

Ric Miles- Chair

Andriana Herrera – Vice Chair

Bergen/Passaic TGA Steering Committee Monthly Meeting

MEETING MINUTES

Tuesday, January 7, 2025

9:30am – 11:00am

Meeting via Zoom Teleconference

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		O	Maricella		O
P= Present A= Alternate O = Absent					
Guests: Monique Springer, Dan Smith, Ray Welsh					

- 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, December 3, 2024, meeting**
Vote: There was a motion to approve the meeting minutes from the December 3, 2024, meeting made by Andriana Herrera and seconded by Bre Azanedo.
For: (4) Michelle Harvey, Ric Miles, Bre Azanedo, Andriana Herrera
Against: (0)
Abstain: (2) Manuel Delgado, Abraham Corsino

Mission Statement

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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, December 3, 2024

- The Planning Council held its annual meeting with the Mayor on December 3, 2024.
- The Chair provided a detailed report on the Planning Council's legislative work completed through the grant year to the Mayor of the City of Paterson.
- The mayor swore in and welcomed all new commissioners to the council that were present.
- The council talked about the upcoming chair elections and the process that will be completed heading into the January meeting.
- The council gave special acknowledgement to Karen Walker for her years of dedication to the HIV field.
- The council remains on track with its legislative responsibilities per the Planning Council's Activity Timeline.

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.

- **Proposed changes to the PCAT for 2025/26 Grant Year** - Planning Council Support staff reviewed the proposed PCAT for the 2025/26 grant year versus what the recommendations from the Health Resources and Services Administration (HRSA) guidance and will review this information during the upcoming SPA committee meeting.

b. **Receive reports of Standing Committees**

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

Meeting Date: Tuesday, November 12, 2024

- The committee was informed that the recipient is currently working with subrecipients at the provider meetings to coordinate on some of the upcoming service delivery changes. We would like to give the recipient's office more time to work through the changes and bring back to present to the PC by January.
- Support staff reviewed the nomination process for the new chair of the Planning Council and noted that chairs of the subcommittee will be selected in February with the process beginning in January.
- The committee reviewed its activity timeline and remained on target with all legislative requirements.
- The committee noted that the unobligated balance estimate (UOB) is due in December and that outreach has already begun with the recipient to complete this process.
- Members complete the feedback for the meeting.

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

- Planning Council support staff reviewed current expenditures for the grant year from March 2024 till December 2024.
- There were some concerns about providers not having expenditures turned into the recipient's office.
- It may be of some value to look deeper into the priority setting and resource allocation process to ensure we can control future carryover issues.

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

- **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 recipients 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.
- Monique Springer was noted to have had 3 absences in the 12-month period. This was discussed with Monique during the meeting and noted.

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 changes in 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

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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.

Vote: The committee made a motion to go into Executive session to review the membership reflectiveness. Made by Dan and seconded by Andriana.

For: (6) Michelle Harvey, Ric Miles, Bre Azanedo, Andriana Herrer, Manuel Delgado, Abraham Corsino

Against: (0)

Abstain: (0)

Vote: The committee made a motion to come out of Executive session to review the membership reflectiveness. Made by Dan and seconded by Andriana.

For: (6) Michelle Harvey, Ric Miles, Bre Azanedo, Andriana Herrer, Manuel Delgado, Abraham Corsino

Against: (0)

Abstain: (0)

- h. Review Planning Council Meeting Evaluations Results (November 2024)** – The committee reviewed the meeting results from the November 2024 meeting. There was no feedback that required follow up.

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

- 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.
- Co-Chair nominations discussion
 - Ric Miles and Bre Azanedo accepted the nomination for chair.
 - Deeanne Hackett, Bre Azanedo, and Monique Springer accepted the nomination for vice chair.
- Review/Approve 2025/26 Planning Council Meeting Calendar
 - There was a discussion to address the current meeting times and how it will affect consumer engagement. There were three proposed times:
 - Steering from 10:30am – 12:00pm with lunch from 12:00pm – 12:30pm then PC/SPA from 1:00pm – 3:00pm.
 - Steering from 12:30pm – 2:00pm with lunch from 2:00pm – 2:30pm then PC/SPA from 2:30pm – 4:30pm.
 - Remain at current timeslot
 - The PC was not open to moving the Steering Committee to a virtual format a week before the meeting.

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9. **Announcements and Emerging Trends (Discussion, all matters in this item are informational only)** – There were no announcements currently.

10. **Public Comments and Emerging Trends (Discussion, all matters in this item are informational only)** – There were no public comments or emerging trends currently.

11. **Adjournment**

Vote: The committee made a motion to adjourn today's meeting. Made by Andriana and seconded by Michelle.

For: (6) Michelle Harvey, Ric Miles, Bre Azanedo, Andriana Herrero, Manuel Delgado, Abraham Corsino

Against: (0)

Abstain: (0)

Upcoming Planning Council Meetings:

Tuesday, February 4, 2025

- Steering Committee Meeting – 9:30am – 11:00am
- Strategic Planning and Assessment Committee Meeting – 11:30am – 2:00pm

Crossroads Ministry

511 East 22 Street

Paterson, New Jersey 07154

Ric Miles
Ric Miles (Oct 1, 2025 10:19:17 EDT)

Oct 1, 2025

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