

Ric Miles- Chair & Anjettica Boatwright- Vice Chair

Bergen/Passaic TGA Steering Committee Monthly Meeting

MEETING MINUTES

Tuesday, November 14th, 2023, 2:00 – 4:00 pm

Meeting via Zoom Teleconference

ATTENDANCE

Members	Present	Absent	Recipient Representatives	Present	Absent
Anjettica Boatwright	P		Milagros Izquierdo		O
Jerry Dillard	P				
Peter Gennat		O			
Andriana Herrera		O			
Ric Miles	P				
Karen Walker	P				
Ray Welsh	P				
Gloria Price	P				
PC Support Staff					
Thomas Rodriguez-Schucker		O			
Clifford Barnett	P				
Deryk Jackson	P				
P= Present L= Late A= Alternate O = Absent					
Guests: Edward Marshall					

AGENDA

(1. Moment of Silence

- There was a moment of silence observed by Ric Miles

(2. Welcome by the Chair

- The chair welcomed everyone to the meeting.

(3. Roll Call

- Support staff took a roll call and quorum was established.

(4. Public Comments (Discussion, all matters in this item are information only)

- There were no public comments at this time.

(5. Review & Approval of Minutes: October 3rd, 2023, meeting

- Anjettica will follow up with Millie regarding the early morning candlelight on City Hall Stairs.
- Anjettica made a motion to accept the minutes with the addition of the changes. Gloria seconded the motion and all members were in favor.

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(6. Report of the Chair (Discussion, all matters in this item are information only)

- The Day of Capacity Meeting took place on October 3, 2023, at Vitales.
- Anjettica welcomed everyone to the event and observed a moment of silence.
- Ray Welsh gave an introduction into the Day of Capacity and what was the purpose and call of the event.
- The group then participated in reading excerpts from the 1983 Denver Principles, highlighting the impacts and importance of the document.
- The group participated in an icebreaker activity to help focus on self-affirmation.
- The group heard a presentation from Allison Modica from Gilead on “How HIV treatment has changed over the years.”
- The group spent some time talking with Jomil Luna from AFC Bronx HCC and Pharmacy to get a better understanding of the needs of the Latino community and ways to interact with them.
- The chair spoke about the Mark Bengé award nominations.
- It was clarified that members terms will end in December and not February 2024.

(7. Business Items

- **Review PCAT Planning Council Activity Timeline – November**
 - Receive reports of Standing Committees
 - Program Updates and Collaboration with the Recipients office
 - Review and resolve parking lot items
 - Review Planning Council Feedback
 - Review and sign Estimated Unobligated Balance by Co-Chairs
 - Review Scope of Work and Planning Council Activity Timeline (PCAT)
- **Receive reports of Standing Committees**
 - **Planning and Development Committee (P&D)**
 - Planning and Development Committee met on October 12th, 2023.
 - Support staff took a roll call and established a quorum.
 - The Committee approved the meeting minutes from September 14, 2023.
 - The Committee reviewed the PCAT Planning Council Activity Timeline for compliance with federal mandates.
 - The Committee took a vote to move the Annual Quality Improvement Plan Review to January and February of the grant year. All members were in favor of this.
 - The Committee discussed the status of the Integrated Plan noting that there was a meeting with HRSA, the CDC and Stakeholders to discuss the feedback. There were talks on how they can best track the plan.
 - The Committee reviewed QA site visit results and performance measures.

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- It was asked if the reevaluation of the care plan every 6 months is still appropriate.
- The general feeling is that it goes along with the 6-month recertification and would make it easier for case managers to remember to complete the process.
- Support staff will share the QA site results with the Committee for review.
- The Committee noted that there was a TA request from the providers to the recipient office as to where to access the service standards and how to set up reminders and emails in e2.
- It was also noted that this would be reviewed again at November's meeting.
- Support staff will ensure that the Planning and Development Committee has a copy of service standards for review.
- The Planning and Development Committee will follow up on the simplification of service standards.
- **Community Development Committee (CDC)**
- Community Development Committee met on October 12, 2023.
- Support Staff took a roll call and established quorum.
- The Committee approved the minutes from September 14th, 2023.
- The Committee reviewed the PCAT Planning Council Activity Timeline for compliance with federal mandates.
- The Committee noted that Karen had found the Planning Council Training Binder and had given it to the co-chairs of CDC for review.
- The Committee reviewed the current membership attendance and noted 2 individuals who are in violation. Ric Miles will reach out to them for feedback.
- Members were reminded about the Bring 1 campaign and the importance of consumer involvement on the Planning Council.
- The Committee voted on 11 new applications to move on to the PC for vote in November.
- The Committee has identified people to fill 3 categories once applications are accepted.
- Local Public Health Agency
- Hospital Planning Agency or Healthcare Planning Agency
- Part C Recipient
- Support Staff reviewed with the Committee those members whose terms are set to expire in December.
 - (7.1).1. Anjettica Boatwright
 - (7.1).2. Jerry Dillard
 - (7.1).3. Gloria Price

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- (7.1).4. Paula Tenebruso
- (7.1).5. Miriam Torres
- (7.1).6. Karen Walker

- **Program Updates and Collaboration with the recipient's office**
 - The Community Forum Flyers were sent out.
 - Support staff reached out to the recipient's office regarding the mayor's representation at the Annual meeting.
 - Recipient staff will be at the next Planning and Development meeting to discuss the updated expenditures.
- **Review and Resolve Parking Lot Items (for possible action)**
 - Updates to the meeting dates and times
 - Committee reports are needed earlier to report at the meetings.
 - The committee discussed changes to the structure of meetings to have Steering and Planning Council days meet on the second Tuesday or Thursday of the month.
- **Review Planning Council Meeting Evaluations Results**
 - No meeting feedback. October was Day of Capacity at Vitales
 - Support staff put together a survey for the upcoming community forum.
- **New Jersey HIV Planning Group (NJHPG) Update - Dottie Dowdell**
 - The next meeting is set to take place in January.
- **Decide Next Month's Training Topic**
 - Prepare Annual report for Ric.
- (8. New Business (Discussion, all matters in this item are informational only)**
 - Review and sign Estimated Unobligated Balance by Co-Chairs
 - Review Scope of Work and Planning Council Activity Timeline (PCAT)
 - Approval of new PC members
 - A motion to pause rules and regulations that prevent consumers from continuing their terms was made by Karen and supported by Gloria. All members were in favor and the motion passes.
 - A motion to approve Donna Wilson, Bre Azanedo, Edward Marshall, Dan Smith, Michelle Harvey and Manuel Delgado was made by Jerry and seconded by Anjettica. All members were in favor and the motion passes.
- (9. Announcements (Discussion, all matters in this item are informational only)**
 - There will be a World AIDS Day event at the Brownstone on December 1st from 1pm – 5pm. During this event they will be presenting the winner of the Gregory Kelly Memorial Fund.

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(10. Public Comments and Emerging Trends

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

(11. Adjournment

Upcoming Planning Council Meetings:

- Steering Committee – Tuesday, December 5th, 9:30 am – 11:00 am
- Planning Council Meeting – Tuesday, December 5th, 11:30 am – 2:00 pm
- Planning and Development Committee – Thursday, December 14th, 10:45am – 12:45pm
- Community Development Committee – Thursday, December 14th, 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. Anjettica Boatwright	P	P	P	P	P	P	P	P	P			
2. Dillard, Jerry	P	P	P	P	P	P	P	P	P			
3. Peter Gennat	P	P	P	P	P	P	P	P	O			
4. Herrera, Andriana	P	P	O	P	P	P	P	P	O			
5. Ric Miles	P	P	P	P	P	O	P	O	P			
6. Walker, Karen	P	P	P	P	P	P	P	P	P			
7. Welsh, Ray	P	P	P	P	P	O	P	P	P			
8. Gloria Price						P	P	P	P			
Members Present	7	7	6	7	7	6	8	7	6			
Recipient's Office	2	0	0	0	0	0	1	0	0			
Public/Guests	1	2	3	2	0	0	0	4	1			
Support Staff	2	3	3	4	3	2	3	1	2			

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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