

Ric Miles- Chair

Andriana Herrera – Vice Chair

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

**MEETING MINUTES**

Tuesday, October 1, 2024

9:00am – 10:00am

Meeting via Zoom Teleconference

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**ATTENDANCE**

Members	Present	Absent	Members	Present	Absent
Ric Miles	P				
Andriana Herrera	P				
Michelle Harvey	P				
Manuel Delgado	P				
Abraham Corsino	P				
Bre Azanedo	P				
PC Support Staff			Recipient Representatives		
Thomas Rodriguez-Schucker	P		Milagros Izquierdo		O
Clifford Barnett	P		Phillip Velazquez		O
Deryk Jackson	P				
<b>P= Present    L= Late    A= Alternate    O = Absent</b>					
<b>Guests:</b> Monique Springer, Ray Welsh, Edward Marshall, Jerry Dillard, War Talley, Karen Walker					

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**AGENDA**

- Moment of Silence.** *The chair will call the meeting to order and recognize a moment of silence.*
  - The meeting was called to order by Ric Miles.
- Welcome to the Chair.** *The chair will welcome everyone to the meeting.*
  - Ric took some time to inform everyone that this would be an expedited version of the Steering Committee.
  - Ric took time to welcome everyone to the meeting and acknowledge visitors.
- 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.*
  - Support staff completed a roll call to establish a quorum. A quorum was established, and the meeting proceeded.

**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.

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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.*

- There were no initial public comments or emerging trends to report at the beginning of the meeting.

5. **Review & Approval of Minutes: Tuesday, September 10, 2024, meeting.** *The chair will review the minutes from the previous meeting and entertain a motion for approval.*

- **Vote:** There was a motion to approve the meeting minutes from the September 10, 2024, meeting made by Michelle Harvey and seconded by Manuel Delgado.

**For:** (4) Ric Miles, Andriana Herrera, Abraham Corsino, and Bre Azanedo

**Against:** (0)

**Abstain:** (0)

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.*

- The chair talked about the updates related to Horizon Dental and the work they are doing with the recipient's office towards the dental service category.
- The chair reviewed the membership attendance and noted that edits were made to reflect the correct attendance.
- The chair also noted that he would be reaching out to Bryan Vales and Mirita Molina regarding their membership. Planning Council support will set something up. This will also be discussed during our coordination call.
- He spoke about comments on the Planning Council evaluation related to opinion versus facts when it comes to information sharing.

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 – October 2024** *Support staff will review the current PCAT to ensure we are following federal mandates.*

Support staff reviewed the Planning Council Activity Timeline with committee member and all tasks are on target.

b. **Receive reports of Standing Committees** *The chair will ask the chairs of the committees to provide reports.*

- Manuel Delgado provided updates related to the September 10, 2024 SPA committee meeting.

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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.*
- The Ryan White Part A grant application was successfully submitted for the 2025-2028 grant years.
  - Staff provided an update related to the dental program.
- 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.* The Steering Committee shall consist of seven (7) members, including the Chair and Vice-Chair of the Planning Council, the Co-Chairs of the Strategic Planning and Assessment Committee, and three (3) at-large members appointed by the Chairperson
  - **Dental Program Updates**
    - The recipient's office and Horizon dental have met again. Unfortunately, due to some state laws in New Jersey, we cannot create a group plan. They are working to create individual plans they are going to put together for our TGA. The pilot program hopes to begin by March 2025 if not sooner.
    - They will also be identifying dental providers in the area to better train them on the care of people living with HIV. The hope is that this will help with stigma and increasing of knowledge in this area.
  - **New Member Oaths of Office**
    - New members will receive their oaths of office at the annual meeting.
    - This is something the committee would like to add as a standing item on the PCAT Planning Council Activity Timeline. This would include having the swearing in occur at the annual meeting and an additional date, possibly in June.
- 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.*
- Support staff reviewed the current membership attendance.
  - It was noted that the membership attendance indicated both the in person PSRA membership and the PSRA data presentation that was virtual only. While those members attended the mandatory PSRA meeting, they did not attend the virtual session.
  - Support staff also reviewed the videos for meetings dating back to July to confirm attendance of members.

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

- The committee received 3 new membership applications for review. These will be reviewed at next month's meeting.

**g. Review Planning Council Meeting Evaluations Results (September 2024)** *The chair will ask support staff to review the meeting evaluations from the previous meeting.*

- Support staff reviewed the Planning Council member feedback from the September 2024 meeting.
- The bylaws presentation was good, but too detailed. Perhaps a summary slide or two would be useful. Maybe add a flowchart.
- Too much detail. Not sure what role I would play in this as a commissioner. What authority do I have to make or override a decision, if any?
- Add a 3<sup>rd</sup> response for Non-Commissioner SPA member
- Support staff will follow up with the chair regarding the individuals who wanted to speak with someone.

**8. New Business (Discussion, all matters in this item are informational only)**

- **Commissioner Spotlight – November – Dan Smith and Manuel Delgado**
  - Support staff will reach out to Dan Smith and Manuel Delgado for information needed for the commissioner spotlight.
- **PSRA Report**
  - Support staff is in the final stages of the PSRA report and will have the final draft available for review by the Planning Council at the November meeting.

**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.*

- AETC is having a webinar on October 2, 2024, from 11:00am till 12:00pm on engaging older adults in HIV testing and prevention services.
- A reported trend by Jerry Dillard was around HIV testing for people who are substance users. How do you make the determination on if someone is coherent enough to test?
- Are there any best practices to handle this situation to avoid liability?
- Nationally the incidences of HIV diagnoses for Black African American men who have sex with men is decreasing, however it is increasing for LatinX Hispanic males.
- AETC has reached out to the state for updated epi data regarding the trends in the New Jersey 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.*

- There were no public comments or emerging trends to discuss at the conclusion of the meeting.

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

- **Vote:** There was a motion to adjourn the meeting made by Andriana Herrera and seconded by Manuel Delgado.

**For:** (4) Ric Miles, Michelle Harvey, Abraham Corsino, and Bre Azanedo

**Against:** (0)

**Abstain:** (0)

**Upcoming Planning Council Meetings:**

- Tuesday, November 12, 2023
  - Steering Committee Meeting – 4:00 pm – 5:30 pm
  - SPA – Strategic Planning and Assessment Committee – 6:00 pm – 8:00 pm

**Buddies of New Jersey**

149 Hudson Street

Hackensack NJ 07601

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

Name of Commissioner	10/2023	11/2023	12/2023	1/2024	2/2024	3/2024	4/2024	5/2024	6/2024	7/2024	8/2024	9/2024	10/2024
1. Herrera, Andriana	P	O	P	P	P	P		P	P	P	P	P	P
2. Ric Miles	O	P	P	P	P	P		P	P	P	P	P	P
3. Michelle Harvey				P	A	P		P	A	P	P	P	P
4. Manuel Delgado					P	P		P	P	P	O	O	P
5. Abraham Corsino				P	P	P		O	P	P	P	P	P
6. Bre Azanedo										P	O	P	P
Members Present	7	6	8	4	4	6		4	4	6	4	5	5
Recipient's Office	0	0	1	0	0	0		0	0	0	2	0	0
Public/Guests	4	1	2	5	1	2		2	5	4	4	1	6
Support Staff	1	2	2	3	1	2		3	4	3	3	1	3

**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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