

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

**Bergen/Passaic TGA Steering Committee Monthly Meeting**

**MEETING MINUTES**

Tuesday, April 4<sup>th</sup>, 2023, 9:30 – 11:00 am

Meeting via Zoom Teleconference

**ATTENDANCE**

Members	Present	Absent	Recipient Representatives	Present	Absent
Anjettica Boatwright	X		Milagros Izquierdo		X
Jerry Dillard	X				
Peter Gennat	X				
Andriana Herrera	X				
Ric Miles	X				
Karen Walker	X				
Ray Welsh	X				
Gloria Price	X				
<b>PC Support Staff</b>					
Thomas Rodriguez-Schucker	X				
Clifford Barnett	X				
Deryk Jackson	X				
<b>Guests: Bre Azanedo, Benjamin Roman - CAPCO</b>					

**AGENDA**

Item	Discussion, Motions, and Actions
<b>(1.0) <u>Moment of Silence</u></b>	<ul style="list-style-type: none"> <li>Ric Miles called the meeting to order at 9:49 am. A moment of silence was observed for those affected by HIV.</li> </ul>
<b>(2.0) <u>Welcome by the Chair</u></b>	<ul style="list-style-type: none"> <li>The chair welcomed the commissioners, guests, and the public.</li> </ul>
<b>(3.0) <u>Roll Call</u></b>	<ul style="list-style-type: none"> <li>Support staff took roll call.</li> </ul>
<b>(4.0) <u>Public Comments</u></b>	<ul style="list-style-type: none"> <li>No public comments at this time</li> </ul>
<b>(5.0) <u>Review &amp; Approval of Minutes</u></b>	<ul style="list-style-type: none"> <li>A motion to approve the March 7<sup>th</sup>, 2023, minutes was made with suggested adjustments to the adjournment vote by Anjettica and seconded by Jerry. Adrianna Herrera and Gloria Price abstain. Everyone else was in favor and the motion was approved.</li> </ul>
<b>(6.0) <u>Report of the Chair</u></b>	<ul style="list-style-type: none"> <li>Ric Miles went to the recipient's office to negotiate the planning council budget and what Collaborative Research responsibilities are.</li> <li>Community forums are not specifically in the contracts for the cycle that we are currently in. The recipient's office is willing to work with the Planning Council via discussion. The correct route is to present it for the next years contract.</li> </ul>

**Mission Statement**

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	<ul style="list-style-type: none"> <li>• Try to schedule forums in between meetings and consider adding it to the PCAT since it is a living document.</li> <li>• The PCAT is the workplan that lets us know what we want to do next year. We use several components to build the PCAT that are important.</li> <li>• CR mentioned the road show that is used over in Las Vegas and how we went to the different counties for the forums.</li> <li>• CR also mentioned how the community forum changed the PCAT by changing the dates of when recruitment activities take place.</li> <li>• CR will bring the Planning Council budget monthly to the Steering Committee for review.</li> <li>• The recipients office was open to a meeting with the steering committee to sit down and ask questions that may not have been answered or we may not have gotten the answer we are looking for. Primarily an opportunity for her to come give us some depth into some of our questions.</li> <li>• This would be able to help steering committee a little more to make sure they are meeting their commitments.</li> <li>• The goal is to have better communication and give the recipients office a better opportunity to respond to the PC's questions</li> </ul>	
<b>(7.0) <u>New Business</u></b>		
<ul style="list-style-type: none"> <li>• Review Steering Committee PCAT</li> </ul>	<p>March</p>	<p>7.1 Review Steering Committee PCAT</p> <ul style="list-style-type: none"> <li>- The committee reviewed the PCAT activities for the month of April to ensure they are complying.</li> <li>- CR recommended changes to the current PCAT</li> <li>- Starting in November review PCAT and scope of work for the upcoming grant year to build it out.</li> <li>- The PCAT is still reviewed during every meeting.</li> <li>- Community forum will be added to the responsibilities of the Steering committee and then be handed to the Community development committee meeting.</li> <li>- Resource guides are available in online format with providers.</li> <li>- Community forum needs to be aligned with the PCAT in order to make sure that we have time to plan appropriately.</li> <li>- CR will have the updated PCAT at the May meeting</li> <li>- CR will add the website information to all the planning council correspondence</li> </ul> <p>7.2 Review Planning Council Meeting Evaluations Results: March 7<sup>th</sup>, 2023, meeting</p>

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	<ul style="list-style-type: none"> <li>- Planning Council reviewed the surveys from March 7<sup>th</sup> meeting.</li> <li>- It was noted that many members of the PC were happy with War Talley's EHE presentation</li> <li>- There were still issues with hearing online</li> <li>- This survey gives us an opportunity to hear from the community and we are adjusting procedures based upon some of the feedback.</li> </ul> <p>7.3 Recipient Updates</p> <ul style="list-style-type: none"> <li>- Recipients office out sick</li> <li>- HRSA sent out a letter on March 31<sup>st</sup> saying there was a mistake and awards will not be out in April.</li> <li>- The recipients office reached out early in order to find out about the funding of the formula awards.</li> <li>- CR will check with the recipient's office in regards to site visit reports.</li> <li>- CR will check with the recipient's office in regards to having a subrecipient meeting. The meeting cannot be during planning council because it is open to the public.</li> <li>- It was suggested that the recipient's office seek the support of AETC, or another supportive organization to assist with administrative support</li> <li>- CR shared information about the upcoming system Ecompass and how it will be beneficial to organizations</li> </ul> <p>7.4 New Jersey HIV Planning Group (NJHPG) Update</p> <ul style="list-style-type: none"> <li>- Ric finally applied and hopes to hear something soon.</li> <li>- The quarterly meeting is in April, so he should hear something soon</li> </ul> <p>7.5 Decide Next Month's Training Topic</p> <ul style="list-style-type: none"> <li>- April will be reviewing the bylaw updates</li> <li>- New developments in HIV care               <ul style="list-style-type: none"> <li>- Possibly Dr. Muhammad on EIS</li> <li>- Pharmaceutical companies to come in and speak about injectables</li> <li>- A suggestion was made to have a training to address treatment adherence</li> </ul> </li> </ul>

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	<p>- Start time would be at 12:30 at the May 2<sup>nd</sup> meeting. We would start at 11:30 for the meeting</p> <p>7.6 Planning Council Committee Reports</p> <ul style="list-style-type: none"> <li>• Planning and Development Committee – Met on March 9<sup>th</sup></li> </ul> <p>7.6..1 The committee discussed the meeting dates for this year’s Priority Setting and Resource Allocation meeting. The Data presentation will take place on Tuesday, July 11th and the workshop will take place on July 13th.</p> <p>7.6..2 Support Staff presented the Quality Assurance Site visit results for all service categories to the committee for discussion. A final copy will be sent out after monitoring reports have been finalized.</p> <ul style="list-style-type: none"> <li>• Community Development Committee</li> </ul> <p>7.6..1 The CDC committee continues to work on recruitment. It was noted that a focus needs to be on trying to recruit young LatinX males to the council to be representative of the Bergen population.</p> <p>7.6..2 The committee is also working actively on the bring one campaign, to promote all members to bring at least one person with them to meetings.</p> <p>7.6..3 Town Hall will be taking place on Wednesday, May 3, 2023 at 6:30 pm.</p> <p>7.6..4 CDC discussed making exceptions for people’s attendance that work in a clinical setting such as Public Health Agencies, Hospital Planning Agencies or other Healthcare Planning Agencies, and Part C recipients.</p> <ul style="list-style-type: none"> <li>• Questions for CDC</li> </ul> <p>7.6..1 Where will the community forum be held?</p> <p>7.6..2 Advertisement needs to begin. Get flyers to the providers to share with the clients about what the community forum is and its purpose.</p> <p>7.6..3 It may be beneficial to have two separate community forums. One for Bergen and one for Passaic county.</p>

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<b>Item</b>	<b>Discussion, Motions, and Actions</b>
<b>(8.0) <u>Parking Lot Items/ Unfinished Business</u></b>	<ul style="list-style-type: none"><li>• Representation on the NJHPG will be Ric Miles</li><li>• There needs to be a notice sent out to commissioners to emphasize in person participation. There will be some exceptions to the rule. The PC is strongly recommending but it will not become a part of the bylaws.</li><li>• Contact for data for the PSRA would be Chelsea <i>Delco</i> as the point person to figure out who to get the information from</li><li>• CR reviewed the AEAM workbook and the questionnaires for providers and clients.<ul style="list-style-type: none"><li>○ Q10 - During the 2022 grant year (March 1, 2022 – February 28, 2023) did your agency receive an executed contract with 45 days at the beginning of the grant year (March 1, 2022).</li></ul></li></ul>
<b>(9.0) <u>Announcements</u></b>	<ul style="list-style-type: none"><li>• Ric Miles with Buddies of NJ has a AIDS Walk Kickoff Party on April 21st the AIDS walk is May 7<sup>th</sup>.</li></ul>
<b>(10.0) <u>Public Comments</u></b>	<ul style="list-style-type: none"><li>• None at this time</li></ul>
<b>(11.0) <u>Adjournment</u></b>	<ul style="list-style-type: none"><li>• The meeting was adjourned at 11:40 am. Karen made the motion and Peter seconded. Motion was approved.</li></ul>
<b>(12.0) <u>Upcoming Steering Meetings</u></b>	<ul style="list-style-type: none"><li>• Tuesday, May 2<sup>nd</sup>, 9:30 – 11:00 am</li></ul>

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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. Anjeticca Boatwright	P	P										
2. Dillard, Jerry	P	P										
3. Peter Gennat	P	P										
4. Herrera, Andriana	P	P										
5. Ric Miles	P	P										
6. Walker, Karen	P	P										
7. Welsh, Ray	P	P										
Members Present	7	7										
Recipient's Office	2	0										
Public/Guests	1	2										
Support Staff	2	3										

**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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