



Ric Miles- Chair & Peter Gennat- Vice Chair

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Steering Committee Agenda

Tuesday, May 7th, 2024

9:30am – 11:00am

Crossroads Ministry

511 East 22 Street

Paterson, New Jersey 07154

Join Zoom Meeting

<https://us02web.zoom.us/j/87211946241?pwd=dDY4cC82K2xnL2NuN3ZqOENpUFQ3QT09&from=addon>

Meeting ID: 872 1194 6241

Passcode: 952631

1. **Moment of Silence.** *The chair will call the meeting to order and recognize a moment of silence.*
2. **Welcome to the Chair.** *The chair will welcome everyone to the meeting.*
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. **Review & Approval of Minutes: March 5, 2024, meeting.** *The chair will review the minutes from the previous meeting and entertain a motion for approval.*
6. **Report of the Chair (Discussion, all matters in this item are information only)** *The Planning Council chair will provide a report from the last sessions.*
7. **Business Items.** *The chair will review business items and address any possible actions related to the item.*
 - a. **Review PCAT Planning Council Activity Timeline – May 2024** *Support staff will review the current PCAT to ensure we are following federal mandates.*
 - b. **Receive reports of Standing Committees** *The chair will ask the chairs of the committees to provide reports.*
 - Strategic Planning and Assessment Committee (SPA)

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- c. **Program Updates and Collaboration with the recipient's office** *The chair will ask for a report from the recipient staff including current expenditures.*
 - d. **Review and Resolve Parking Lot Items** *The chair will review any items that may have been left in the parking lot for possible action.*
 - **Appoint at large members to the Steering Committee** *The committee will vote to appoint at-large members for the Steering Committee.*
 - **Review Bylaw updates (for possible action)** *The committee will review and vote on the proposed Bylaw changes from the last meeting.*
 - e. **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.*
 - f. **Address membership recruitment campaign(s)** *The Planning Council will address membership recruitment efforts*
 - g. **Review and manage membership application process** *The chair will ask support staff to review any new applications.*
 - h. **Review membership matrix for compliance with federal mandate** *The chair will ask support staff to review the membership matrix for compliance.*
 - 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.)** *The chair will ask for the notice of award from the recipient's office.*
 - j. **Design the Assessment of the efficiency of the administrative mechanism (AEAM).**
 - k. **Review Annual Progress Report/Program Terms Report**
 - Identify 3 Accomplishments
 - Identify 3 Challenges
 - l. **Negotiation of PC budget amount with recipient** *The chair will report on the progress of the PC budget negotiations.*
 - m. **Review Planning Council Meeting Evaluations Results** *The chair will ask support staff to review the meeting evaluations from the previous meeting.*
8. **New Business (Discussion, all matters in this item are informational only)**
- b. **Next month's training topic – Bylaws Training - Part 1** *The committee will discuss next month's training topic.*
 - c. **Determine Commissioner Spotlight Schedule** *The committee will review the schedule for the Commissioner Spotlights in 2024/25*
 - d. **Review Planning Council Binders** *Support staff will review the new planning council binders.*
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.*



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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 public comments or discuss emerging trends in the TGA.*

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

Upcoming Planning Council Meetings:

PLEASE NOTE THAT THE TIME IS SUBJECT TO CHANGE:

- Tuesday, June 4th, 2024
 - Steering Committee Meeting – 9:30 am – 11:00 am
 - Full Planning Council Meeting – 11:30 am – 2:00 pm
 - **At Paterson Free Public Library, 250 Broadway
Paterson, New Jersey 07501**