



Mark Scott & Anjettica Boatwright, Co - Chairs

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Strategic Planning and Assessment Committee Meeting Agenda

Tuesday, July 8, 2025

6:00pm – 8:00pm

Join Zoom Meeting

<https://us02web.zoom.us/j/82314042081?pwd=TnnC3frwn7GQ6Lr9PBMvlnYuUkna9W.1>

Meeting ID: 823 1404 2081

Passcode: 455726

1. **Call to Order/Moment of Silence.** *The co-chairs will call the meeting to order and recognize a moment of silence.*
2. **Roll Call.** *The co-chairs will call the meeting to order and establish a quorum through support staff announcing each participant in the teleconference participants list.*
3. **Welcome from the co-chairs.** *The co-chairs will welcome everyone to the meeting.*
As a reminder, please follow federal regulations and Planning Council guidelines by avoiding discussions on client information, funding decisions benefiting members, contracting issues, unethical conduct, off-topic matters, lobbying, or actions that violate Ryan White Program rules. Adhere to the Council's code of conduct, state your conflict of interest when necessary, and consult bylaws, policies and procedures, and HRSA guidelines if needed.
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.*
5. **Review & Approval of Minutes: Strategic Planning and Assessment Committee – May 6, 2025, meeting.** *The co-chairs will review the minutes from the previous meeting and entertain a motion for approval.*
6. **Review of Planning Council Action Timeline (PCAT) – July 2025** *Support staff will review the current PCAT to ensure we are following federal mandates.*
7. **Review and resolve parking lot items** *The co-chairs will review any items that may have been left in the parking lot for possible action.*

Item	Status
Contingency Policy and Procedure for PSRA	The committee will work on establishing an emergency contingency plan for PSRA in the event of major funding reductions.

8. **Review Part A Expenditure Reports by Service Category** *The co-chairs will ask for the recipients' report of current expenditures.*
9. **Review Reallocation Request from the Recipient's Office** *The co-chairs will ask for any reallocation requests from the recipient's office.*
10. **Review Carryover Requests with the Recipient** *The co-chairs will ask the recipient if there are any carryover requests.*



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11. **Review Progress and Updates of the Integrated Plan** *The co-chairs will ask for updates on the New Jersey Integrated Plan.*
12. **PSRA -Review Framework/Datasets and Meeting Logistics for PSRA** *The co-chairs will ask for updates on the framework for the Priority Setting & Resource Allocation Process and updates on the meeting logistics.*
13. **Consumer/Commissioner Education Training** *Support staff will present a Planning Council Orientation Training.*
14. **Review Annual Quality Improvement Plan** *The co-chairs will ask for the presentation on the annual quality improvement plan.*
15. **Planning for Day of Capacity** *The co-chairs will lead a discussion on planning for the 2025 Day of Capacity.*
16. **Plan Town Hall Meetings for education of consumers on services** *The co-chairs will ask for updates upcoming town hall meetings.*
17. **Administer Special Studies/Needs Assessment** *The co-chairs along with Planning Council support staff will discuss updated on this needs assessment.*
18. **Review/Discuss New Planning Council Application** *The co-chairs will discuss new Planning Council applications - there are no new applications to be reviewed.*
19. **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.*
20. **Public Comments and Emerging Trends (Discussion, all matters in this item are information only)** *This is a moment for members of the public to make public comments or discuss emerging trends in the TGA.*
21. **Planning Council and Committee Feedback** *Support staff will share a link to the feedback survey as well as a QR code.*

<https://www.surveymonkey.com/r/6BRVXK8>



22. **Adjournment** *The co-chairs will entertain a motion and a second to approve the adjournment of this meeting.*

August Planning Council Meetings:

Tuesday, August 5, 2025

- Steering Committee : 10:30am -12:00pm
- Priority Setting and Resource Allocation Training : 11:00am – 4:00pm

Wednesday, August 6, 2025

- Priority Setting and Resource Allocation : 10:00am – 4:00pm

Crossroads Ministry

511 East 22 Street

Paterson New Jersey, 07154

Manuel Delgado and Michelle Harvey, Chairs

Bergen/Passaic TGA Strategic Planning and Assessment Committee Meeting

MEETING Minutes

Tuesday, May 6, 2025

11:30 am – 2:00 pm

Meeting via Zoom Teleconference

ATTENDANCE

Planning Council Commissioners	Present/Absent	At Large Members	Present/Absent
Bre Azanedo	P	Paula Tenebruso	P
Anjettica Boatwright	P	Jerry Dillard	P
Abraham Corsino	P	Shametra Hall	A
Manuel Delgado	P	Gloria Price	A
Doris Ezomo	P	Miriam Torres	P
Thaisha Gonzalez	A	Karen Walker	A
Sara Grajeda	A	Ray Welsh	P
Deeanne Hackett	P	Graziela Ferreira	P
Michelle Harvey	P		
Edward Marshall	P		
Ric Miles	P	GUESTS	
Robert Schaffer	A	War Talley	
Marc Scott	P	Jennifer Montoya	
Dan Smith	P	Barbara McGoey	
Monique Springer	P		
PC Support Staff		Recipient Staff	
Thomas Rodriguez-Schucker	P	Milagros Izquierdo	A
Deryk Jackson	P	Phillip Velazquez	A
Tatum Townsend	P	Maricela Marin	A

1. **Moment of Silence** – Michelle Harvey called the meeting to order and began the meeting with a moment of silent reflection in observance of those with HIV.
2. **Welcome to the Chair** – Michelle welcomed everyone to the meeting.
3. **Roll Call** - Support Staff took a roll call of members and established a quorum for the meeting.
4. **Public Comments and Emerging Trends** – There were no comments from the public at this time.
5. **Review & Approval of Minutes from the March 4, 2025 Strategic Planning and Assessment Committee Meeting.**
There was a motion to approve the March 4, 2025, minutes by Marc Scott and seconded by Ray Welsh

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.

Manuel Delgado and Michelle Harvey, Chairs

For: (14) Azanedo, Boatwright, Corsino, Delgado, Ezomo, Hackett, Smith, Springer, Welsh, Dillard, Torres, Dowell-Burton, Jackson, Scott

Against: (0)

Abstain: (4) Marshall, Miles, Ferreira, Tenebruso

6. Business Items

a. Review of Planning Council Action Timeline (PCAT) – May 2025

- Support staff reviewed the PCAT to ensure the Planning Council remains in line with its legislative responsibilities. The PC remains on track.

7. Review and resolve parking lot items – There were no parking lot items at this time.

8. Review Part A Expenditure Report by Service Category – The Part A expenditure report by service category was not ready at this time.

9. Review Reallocation Request from the Recipient's Office – There were no reallocations requests from the Recipient's office at this time.

10. Review Carryover Requests with the Recipient – No information on this item during the time of the meeting.

11. Review Progress and Updates of the Integrated Plan – June Dowell-Burton reported no updates from the state currently on the Integrated Plan.

12. PSRA-Review Framework/Datasets and Meeting Logistics for PSRA – PC Support presented the format of the data used from last year's Priority Setting and Resource Allocations workshop for consideration.

13. Nominations and Elections of a Strategic Planning & Assessment Committee Chair – PC support lead the process of the co-chair nominations and elections. The following individuals were nominated and accepted nominations: Angettica Boatwright, Michelle Harvey, Manuel Degado and Mark Scott. After conducting online and in person ballots, Angettica Boatwright and Mark Scott will be the new co-chairs of the committee.

14. Develop Feedback on Accomplishments/Challenges for Program Terms Report – This was reviewed and it was explained that this portion of the annual program terms report was removed this year and no need to discuss.

15. Plan Town Hall Meetings for education of consumers on services – this was tabled as the special study and needs assessment will be done first based on the upcoming Priority Setting and Resource Allocation process for GY26.

16. Coordination of Special Studies/Needs Assessment – PC support will develop and launch a needs, barriers and gaps needs assessment at service points to gather more information. This data will be used to replace the 2019 data sources for the PSRA process.

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Manuel Delgado and Michelle Harvey, Chairs

17. Presentation from the Recipient's office on Services – PC support reviewed a presentation on the services and providers available to clients in the TGA. This included the following:

- Early intervention services
- Medical case management/adherence
- Referral for healthcare support services
- Psychosocial support services
- Medical transportation
- Health education/risk reduction
- Substance abuse
- Outpatient ambulatory health services
- Legal services
- Oral health services

18. Announcements and Emerging Trends

There will be a 2-day motivational training for medical case managers for funded agencies. Laura will be sending out more details.

19. Public Comments and Emerging Trends

Laura from the AIDs Education and Training Center reported that they hosted their MCM training program on March 20th and had over 100 participants from different grant areas throughout New Jersey.

20. Planning Council and Committee Feedback – Attendees were given time to complete the meeting feedback for this meeting.

21. Adjournment

Ric Miles made a motion to adjourn the meeting and Ray Welsh seconded.

For: (18) Azanedo, Boatwright, Corsino, Delgado, Ezomo, Hackett, Smith, Springer, Welsh, Dillard, Torres, Dowell-Burton, Jackson, Scott, Marshall, Miles, Ferreira, Tenebruso

Against: (0)

Abstain: (0)

Upcoming Planning Council Meetings:

Tuesday, July 8, 2025

- Steering Committee : 4:00p -5:30p
- Strategic Planning & Assessment Committee: 6:00p - 8:00p

Tuesday, August 5, 2025

- Steering Committee : 10:30am -12:00pm
- Priority Setting and Resource Allocation Training: 11:00am – 4:00pm

Wednesday, August 6, 2025

Priority Setting and Resource Allocation: 10:00am – 4:00pm

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STRATEGIC PLANNING & ASSESSMENT TASKS	
<i>BERGEN/PASSIAC TGA Strategic Planning and Assessment Committee</i>	<i>July</i>
Review Scope of Work & Planning Council Activity Timelines (PCAT)	X
Review and resolve parking lot items	X
Review Reallocation Requests from the Recipients Office	X
Review Part A Expenditure Reports by Service Category	X
Review progress and updates of the integrated plan	X
Administer Special Study/Needs Assessment	X
PSRA - Data Training Session for 2026/27 Grant Year	X
PSRA - Priority Setting Session for 2026/27 Grant Year	X
PSRA - Resource Allocations Session for 2026/27 Grant Year	X
Planning for Town Hall (solidify a date, time, location)	X
Develop Education of Consumers on Services	X
Develop Feedback on Barrier and Gaps in Services	X
Planning for Day of Capacity	X