

Manuel Delgado and Michelle Harvey, Chairs

**Bergen/Passaic TGA Strategic Planning and Assessment Committee Meeting**

**MEETING Minutes**

Tuesday, July 9<sup>th</sup>, 2024

11:30 am – 2:00 pm

Meeting via Zoom Teleconference

**ATTENDANCE**

Planning Council Commissioners	Present	Absent	At Large Members	Present	Absent
Doris Ezomo	P		Anjettica Boatwright	P	
Graziella Ferreira	P		Shametra Hall	P	
Deeane Hackett	P		Ray Welsh	P	
Andriana Herrera	P		Jerry Dillard	P	
Bre Azanedo	P		Gloria Price		O
Edward Marshall	P		Miriam Torres	P	
Dan Smith	P		Karen Walker		O
Manuel Delgado	P				
Monique Springer	P				
Ric Miles	P				
Michelle Harvey	P				
Abraham Corsino	P				
Constance Leverett	P				
June Dowell-Burton	O				
Marc Scott	P				
Sara Grajeda	O				
Robert Schaffer	P				
<b>PC Support Staff</b>			<b>Recipient Staff</b>		
Thomas Rodriguez-Schucker	P		Milagros Izquierdo	P	
Clifford Barnett	P		Phillip Velazquez	P	
Deryk Jackson	P				
<b>P= Present    L= Late    A= Alternate    Absent = O</b>					
<b>Guests:</b> Maricela Marin, War Talley, Charla Cousar, Wendy Henderson					

**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

---

## AGENDA

1. **Moment of Silence.** *The chair will call the meeting to order and recognize a moment of silence.*
  - The chair recognized a moment of silence.
2. **Welcome to the Chair.** *The chair will welcome everyone to the meeting.*
  - The chair welcomed everyone to the meeting.
3. **Roll Call.** *The chair will call the meeting to order and establish a quorum through support staff announcing each participant in the teleconference participants list.*
  - Support staff took a roll call to order to establish a quorum.
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.*
  - It was reported that Covid is on the rise. Please be aware.
5. **Review & Approval of Minutes: Strategic Planning and Assessment Committee – May 7<sup>th</sup>, 2024, meeting.** *The chair will review the minutes from the previous meeting and entertain a motion for approval.*
  - The Planning Council reviewed the meeting minutes from May. Doris moved to approve the minutes, and this was seconded by Manuel. All members were in favor.
6. **Report of the Chair (Discussion, all matters in this item are information only)** *The Planning Council chair will provide a report from the last sessions.*
  - The chair gave an update on the vacancies on the Planning Council, including their outreach to the federally qualified health centers. Also spoke about continuous engagement with individuals to bring them on to be a part of the Planning Council.
  - We also had some applications that are set to be reviewed by the Steering Committee.
  - The chair talked about the vacancy as of planning body vice chair. He expressed how it was his objective to fill this role today.
  - The Chair also discussed the upcoming PSRA.
  - It was noted that to be a member of the Steering Committee you would have to be appointed by the chair or be a chair of one of the committees.
  - There will be a PSRA data review that will be virtual only from 10:00 AM till 2:00 PM on Tuesday, August 6th. 2024.
  - The steering committee will meet on Tuesday, August 13th, 2024, from 9:00 AM till 10:00 AM.
  - There will be a mandatory PSRA meeting from 10:00 AM to 4:00 PM on Tuesday, August 13th. 2024. It is highly recommended that this is in person to get the full information.
  - There was a motion for Manuel and a second from Adrianna to accept the meeting dates for PSRA.

### 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*

- 
- I was mentioned to think of the AETC when doing outreach to community providers to get them involved in the Planning Council.

**7. Business Items.** *The chair will review business items and address any possible actions related to the item.*

**a. Review of Planning Council Action Timeline (PCAT) – July 2024** *Support staff will review the current PCAT to ensure we are following federal mandates.*

- Support staff reviewed the Planning Council Activity Timeline to ensure that we are on track with our legislative responsibilities.

**b. Review and resolve parking lot items** *The chair will review any items that may have been left in the parking lot for possible action.*

- There was a motion to approve Adrianna Herrera as the new vice chair of the Planning Council. The motion was made by Dan and seconded by Doris. All members were in favor.
- There was a motion to approve new members onto the Planning Council pending approval from the mayor. Those members are June Dowdell, Sara Grajeda, Marc Scott, Robert Schaffer, and Constance Leverett. The motion was made by Andrianna and seconded by Dan. All members were in favor.

**c. Review Reallocation Requests from the Recipients Office** *The chair will ask the recipients if there are any reallocation requests.*

- The recipient's office reviewed the 2024 reallocation request. This was based off the changes to oral health in preparation for dental services to be purchased.
- St. Joseph is going to make sure that clients are receiving direct dental services.
- Andrianna made a motion. All members were in favor of the motion to move dollars back into oral health.

**d. Review Part A Expenditure Reports by Service Category** *The chair will ask for the recipients' report of current expenditures.*

- The recipient's office thanked subrecipients for being on time with their submissions. This has allowed them to provide more accurate information to the Planning Council.

**e. Review Progress and Updates of the Integrated Plan** *The chair will ask for updates on the New Jersey Integrated plan.*

- There are no updates for the Planning Council currently.

**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

---

**f. Planning for Day of Capacity**

- Meeting Logistics
  - The meeting is scheduled for October 1<sup>st</sup> in place of the Planning Council meetings.
- Speakers
  - The Planning Council is working with War Talley with AETC and Kim Thomas with ViiV Healthcare
  - Ric is working on a 3<sup>rd</sup> potential speaker.
- What would we like to get out of the Day of Capacity?
  - Planning Council and SPA members are set to attend.
  - How would we manage issues of other co-existing health conditions for people aging with HIV?

**g. Commissioner Spotlight – Abraham Corsino**

- He talked about how he gives the client the choices to go to where they feel comfortable.
- He also talked about the in-person Community Advisory Group, which allows feedback from the clients to turn into action steps that they need to take to make improvements.
- Housing and support groups remain the most requested services that are needed.
- He talked about his story and how it landed to him doing work in the HIV realm. His background was in mental health.

**8. New Business (for discussion)**

- a. Presentation - Charla Cousar, Harm Reduction Coordinator and Program Management Officer at the NJDOH
  - She gave an overview of what harm reduction is and information about the different programs.
  - Currently there are 20 authorized entities operating 44 HRC sites.
  - They are there to provide tools, education, and equipment to the clients in their areas.
  - She also talked about how an organization can become an HRC site.
  - Clients can reach out to a harm reduction center for supplies as needed.
  - The kits do have expiration dates. If you are getting them, reach out to find out how to use them properly.
- b. Planning Council Training – Bylaws Part 2
  - Support staff provided training on the membership and recruitment processes in the bylaws.
- c. Planning Council Evaluations (Discussion)  
<https://www.surveymonkey.com/r/HKC92V7>
  - Everyone was given some time to complete the Planning Council evaluations.

**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*

**7. 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.*

- On August 4th 5th 6th and 7th is the Ocean Grove Health event. If anyone has someone special from their group, they can reach out to Doug. This is a status neutral event. They just need to have a valid interest in what HIV is all about.
- Karen Walker is currently recovering from surgery. Please keep her in your prayers.

**8. Public Comments and Emerging Trends (Discussion, all matters in this item are informational only)** *This is a moment for members of the public to make public comments or discuss emerging trends in the TGA.*

- Can we please take a moment to look at some of the food insecurities in the area? The cost of living is rising and there are not adequate resources available for consumers.
- Buddies has a food pantry that may be able to assist clients if needed. Englewood also has a pantry.
- There were some comments related to adjusting the time of the meetings to be able to better accommodate consumer involvement.

**9. Adjournment** *The Chair will entertain a motion and a second to approve the adjournment of this meeting.*

- There was a motion made by Adrianna and seconded by Bre to adjourn the meeting. All members were in favor.

**Upcoming Planning Council Meetings:**

**PLEASE NOTE THAT THE TIME IS SUBJECT TO CHANGE:**

- Tuesday, August 6, 2024
  - Steering Committee Meeting – 9:30 am – 11:00 am
  - Strategic Planning and Assessment Committee Meeting – 11:30 am – 2:00 pm
    - **At Paterson Free Public Library,  
250 Broadway  
Paterson, New Jersey 07501**

*Michelle Harvey*  
Michelle Harvey (Sep 30, 2024 14:16 EDT)

*Manuel Delgado*  
Manuel Delgado (Sep 29, 2024 14:14 EDT)

**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

Name of Commissioner									S	PC	S	PC	S
	7/2023	8/2023	9/2023	10/2023	11/2023	12/2023	1/2024	2/2024	3/2024	4/2024	5/2024	6/2024	7/2024
1. Ezomo, Dorris	P	O	P	P	P	P	P	P	P		P	P	P
2. Ferreira, Graziella	P	O	P	P	P	P	P	P	P		P	P	P
3. Hackett, Deeanne	P	P	P	O	P	P	P	P	P		P	P	O
4. Herrera, Andriana	P	P	P	P	O	O	P	P	P		P	P	P
5. Bre Azanedo					P	P	P	P	P		O	P	P
6. Edward Marshall					P	P	O	P	P		P	P	P
7. Dan Smith					P	P	P	P	P		P	P	P
8. Manuel Delgado					O	P	P	P	P		P	P	P
9. Monique Springer					P	P	P	P	P		P	O	P
10. Miles, Ric	P	P	O	O	P	P	P	P	P		P	P	P
11. Michelle Harvey					P	P	P	P	P		P	O	P
12. Abraham Corsino					P	P	P	P	P		P	P	P
13. Constance Leverett											P	O	P
14. June Dowdell													O
15. Marc Scott													P
16. Sara Grajeda													O
17. Robert Schaffer												P	P
18. Anjettica Boatwright									P		P		P
19. Shametra Hall									O		P		P
20. Ray Welsh									P		P		P
21. Jerry Dillard									P		P		P
22. Gloria Price									O		P		O
23. Miriam Toress									O		P		P
24. Karen Walker									P		O		O
Members Present	13	9	12	12	12	13	12	14	18		17	10	11
At Large Members											6		5
Alternates Present	1	1	1	0	0	0	0	0	0		0	0	0
Recipient's Office	2	2	2	1	0	2	1	0	0		1	0	2
Public/Guests	11	7	10	5	10	12	14	4	3		9	8	4
Support Staff	3	2	3	2	2	2	3	2	2		3	4	3

\*At Large Commissioners Highlighted

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

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

\*\*Resignation received on this day.

**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.









# July 9, 2024 SPA Committee minutes

Final Audit Report

2024-09-30

Created:	2024-09-27
By:	Clifford Barnett (clifford@collaborativeresearch.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3AW_F-ErKDa8RQ8ECCAMB8nCh4hSFnS7

## "July 9, 2024 SPA Committee minutes" History

-  Document created by Clifford Barnett (clifford@collaborativeresearch.us)  
2024-09-27 - 7:58:23 PM GMT
-  Document emailed to Michelle Harvey (michar253@yahoo.com) for signature  
2024-09-27 - 7:58:30 PM GMT
-  Document emailed to Manuel Delgado (ferval27@gmail.com) for signature  
2024-09-27 - 7:58:30 PM GMT
-  Email viewed by Manuel Delgado (ferval27@gmail.com)  
2024-09-29 - 6:13:58 PM GMT
-  Document e-signed by Manuel Delgado (ferval27@gmail.com)  
Signature Date: 2024-09-29 - 6:14:55 PM GMT - Time Source: server
-  Email viewed by Michelle Harvey (michar253@yahoo.com)  
2024-09-30 - 6:14:50 PM GMT
-  Document e-signed by Michelle Harvey (michar253@yahoo.com)  
Signature Date: 2024-09-30 - 6:16:19 PM GMT - Time Source: server
-  Agreement completed.  
2024-09-30 - 6:16:19 PM GMT