

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

**Bergen/Passaic TGA Planning Council Annual Meeting**

**MEETING Minutes**

Tuesday, May 2<sup>nd</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	P	Milagros Izquierdo	P	Thomas Schucker
Anjettica Boatwright	P	Ric Miles	P			Deryk Jackson
Jerry C. Dillard	P	Gloria Price	P			Clifford Barnett
Dorris Ezomo	P	Freddy Rodriguez	O			
Graziella Ferreira	P	Paula Tenebruso	P			
Jeff Friedman	O	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 Sharuq Sadrud-Din, Emily Quesada, Patricia Ruego, Ana Rosa, Karolina Wiszowata, Abraham Corsino, Marie Hill, Monique Springer, Michelle Harvey, Dr. Debbie Mohammed, Sarah, Alessia Ramirez, Bre Azenado, Phillip Velazquez, Maria T, Jose Shemetra Hall, Dan Smith, Leslie Johnston, J.S. Jokebed Santil						

**AGENDA**

**(1.0) Moment of Silence**

- A moment of silence was observed by the co-chair

**(2.0) Welcome by the Chair**

- 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.bergenpassaic.org](http://www.bergenpassaic.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**

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

- The flyers will be sent out by CR staff with all of the information on upcoming programs once they are received
- National HIV Testing day is on June 27th from 11am - 4pm
- HIV quilt panel making session at the CAPCO RISE office on May 26th
- On December 1 there will be spoken word and song at the Brownstone from 1pm - 5m

**(5.0) Review & Approval of Minutes: April 4, 2023 meeting (For possible action)**

- Adjustment to Peter Gennat's name
- Motion made by Jerry, and Karen seconded, all in favor, and the motion carries

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

- Chair's Report
  - Ric was informed that we have received the final award from HRSA of a little over 4 million dollars
  - There was a slight increase of around \$7,000
  - We should get our final award letters soon
  - Call with the project officer tomorrow at 2pm, we need to work on membership, younger unaligned consumers
- Mark Benge Awards: Accepting Nominations Year-Round
  - Mark Benge awards are still being accepted all year round
  - The purpose of the Mark Benge Award is to recognize individuals in different categories that go above and beyond their call of duty
- Attendance
  - We are transitioning into in person meetings starting in July after the PSRA meeting. In person participation will be strongly encouraged
  - It was determined during Steering Committee that the PSRA process will require mandatory in person participation
  - Commissioners are allowed to have 3 zoom appearances for all meetings effective in the beginning of the Julys meetings.
  - Commissioners will go first to the Community Development Committee and then to Steering Committee for follow up if they are found to be in violation of the meeting attendance rules
  - It was discussed that there should be a blanket waiver for consumers - Yusef Lyoyd-Bey
  - It was suggested that people be allowed to send in a letter versus having to come and explain themselves online
  - It was noted that these issues would be handled on a case by case basis

**(7.0) Recipient's Report (Discussion)**

- All agreements should be completed by Thursday and a contract should be in place next week

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- 2022 numbers should be completed by the next P&D meeting and CR staff will send out the information prior to the meeting for review once it is received from the recipients office
- Per the recipient's office, the requested site visit reports should be sent out in the next week

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

- **Review Planning Council Action Timeline (PCAT)**

- Reviewed the PCAT activities for May

- **Planning & Development Committee (P&D) Report**

Planning and Development last met on April 13<sup>th</sup>.

- The allocation requests from the recipients' office and the Part A Expenditures Report by service category were discussed. Award letters are to be sent out, and final numbers for 2022 will be provided for review.
- HRSA recently issued a program letter outlining the Integrated Plan, and they are actively engaging with jurisdictions to communicate the requirements for their individual plans. Additionally, the CDC is currently in the preliminary stages of consolidating all their HIV prevention funds into a single division.
- CR staff (Deryk & Thomas) gave an overview of service standards for a few service categories and the different components that encompass the documents.
- It was discussed that the document should be plainer language
- The committee identified the data-sets to be used in the PSRA
  - Understanding where the non-virally suppressed clients are and their demographic breakdown
  - More insight into gay and bisexual males
  - Focus on retention and linkage of care
  - Undocumented - Uninsurable clients
  - Demographic data such as age, race and ethnicity groups
  - Geo-mapping
  - Risk characteristics
  - Recommendations from the recipient's office
  - Continuum of care data
  - Where are the HIV testing and PrEP sites in Bergen/Passaic county?
- July 11th is the day we receive the data reports and the commissioners needs to be in person
- On June 8th there will be a snapshot presentation on the numbers for PSRA during P&D meeting

- **Community Development Committee (CDC) Report**

Community Development met on Thursday, April 13, 2023

- There will be a comprehensive Planning Council training for new members will be held on June 8<sup>th</sup> from 10am - 2pm. It is open to all Planning Council Commissioners, and guests.
- The Town Hall will be taking place on Wednesday, May 3<sup>rd</sup> at Vitales.
- The CDC voted to accept 2 new applications from Donna Wilson and Edward Marshall.
- This month's Commissioner Spotlight will be Paula Tenebruso.

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- **Department of HIV, STD, and TB Services (DHSTS) Report (Inclusive of Part B)**
- **New Jersey HIV Planning Group (NJHPG) Update**
  - There was a general assembly meeting 2 weeks ago
  - They described what they are looking for and the new process
  - They spoke about syringe access
  - Ric has applied and he needs to email them back to set up a meeting for membership
  - They are still looking for members so anyone here should apply
  - There will be a RFA for harm reduction and they are looking to expand. Looking to fund a possible 7 sites
  - There was some dialogue on competition and working together and learning to collaborate with each other

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

- **Planning Council Training: Presentation by Dr. Debbi Y Mohammed**
  - \*How do we enhance our interoperability?
  - \*Discussion for CDC committee. How are we marketing our services for consumers and how do they access the services?
  - \*Can the E2 program communicate with the Champs program to ensure that Bergen patients information is being shared between providers
  - Bergen does not have a EMR system that communicates to other providers and the hospitals
  - CR will send out the slideshow presentation from Dr. Mohammed for PC review
  - Over 500 clients touched Ryan White services and are now out of care in the TGA
- **Commissioner Spotlight: Paula Tenebruso**
  - Paula Tenebruso gave her commissioner spotlight and talked about how much she enjoyed her job and working with people that are living with HIV. She has been at her current organization for 23 years.

**(10.0) Planning Council Evaluations (Discussion)**

- Meeting surveys were distributed for completion

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

- New Jersey AIDS Walk
- Checking with Deeanne for a meeting space
  - Deeanne will reach out and set up along with CR staff

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

- No public comments at this time

**(13.0) Adjournment**

- Motion to adjourn made by Jerry and seconded by Anjettica

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Upcoming Planning Council Meetings:

- Planning & Development Committee – Thursday, June 6th, 10:45 am – 12:00 pm
- Community Development Committee – Thursday, June 6th, 1:00 pm – 3:00 pm
- Steering Committee – Tuesday, June 8th, 9:30 am – 11:00 am
- Planning Council Annual Meeting – Tuesday, June 8th, 11:30 am – 2:00 pm

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