



Dan Smith & Michelle Harvey – Chair and Vice Chair

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Bergen/Passaic TGA Planning & Development Committee Monthly Meeting

MEETING MINUTES

Thursday, December 14th, 2023, from 10:45am – 12:45pm

Meeting via Zoom Teleconference

ATTENDANCE

Members	Present	Absent	Recipient Representatives	Present	Absent
Anjettica Boatwright	P		Milagros Izquierdo		O
Jerry Dillard	P		Phillip Velazquez	P	
Andriana Herrera		O			
Ric Miles	P				
Gloria Price	P				
Miriam Torres	P				
Karen Walker	P				
Ray Welsh	P				
Michelle Harvey	P				
Monique Springer	P				
PC Support Staff					
Thomas Rodriguez-Schucker	P				
Clifford Barnett	P				
Deryk Jackson	P				
Guests: Manuel Delgado					

AGENDA

(1.0) Moment of Silence

- A moment of silence was observed by the chair.

(2.0) Welcome by the Chair

- The chair welcomed everyone to the meeting.

(3.0) Roll Call

- Support staff took roll call. The committee later established a quorum.

(4.0) Public Comments *(Discussion, all matters in this item are information only)*

- There were no public comments currently.

Mission Statement

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(5.0) Review & Approval of Minutes from November 9th, 2023

- Once the committee reached quorum, they took a vote to approve the minutes.
- Anjettica made the motion and Michelle seconded. All members were in favor and the motion was carried.

(6.0) Review New Developments of “Ending the Epidemic, A Plan for America” and State of New Jersey’s Ending the Epidemic Initiative (Discussion)

- There are no new updates currently.

(7.0) Business Items

(7.1) Review PCAT Planning Council Activity Timeline – Planning and Development Committee

- Review and resolve parking lot items.
- Review Reallocation Requests from the Recipients Office. • Reallocations were completed in August 2023.
- Review Part A Expenditure Reports by Service Category. • Expenditure reports will be provided by the recipient’s office.
- Review TGA Continuum of Care by Service Category
- Planning for Needs Assessment
- Chair and Vice-Chair Elections
- Review Unobligated Balance Estimate (UOB)

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

- There’s currently no new business.

(9.0) Review Part A Expenditure Reports by Service Category

- Updated Expenditure Reports provided by the recipient office.
- Providers remain out of compliance with monthly bill submissions as follows:
 - August (1)
 - September (1)
 - October (3)
 - November (13)
- There will only be one meeting at City Council that will take place once a month. During this time, they approve spending.
- Providers need to get bills in on time if they want to be paid on time.
- There are currently 13 providers of services.

(10.0) Review TGA Continuum of Care by Service Category

- Support staff shared the aggregate data across the TGA from CQM meetings.
- Concerns raised about the small transgender population numbers, with the clarification that their rates align with the general population, which may have lower overall rates.

(11.0) Planning for Needs Assessment

- Support staff discussed disparities in viral suppression rates among underserved black MSM and transgender populations.

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- Proposed a specific assessment using a health disparities calculator. Plans to continue mini needs assessments to identify needs, barriers, and gaps for priority setting and resource allocations.
- After the next CQM meeting we will be able to identify where we should be looking for our next needs assessment.
- We will continue to look at our needs, priorities and gaps in upcoming surveys during forums.

(12.0) Review Unobligated Balance Estimate (UOB)

- Support staff reviewed the Unobligated Balance Estimate from the recipient’s office.
- The administration was understaffed and did not spend all the funds. The money was requested to be carried over into the next grant year.

(13.0) Chair and Vice Chair Elections

- Michelle Harvey was elected as chair of the P&D committee by unanimous vote.
- Dan Smith was elected as vice chair of the P&D committee by unanimous vote.

(14.0) Review and Resolve Parking Lot Items

- New Jersey Strengths and Needs Assessment – Jerry Dillard
 - Jerry reviewed the NJ Strength and Needs Assessment from the NJHPG
 - Asset-Based model instead of deficit based.
 - What are people doing that’s working to make things welcoming and inviting to consumers? There are some things that providers may want to consider.
 - Some of the questions relate to:
 - Overall Health (Self -rated)
 - Healthcare Needs
 - Social Support
 - Advocacy
 - Mobile Technology in Healthcare
 - Medical Mistrust
 - Closing questions
- TA Request to the recipient regarding service standards.
 - The recipient’s office sent out an email informing them where to find the service standards and that if they had any questions to reach out to their office.
- Plain Language Service Standards
 - The committee reviewed the section related to syringe exchange.
 - The committee reviewed the directions of PCN 1602.
 - Support staff will work to adjust the wording of PL standards after they receive more clarification.
 - Updated a statement to include spouse/partner on qualifications of certain services.
 - The document emphasized that Ryan White cannot pay for emergency room visits.
 - Plain Language Standards will be made available on the website.
 - It was also suggested that they are available onsite to discuss with clients.

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

- Team Management opened a recovery house and are searching for two RA's Resident Assistants. One full and part time position.
 - The full time will live on site and the part time will live onsite on the weekends.
 - There will be drug testing for anyone interested in the position.
- Karen wished everyone a blessed and happy new year and expressed that she will continue to work with the committee.
- The meetings for January at New Bridge Medical will take place in the auditorium. Just check with the front desk upon arrival.

(16.0) Public Comments *(Discussion, all matters in this item are informational only)*

- There are currently no public comments.

(17.0) Adjournment

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Upcoming Planning Council Meetings:

- Steering Committee – Tuesday, January 9th, 9:30 am – 11:00 am
- Planning Council Meeting – Tuesday, January 9th, 11:30 am – 2:00 pm
- Planning and Development Committee – Thursday, January 11th, 10:45am – 12:45pm
- Community Development Committee – Thursday, January 11th, 1:00pm – 3:00pm

Name of Commissioner	3/2023	4/2023	5/2023	6/2023	PSRA	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. Jerry Dillard	P	P	P	P	P	P	P	P	O			
3. Andriana Herrera	O	O	O	O	P	O	O	O	O			
4. Ric Miles	P	P	P	P	P	P	P	P	P			
5. Gloria Price	P	P	P	P	P	P	P	P	P			
6. Miriam Torres	P	P	P	O	P	O	P	P	P			
7. Karen Walker	P	P	P	P	P	P	P	P	P			
8. Ray Welsh	P	P	P	P	P	P	P	O	P			
9. Michelle Harvey	P	P	O	P	P	P	P	P	P			
10. Monique Springer	P	P	P	P	P	P	P	P	P			
Members Present	9	9	8	8	10	8	9	8	8			
Alternates Present	0	1	1	0	1	0	0	0	1			
Recipient's Office	0	0	1	1	2	0	0	0	0			
Public/Guests	0	0	3	1	1	1	1	2	2			
Support Staff	2	2	3	4	2	3	2	2	2			

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