

*Ric Miles- Chair & Anjettica Boatwright- Vice Chair*

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

**MEETING MINUTES**

Tuesday, January 10, 2023, 9:30 – 11:00 am

Meeting via Zoom Teleconference

**ATTENDANCE**

Members	Present	Absent	Recipient Representatives	Present	Absent
Anjettica Boatwright	X		Milagros Izquierdo		X
Jerry Dillard	X				
Peter Gennat	X				
Andriana Herrera	X				
Ric Miles	X				
Karen Walker	X				
Ray Welsh	X				
<b>PC Support Staff</b>					
Thomas Rodriguez-Schucker	X				
Clifford Barnett	X				
Deryk Jackson	X				
<b>Guests: Bre Azanedo, EvaMarie Flannory, Vanessa Ramos</b>					

**AGENDA**

Item	Discussion, Motions, and Actions		
<b>(1.0) <u>Moment of Silence</u></b>	Anjettica Boatwright called the meeting to order at 9:38 am A moment of silence was observed for those affected by HIV.		
<b>(2.0) <u>Welcome by the Chair</u></b>	The chair welcomed the commissioners, guests, and the public.		
<b>(3.0) <u>Roll Call</u></b>	Support staff took roll call.		
<b>(4.0) <u>Public Comments</u></b>	There were no public comments at this time.		
<b>(5.0) <u>Review &amp; Approval of Minutes</u></b>	A motion to approve the December 6, 2022, minutes was made by Karen Walker and seconded by Peter Gennat. <b>VOTE:</b> <b>FOR (5): Dillard, Gennat, Miles, Walker, Welsh</b> <b>AGAINST (0):</b> <b>ABSTAIN (2): Herrera, Boatwright</b>		
<b>(6.0) <u>Report of the Chair</u></b>	The Unobligated Balance Estimate was submitted in December.		
<b>(7.0) <u>New Business</u></b>			
<ul style="list-style-type: none"> <li>Review Steering Committee PCAT</li> </ul>	<table border="0"> <tr> <td>January</td> <td> <ul style="list-style-type: none"> <li>Receive reports of standing committee</li> <li>Program updates and collaboration with the recipient's office</li> </ul> </td> </tr> </table>	January	<ul style="list-style-type: none"> <li>Receive reports of standing committee</li> <li>Program updates and collaboration with the recipient's office</li> </ul>
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**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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Item	Discussion, Motions, and Actions
	<ul style="list-style-type: none"> <li>• Review and resolve parking lot items</li> <li>• Review Planning Council feedback</li> <li>• Review Scope of Work &amp; Planning Council Activity Timelines (PCAT)</li> <li>• By-Laws Review and Update</li> <li>• Review MOU between Planning Council &amp; Recipient's Office</li> <li>• Development of Directives to the Recipient</li> </ul>
<ul style="list-style-type: none"> <li>• Review Planning Council Meeting Evaluation Results</li> </ul>	Support staff presented the results of the December 6th Planning Council meeting evaluation.
<ul style="list-style-type: none"> <li>• Recipient Updates</li> </ul>	There were none at this time.
<ul style="list-style-type: none"> <li>• New Jersey HIV Planning Group (NJHPG) Update</li> </ul>	<ul style="list-style-type: none"> <li>• NJHPG conducted orientation on the new structure of the planning group.</li> <li>• As a reminder, there is need for representation on the NJHPG from the Bergen-Passaic TGA. There is only one member currently serving on the NJHPG.</li> </ul>
<ul style="list-style-type: none"> <li>• Planning Council Committee Reports</li> </ul>	<p><b><u>Planning and Development-</u></b> The Committee did not meet in December</p> <p><b><u>Community Development-</u></b> The Committee did not meet in December</p>
<ul style="list-style-type: none"> <li>• Nominations</li> </ul>	<p>The committee held a discussion on the nominations process. A motion was made by Karen Walker to <i>have the support staff send out a poll for nominations of Chair and Vice Chair and follow up with nominees to confirm whether they accept the nomination or not prior to the February meeting, with opportunity to take votes from the floor at that time and was properly seconded by Jerry Dillard.</i></p> <p><b>VOTE: ALL IN FAVOR</b></p>
<ul style="list-style-type: none"> <li>• Review of Policy &amp; Procedures Manual</li> </ul>	The committee discussed adding term limits into the Policy & Procedure manual in response to the HRSA virtual site visit. The committee has agreed to implement 2, three-year terms with the option to re-apply after one year off.
<ul style="list-style-type: none"> <li>• Review of Memorandum of Understanding (MOU)</li> </ul>	The only changes that are coming forward are the changes if there is a new Chair and Vice Chair elected. The MOU will be signed at the beginning of the grant year in March.

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<b>Item</b>	<b>Discussion, Motions, and Actions</b>
<ul style="list-style-type: none"> <li>Development of Directives to the Recipient</li> </ul>	<p>The committee discussed adding two directives:</p> <ul style="list-style-type: none"> <li>The recipient will report out service delivery barriers and challenges that would be a cause for change prior to the Priority Setting and Resource Allocations process.</li> <li>Representation at Planning Council meetings from the Recipient’s office should be at least quarterly.</li> </ul>
<p><b>(8.0) <u>Parking Lot Items/ Unfinished Business</u></b></p>	<ul style="list-style-type: none"> <li>Representation on the NJHPG – The committee discussed the need for representation on the NJHPG from the Bergen-Passaic TGA.</li> <li>Media Campaign/Advertisement – There was some clarification made on the way the PC can advertise. The TGA and CQM committee may be looking at ways to incorporate short videos, infographics, in the TGA with information on services or how to complete eligibility for example.</li> <li>At-Large committee member – We are still awaiting Deanne’s answer to being an at large-member.</li> </ul> <p>The committee had discussion on the possibility of having an intern that works on special projects of the Planning Council like social media engagements.</p>
<p><b>(9.0) <u>Announcements</u></b></p>	<p>Ray Welsh announced that he is officially resigning as Chair of the Community Development Committee.</p> <p>BLM Paterson will be hosting their annual MLK day outreach event at 245 Broadway from 12-2pm, volunteers are welcomed and if anyone wants to do some tabling, for both they can reach out via email at Breazanedo@gmail.com.</p> <p>Also, BLM Paterson will be partnering up with HUD to partake in the point in time count for Passaic &amp; Middlesex County. This one requires registration &amp; approval so anyone who wants to join can reach out via email at Breazanedo@gmail.com.</p>
<p><b>(10.0) <u>Public Comments</u></b></p>	
<p><b>(11.0) <u>Adjournment</u></b></p>	<p>The meeting adjourned at 11:17 am.</p>
<p><b>(12.0) <u>Upcoming Steering Meetings</u></b></p>	<p>Tuesday, February 7<sup>th</sup>, 2023          Tuesday, March 7<sup>th</sup>, 2023          Tuesday, April 4<sup>th</sup>, 2023</p>

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Name of Commissioner	3/1/2022	4/5/2022	5/3/2022	6/7/2022	7/1/2022	8/2/2022	9/13/2022	10/4/2022	11/1/2022	12/6/2022	1/10/2023	2/7/2023
1. Anjeticca Boatwright	P	P	P	P		P	P	P	P	P	P	
2. Dillard, Jerry	P	P	P	P		P	P	P	P	P	P	
3. Peter Gennat	P	O	O	O		P	P	O	P	P	P	
4. Herrera, Andriana	O	P	P	P		O	P	O	O	O	P	
5. Ric Miles	P	P	P	P		O	P	P	P	P	P	
6. Walker, Karen	O	P	P	O		O	P	P	P	P	P	
7. Welsh, Ray	P	P	P	P		P	P	P	O	P	P	
Members Present	3	6	6	5		4	7	5	5	6	7	
Recipient's Office	0	0	0	0		0	0	0	1	1	1	
Public/Guests	4	0	0	0		1	1	1	2	2	3	
Support Staff	2	2	1	2		2	2	1	2	2	3	

**Key: Present (P), Late (L), Alternate (A), Absent (O)**

\*Alternate was present at time of roll call. Commissioner arrived afterward.

\*\*Resignation received on this day.

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