

*Ric Miles- Chair*

*Bre Azanedo – Vice Chair*

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

**MEETING MINUTES**

Tuesday, February 4, 2025

9:30am – 11:00am

Meeting via Zoom Teleconference

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**ATTENDANCE**

Members	Present	Absent	Members	Present	Absent
Bre Azanedo	O				
Abraham Corsino	O				
Manuel Delgado	P				
Michelle Harvey	P				
Ric Miles	P				
Dan Smith	P				
<b>PC Support Staff</b>			<b>Recipient Representatives</b>		
Thomas Rodriguez-Schucker	P		Milagros Izquierdo	P	
Deryk Jackson	P		Phillip Velazquez	O	
Sara Seaburg	P		Maricela Marin	P	
<b>P= Present    A= Alternate</b>					
<b>O = Absent</b>					
<b>Guests:</b>					

- Moment of Silence** - Ric Miles observed a moment of silent reflection.
- Welcome to the Chair** - Ric Miles welcomed everyone to the meeting.
- Roll Call** - Support Staff took a roll call of members and established a quorum for the meeting.
- Public Comments and Emerging Trends** – There were no public comments or emerging trends to discuss at this time.
- Review & Approval of Minutes: Tuesday, January 7, 2025, meeting**  
**Vote:** There was a motion to approve the meeting minutes from January 7, 2025, meeting made by Manuel Delgado and seconded by Michelle Harvey.  
**For:** (4) Delgado, Harvey, Miles, Smith  
**Against:** (0)  
**Abstain:** (0)

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

Ric Miles provided the following Chair report:

**Steering Committee Meeting Date:** Tuesday, January 7, 2025

1. The Planning Council reviewed and approved the minutes from the December 3, 2024 meeting.
2. The committee addressed current membership recruitment with focus on reaching 33% unaligned reflectiveness (currently at 29%).
3. Chair nominations were received with Ric Miles and Bre Azanedo accepting nominations for chair position, while Deeanne Hackett, Bre Azanedo, and Monique Springer accepted nominations for vice chair.
4. The committee reviewed membership attendance and noted members that have 3 absences in the 12-month period.
5. The council discussed potential changes to meeting times to improve consumer engagement, with three proposed schedule options under consideration.
6. The Planning Council support budget was reviewed, showing 89.31% utilization with 10.69% remaining for the grant year

**7. Business Items**

- a. **Review PCAT Planning Council Activity Timeline – January 2025** - Support staff reviewed the current Planning Council Activity Timeline, and the Planning Council remains in compliance with its legislative requirements.

- b. **Receive reports of Standing Committees**

Ric Miles provided the following report for the Strategic Planning and Assessment Committee:

**Meeting Date:** Tuesday, January 7, 2025.

1. Support staff reviewed the PCAT (Planning Council Activity Timeline) and provided training on guidance to ensure the Planning Council remains in line with its legislative responsibilities.
2. Elections were held for Planning Council leadership positions:
  - Ric Miles was elected as the new Planning Council chair (16 votes)
  - Bre Azanedo was elected as the new Planning Council Vice Chair (7 votes)
3. The committee voted to change meeting times to: Steering from 10:30am – 12:00pm with lunch from 12:00pm – 12:30pm then PC/SPA from 1:00pm – 3:00pm.
4. The Part A Notice of award was released with information on continuous resolution and partial awards, with services to be prioritized until full award is received.
5. Quality Assurance will begin with a Technical Assistance webinar in January and site visits starting in February.
6. The committee noted that a finalized CQM plan will be presented for review in January and approval in February before being brought to the Planning Council.

- c. **Program Updates and Collaboration with the recipient's office**

- There were none at this time.

- d. **Review and Resolve Parking Lot Items**

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- **Appoint at large members to the Steering Committee** – Ric will be working on providing an update at the future meeting on the status of the final Steering Committee member.
  - **Dental Program Updates**
    - There are no updates currently.
    - The goal is to have a plan in place by March.
    - There have been some issues with patients getting emergency care and they were advised to reach out to Phil at the recipient's office.
- e. **Review and Manage Planning Council Membership Attendance**
- The Planning Council reviewed the membership attendance and noted the number of attendance violations for the 12-month consecutive period in accordance with the bylaws.
- f. **Address membership recruitment campaign(s).**
- Bring One Campaign – The Committee addressed the current bring one campaign and noted that we are currently at 29% unaligned reflectiveness. The goal of the PC is to reach 33%.
  - The Committee talked about its strategies to improve these numbers by changing meeting times, and scheduling evening meetings.
  - The chairs also noted that they would be in touch with Hackensack for engagement in the Local Public Health areas. Ric is also working with the hospital to discuss their future role on the Planning Council.
  - Montclair was also interested but needed to see what representatives were available to attend the meetings. The chairs will follow up.
  - There was a challenge with Mary Beth Ali. It was suggested that Ric reach out to Irene, or Mona for engagement.
  - Review membership matrix for compliance with federal mandate
- g. **Review and Manage Planning Council Membership Application Process**
- PC Support staff reached out to those members who had incomplete applications several times and those 5 members did not respond.
  - Support staff will work on making the questions mandatory in survey monkey so that members complete the application completely.
  - Support staff reached out to the members who were terming off with the idea of them having someone from their organization to represent the Planning Council.
  - Support staff will follow up with those members.
- h. **Review/Update Directives for GY2025**
- Support staff presented the current directives and reviewed each one. The committee decided to review these one more time before voting on them.
- i. **Review Planning Council Meeting Evaluations Results (January 2024)** – The committee reviewed the meeting results from the January 2024 meeting. There was no feedback that required follow-up.
8. **New Business (Discussion, all matters in this item are informational only)**

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- Review Planning Council Support Budget – Support staff reviewed the current PC support budget and noted that we have currently billed out 89.31% of the budget leaving 10.69% left to expend for the grant year.
9. **Announcements and Emerging Trends (Discussion, all matters in this item are informational only)** – There were no announcements or emerging trends.
10. **Public Comments and Emerging Trends (Discussion, all matters in this item are informational only)** – There were no public comments or emerging trends.
11. **Adjournment**  
**Vote:** Michelle Harvey made a motion to adjourn today’s meeting and it was seconded by Manuel Delgado  
**For:** (6) Delgado, Harvey, Miles, Smith  
**Against:** (0)  
**Abstain:** (0)

**Upcoming Planning Council Meetings:**

Tuesday, March 4, 2025

- Steering Committee Meeting – 10:30am – 12:00pm
  - Strategic Planning and Assessment Committee Meeting – 1:00pm – 3:00pm
- Crossroads Ministry**  
511 East 22 Street  
Paterson, New Jersey 07154

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