward Marshall	P	P	A	A	A	P	A	P	P	P	P	4
Ric Miles	P	P	A	P	A	P	P	P	P	P	P	2
Robert Schaffer	P	P	P	P	P	P	A	A	P	A	A	4
Marc Scott	P	A	A	P	P	P	P	A	P	P	A	4
Dan Smith	P	P	P	P	P	P	P	P	P	P	P	0
Monique Springer	P	P	P	P	P	P	P	A	A	P	P	2

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STEERING COMMITTEE TASKS	
<i>BERGEN/PASSIAC TGA Steering Committee</i>	<i>Jan</i>
<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>Review Scope of Work & Planning Council Activity Timelines (PCAT) for the Next Grant Year</i>	X
<i>By-Laws Review and Update</i>	X
<i>Memorandum of Understanding (MOU) Review and Update</i>	X

Total Members		18	100%
Total Unaligned		6	33%

Race/Ethnicity		Planning Council Membership		HIV/AIDS Incidence & Prevalence (2021)	
Hispanic		7	32%	1634	40%
White (not-Hispanic)		4	18%	990	24%
African American/Black		10	45%	1409	34%
Asian/Pacific Islander		1	5%	81	2%
Multi-racial		0	0%	0	0%
Native American		0	0%	0	0%
Other/Not Specified		0	0%	22	1%
Total		22		4136	

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		7	32%	1174	28%
45+ years		15	68%	3098	75%
Unknown		0	0%	0	0%
Total		22		4285	

Gender		Planning Council Membership		HIV/AIDS Incidence & Prevalence (2021)	
Male		10	45%	2915	68%
Female		12	55%	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		22		4285	