

Ric Miles- Chair & Anjettica Boatwright- Vice Chair

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

**MEETING MINUTES**

Tuesday, July 11<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		
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				
Tatum Townsend - Intern					
<b>Guests:</b>					

**AGENDA**

- (1.0) Moment of Silence**
  - The co-chair Ric Miles asked for a moment of silence.
- (2.0) Welcome by the Chair**
  - The co-chair gave a brief introduction and welcomed everyone to the meeting.
- (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)**
  - There were no public comments at this time.
- (5.0) Review & Approval of Minutes: June 6<sup>th</sup>, 2023, meeting**
  - Karen made a motion and Anjettica seconded to approve the minutes from June 6, 2023, with suggested edits that were addressed by Planning Council support staff.
- (6.0) Report of the Chair (Discussion, all matters in this item are information only)**
  - No major updates from the chair currently.

**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.

**(7.0) Business Items**

**(7.1) Review Steering Committee PCAT**

- The Steering Committee reviewed the Planning Council Activity Timeline to ensure that the Planning Council remains in compliance with its legislative requirements.

**(7.2) Planning Council Committee Reports**

**(7.2)1. Planning and Development Committee (P&D)**

- Planning and Development Committee met on June 8th, 2023.
- A quorum was not immediately established at the start of the meeting but would be later as the meeting progressed allowing for approval of the May 11th meeting minutes.
- The committee reviewed the PCAT (Planning Council Activity Timeline) for compliance with the Federal mandates.
- The committee discussed possible contingency plans for PSRA in the event of a public health emergency.
- In planning for the Needs Assessment, it was discussed that we should be gathering more specific data from consumers during the community forums.
- Looking at what services clients are unable to access,
- Some key factors that are making people successful with their viral suppression. (Resiliency factors)
- Looking at the conditions of community housing
- We reviewed the HRSA/CDC review of the Integrated Plan Report
- The Council wanted to reach out for clarification on who they are referring to regarding staff turnover.

**(7.2)2. Community Development Committee (CDC)**

- The CDC Committee met on June 8, 2023
- A quorum was established, and the meeting minutes from April 13<sup>th</sup>, and May 11<sup>th</sup>, 2023, were approved.
- The committee reviewed the PCAT (Planning Council Activity Timeline) for compliance with the Federal mandates.
- The committee discussed the application process and went into executive session to review the applications recently received.
- The committee discussed having a Planning Council Orientation in February with the goal of having everyone sworn into their roles by December.
- It was determined that Miriam Torres will be spotlighted as part of the monthly Commissioner Spotlight.
- The committee discussed the day of capacity as possible topics.
  - Young Latino Males
  - HIV and cognitive dementia
  - HIV and Aging
  - Ending the HIV Epidemic

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- Elevate from NMAC would be willing to do a presentation virtually.
  - Ray is going to reach out to the Commission on AIDS for a speaker in North Jersey that may be able to garner the attention of young Latino males.
  - The committee discussed ideas for the Planning Council Training Binder including:
    - History of HIV in the TGA
    - Responsibilities of the Planning Council
    - Acronyms cheat sheet
    - Roberts Rule of Order overview
    - Review of how the meetings are conducted.
      - Agendas
      - Surveys
      - How they can contribute to the conversation
      - The climate of the TGA and Needs
- (7.3) Program Updates and Collaboration with the recipient's office
- There are no updates currently.
- (7.4) Review and resolve parking lot items.
- There are currently no items in the parking lot for review.
- (7.5) Review Planning Council Meeting Evaluations Results: June 6<sup>th</sup>, 2023, meeting
- The committee reviewed the Planning Council feedback from June 6, 2023
- (7.6) New Jersey HIV Planning Group (NJHPG) Update
- Ric reviewed his status on NJHPG and recommended that someone else from the planning body join to add additional representation.
- (7.7) Decide Next Month's Training Topic
- (8.0) New Business (Discussion, all matters in this item are informational only)**
- (9.1) Administer the Assessment of the Efficiency of Administrative Mechanism
- The committee agreed to move this action to August meetings after the completion of the PSRA process this month.
- (9.0) Announcements (Discussion, all matters in this item are informational only)**
- (10.0) Public Comments (Discussion, all matters in this item are informational only)**
- Adrianna Herrera needs to be added to the Planning Council attendance.
- (11.0) Adjournment**
- Motion made by Anjettica and seconded by Peter. All in favor.

**Upcoming Planning Council Meetings:**

- **Priority Setting and Resource Allocation Meeting – Thursday, July 13<sup>th</sup>, 10:00 am - 4:00 pm**
- Steering Committee – Tuesday, August 1<sup>st</sup>, 9:30 am – 11:00 am
- Planning Council Meeting – Tuesday, August 1<sup>st</sup>, 11:30 am – 2:00 pm
- Planning and Development Committee – Thursday, August 10<sup>th</sup>, 10:45am – 12:45pm
- Community Development Committee – Thursday, August 10<sup>th</sup>, 1:00pm – 3:00pm

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