

*Ric Miles- Chair & Anjettica Boatwright- Vice Chair*

**Bergen/Passaic TGA Planning Council Meeting**

**MEETING Minutes**

Tuesday, November 14<sup>th</sup>, 2023, 11:30 – 2:00 pm

Meeting via Zoom Teleconference

**ATTENDANCE**

Planning Council Members		Planning Council Members		Recipient Staff		Support Staff	
David Adams	O	Yusuf Lloyd-Bey	O	Milagros Izquierdo		Deryk Jackson	
Anjettica Boatwright	P	Ric Miles	P	Phillip Velazquez		Clifford Barnett	
Jerry C. Dillard	P	Gloria Price	P				
Dorris Ezomo	P	Paula Tenebruso	P				
Graziella Ferreira	P	Miriam Torres	P				
Peter Gennat	P	Karen Walker	P				
Deeanne Hackett	P	Ray Welsh	P				
Andriana Herrera	O						
<b>P= Present    L= Late    A= Alternate    Absent = O</b>							
Guests: Dotti Dowdell, Edward Marshall, War Talley, Dan Smith, Abraham Corsino, Michelle Harvey, Monique Springer, Bre Azanedo, Eva-Marie, Jokebed Santil							

**AGENDA**

**(1.0) Moment of Silence**

- The chair opened the meeting with a moment of silence.

**(2.0) Welcome by the Chair**

- The chair read the mission statement and the Open Public Meeting Statement.  
The chair also welcomed everyone to the meeting.

**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](http://www.bergenpassaicTGA.org). Meeting notices are also posted on the bulletin board at the City of Paterson Grants Management Division- Ryan White/HOPWA Office.

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**(3.0) Roll Call**

- Support staff took roll call and established a quorum.

**(4.0) Public Comments** *(Discussion, all matters in this item are information only)*

- Eva Marie from Capco Resources announced the World AIDS Day event at December 1<sup>st</sup> at the Brownstone. There will be songs and spoken words. They will also give people time to speak for 3 minutes.
- War Talley from AETC spoke about the Ending the HIV Epidemic Campaign that launched around October 23<sup>rd</sup>. The ad is on buses and transit stations in Spanish, English and Asian Creole. The web address is ENDHIVNJ.org

**(5.0) Review & Approval of Minutes: Day or Capacity - October 3<sup>rd</sup>, 2023 meeting** *(For possible action)*

- A motion to accept the minutes as written was made by Karen and seconded by Doris.

**(6.0) Report of the Chair (For possible action)**

- Chair's Report
  - The chair reported the at this time the community forum will be postponed till a later date to give everyone adequate time to participate.
  - The Day of Capacity Meeting took place on October 3, 2023, at Vitales.
  - Anjettica welcomed everyone to the event and observed a moment of silence.
  - Ray Welsh gave an introduction into the Day of Capacity and what was the purpose and call of the event.
  - The group then participated in reading excerpts from the 1983 Denver Principles, highlighting the impacts and importance of the document.
  - The group participated in an icebreaker activity to help focus on self-affirmation.
  - The group heard a presentation from Allison Modica from Gilead on "How HIV treatment has changed over the years."
  - The group spent some time talking with Jomil Luna from AFC Bronx HCC and Pharmacy to get a better understanding of the needs of the Latino community and ways to interact with them.
- Mark Benge Awards: Accepting Nominations Year-Round

**(7.0) Recipient's Report**

- No recipients report currently.

**(8.0) Business Items (For possible action)**

- **Review Planning Council Action Timeline (PCAT) - November**
  - Receive reports of standing committees

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- Program updates and collaboration with the Recipient's office
- Review and resolve parking lot items
- Approval of new Planning Council members
- (Proposed Quarterly Reports and Attendance from Recipient's Office)
- Nominations of Planning Council Co-Chairs
- **Receive reports of standing committees**
  - **Steering Committee**
    - The Steering Committee met on October 3rd, 2023
    - Support staff took a roll call and established a quorum.
    - The Steering Committee approved the minutes from September 12th, 2023.
    - The Committee chair reported that the next project officer call was set to take place on October 11th, 2023
    - The Committee heard reports from Planning and Development and Community Development Committees.
    - The Committee discussed potentially changing the dates of the meetings for Steering/PC and P&D/CDC
    - The Committee reviewed the Planning Council Meeting Evaluation Results from September 12th, 2023 and there were no major findings at this time.
    - The Committee discussed next months training topic being a brainstorming session with Julio Roman about ways for the Planning Council to better understand the needs of young Latino males.
    - The Committee discussed potentially re-instating the Voices Committee for people living with HIV to have an active voice on the Planning Council.
    - The Committee spoke briefly about the importance of upcoming nominations for new co-chairs and how several currently active members are slated to term off of the Planning Council in February.
  - **Planning and Development Committee (P&D)**
    - Planning and Development Committee met on October 12th, 2023.
    - Support staff took a roll call and established a quorum.
    - The Committee approved the meeting minutes from September 14, 2023.
    - The Committee reviewed the PCAT Planning Council Activity Timeline for compliance with federal mandates.

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- The Committee took a vote to move the Annual Quality Improvement Plan Review to January and February of the grant year. All members were in favor of this.
- The Committee discussed the status of the Integrated Plan noting that there was a meeting with HRSA, the CDC and Stakeholders to discuss the feedback. There were talks on how they can best track the plan.
- The Committee reviewed QA site visit results and performance measures.
- It was asked if the reevaluation of the care plan every 6 months is still appropriate.
- The general feeling is that it goes along with the 6-month recertification and would make it easier for case managers to remember to complete the process.
- Support staff will share the QA site results with the Committee for review.
- The Committee noted that there was a TA request from the providers to the recipient office as to where to access the service standards and how to set up reminders and emails in e2.
- It was also noted that this would be reviewed again at November's meeting.
- Support staff will ensure that the Planning and Development Committee has a copy of service standards for review.
- Planning and Development Committee will follow up on the simplification of service standards.
- **Community Development Committee (CDC)**
  - Community Development Committee met on October 12, 2023.
  - Support Staff took a roll call and established quorum.
  - The Committee approved the minutes from September 14th, 2023.
  - The Committee reviewed the PCAT Planning Council Activity Timeline for compliance with federal mandates.
  - The Committee noted that Karen had found the Planning Council Training Binder and had given to the co-chairs of CDC for review.
  - The Committee reviewed the current membership attendance and noted 2 individuals who are in violation. Ric Miles will reach out to them for feedback.
  - Members were reminded about the Bring 1 campaign and the importance of consumer involvement on the Planning Council.

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- The Committee voted on 11 new applications to move on to the PC for vote in November.
- The Committee has identified people to fill 3 categories once applications are accepted.
  - Local Public Health Agency
  - Hospital Planning Agency or Healthcare Planning Agency
  - Part C Recipient
- Support Staff reviewed with the Committee those members whose terms are set to expire in February.
  - Anjettica Boatwright
  - Jerry Dillard
  - Gloria Price
  - Paula Tenebruso
  - Miriam Torres
  - Karen Walker

**(9.0) New Business (for discussion)**

- Approval of new Planning Council members
  - A motion to approve Donna Wilson, Bre Azanedo, Edward Marshall, Dan Smith, Michelle Harvey and Manuel Delgado was made by Deanne and seconded by Paula. All members were in favor and the motion passes.
  - A motion to pause rules and regulations that prevent consumers from continuing their terms was made, all members were in favor and the motion passes. Because the motion came directly from committee, a general consensus was taken.
- (Proposed Quarterly Reports and Attendance from Recipient's Office)
- Nominations of Planning Council Co-Chairs
- Commissioner Spotlight – Doris Ezomo

**(10.0) Review and resolve parking lot items**

**(11.0) Planning Council Evaluations (Discussion)**

**(11.0) Announcements (Discussion, all matters in this item are informational only)**

- Dotti Dowdell – Program Director from the New Jersey HIV Planning Group. Has received feedback from the state regarding the HRSA and CDC meeting regarding the Integrated Plan. They are currently working on making some recommendations. They are in need of new members for NJHPG. They have met to discuss some recruitment and retention strategies as well as meeting with web designers.

**(12.0) Public Comments (Discussion, all matters in this item are informational only)**

- It was mentioned that the Planning Council should focus on having some more trainings.

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**(13.0) Adjournment**

- A motion to adjourn the meeting was made by Karen and seconded by Peter. All members were in favor.

**Upcoming Planning Council Meetings:**

- Steering Committee – Tuesday, December 5<sup>th</sup>, 9:30 am – 11:00 am
- Planning Council Meeting – Tuesday, December 5<sup>th</sup>, 11:30 am – 2:00 pm
- Planning and Development Committee – Thursday, December 14<sup>th</sup>, 10:45am – 12:45pm
- Community Development Committee – Thursday, December 14<sup>th</sup>, 1:00pm – 3:00pm

[www.bergenpassaicga.org](http://www.bergenpassaicga.org)

Name of Commissioner	3/2023	4/2023	5/2023	6/2023	7/2023	8/2023	9/2023	10/2023	11/2023	12/2023	1/2024	2/2024
1. Adams, David	P	O	O	O	O	O	O	O	O			
2. Boatwright, Anjettica	P	P	P	P	P	P	P	P	P			
3. Dillard, Jerry C.	P	P	P	P	P	P	P	P	P			
4. Ezomo, Dorris	P	P	P	P	P	O	P	P	P			
5. Ferreira, Graziella	P	O	P	P	P	O	P	P	P			
<del>6. Friedman, Jeff</del>	<del>O</del>	<del>O</del>	<del>O</del>	<del>O</del>	<del>O</del>	<del>O</del>	<del>O</del>	<del>O</del>	<del>O</del>			
7. Gennat, Peter	P	P	P	P	P	P	P	P	P			
8. Hackett, Deeanne	P	P	P	P	P	P	P	O	P			
9. Herrera, Andriana	P	P	O	P	P	P	P	P	O			
10. Lloyd-Bey, Yusuf	O	P	P	O	O	O	O	O	O			
11. Miles, Ric	P	P	P	P	P	O	O	O	P			
12. Price, Gloria	P	P	P	P	P	P	P	P	P			
<del>13. Rodriguez, Freddy</del>	<del>O</del>	<del>O</del>	<del>O</del>	<del>O</del>	<del>O</del>	<del>O</del>	<del>O</del>	<del>O</del>	<del>O</del>			
14. Tenebruso, Paula	P	P	P	P	P	P	P	P	P			
15. Torres, Miriam	P	P	P	P	P	P	P	P	P			
16. Walker, Karen	P	P	P	P	P	P	P	P	P			
17. Welsh, Ray	P	P	P	P	P	O	P	P	P			
Members Present	13	12	12	13	13	9	12	12	12			
Alternates Present	0	0	0	1	1	1	1	0	0			
Recipient's Office	0	0	1	2	2	2	2	1	0			
Public/Guests	7	7	20	7	11	7	10	5	10			
Support Staff	2	3	3	4	3	2	3	2	2			

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

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

\*\*Resignation received on this day.

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