

Karen Walker & Ray Welsh, Co-Chairs

Bergen/Passaic TGA Steering Committee Monthly Meeting

MEETING MINUTES

Tuesday, April 6, 2021, 9:30 – 11:00 am

Meeting via Zoom Teleconference

ATTENDANCE

Members	Present	Absent	Recipient Representatives	Present	Absent
Patricia Cuffe	X		Milagros Izquierdo		X
Jerry Dillard	X				
Nick Kubisky	X				
Karen Walker	X				
Ray Welsh	X				
PC Support Staff			Guests	1	
Thomas Rodriguez-Schucker	X				
Deryk Jackson	X				

AGENDA

Item	Discussion, Motions, and Actions
I. <u>Moment of Silence</u>	Karen Walker called the meeting to order at 9: 34 a.m. A moment of silence was observed for those affected by HIV.
II. <u>Welcome by the Chair</u>	Chair welcomed the Commissioners, guests, and the public.
III. <u>Roll Call</u>	Support staff took roll call.
IV. <u>Review & Approval of Minutes</u>	A motion to approve the March 2, 2021 Minutes was made by Nick Kubisky and seconded by Patti Cuffe. For: (5) Cuffe, Dillard, Kubisky, Walker, Welsh Against: (0) Abstain: (0)
V. <u>Report of the Chair</u>	
a. Chair's Report	There were no updates from the chair at this time.
b. New Jersey HIV Planning Group (NJHPG) Update	The NJHPG is preparing for their annual day events: Gay Men's Awareness Day, HIV & Aging, Trans Awareness Day. More information will follow. The State HIV Director will be adding an EtHE report to the NJHPG agenda.
VI. <u>Business Items</u>	
a. Review Steering Committee PCAT	March <ul style="list-style-type: none"> • Receive reports of standing committees • Program updates and collaboration with the Recipient's Office • Review and resolve parking lot items

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	<ul style="list-style-type: none"> • Receive award from HRSA/HAB for grant year. Review and approve final allocations based on actual award amount. • Negotiation of PC budget amount with recipient. • Design the Assessment of the efficiency of the administrative mechanism (AEAM).
b. Review Planning Council Meeting Evaluation Results	The committee reviewed the Planning Council Evaluation Results from the March 2, 2021 meeting. The committee discussed having the links readily available during the PC meeting to gain more participation and feedback.
c. Decide next month's training topic for Planning Council	<ul style="list-style-type: none"> • Cultural Humility • Ending the HIV Epidemic plan.
d. Planning Council Committee Reports	<p><u>Planning and Development-</u></p> <p><i>Needs Assessment</i> – The committee reviewed a high-level overview of the Needs Assessment Data that was collected.</p> <ul style="list-style-type: none"> ○ Medical Care and Case Management were ranked highest in keeping consumers virally suppressed ○ 13% of participants do not plan on getting the COVID-19 vaccine ○ 55% know where to go to get the vaccine when available ○ Food has been reported a hard service to get due to COVID-19 <p><i>PSRA</i> – The committee is beginning to plan for the 2022-23 PSRA process. It will be virtual, and a two-day process where data packets will be mailed out physically to all the commissioners.</p> <p><u>Community Development-</u></p> <p><i>Mark Benge Awards</i> – Support Staff sent out the Mark Benge nominations forms to the council. Nominations were reviewed at the Ad Hoc committee meeting on March 23rd.</p> <p>The committee plans to recognize the winners with the write-up that was submitted and presenting them with a downloadable certificate until we are able to meet in person. They will be invited to the PC dinner once we are able to meet back in person.</p> <p><i>Town Hall Meetings for Input into the PSRA Process</i> – the committee discussed holding a virtual Town Hall meeting for community input into the Planning Process. It will also serve as an educational moment and let members of the community know what Ryan White is and what does it look like in the community and ask consumers</p> <ul style="list-style-type: none"> • What services are you needing?

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	<ul style="list-style-type: none"> • What is not working (service-wise)? • Tell us your concerns. <p>The committee will work with the recipient's office to get each organization to possibly submit 2-3 slides about their agency on what services they provide and how to contact them.</p>
<p>e. Recipient Updates</p>	<p>The recipient has received the final award from the HRSA office. There was an overall reduction in funding due to the decline of HIV/AIDS incidence and prevalence in the TGA.</p> <p>The recipient also stressed that agencies have not been invoicing on time which is creating a barrier in getting accurate expenditure rates in the TGA. She will be working with her staff and the agencies to ensure those expenses get in and are accounted for.</p>
<p>VII. <u>Parking Lot Items/ Unfinished Business</u></p>	<ul style="list-style-type: none"> • Internet Reimbursement Policy – Support Staff presented the final version of the Internet Reimbursement Policy. A motion from the CDC committee was brought to accept the Internet Reimbursement Policy. VOTE: All in favor. • Mark Benge Awards – The committee moved forward with the nominations of the Mark Benge Award recipients. They will be notified prior to the meeting. • Review Scope of Work & Planning Council Activity Timeline – this item will be reviewed at the next meeting after the recipient is done with contracts. • Receive award from HRSA/HAB for grant year - this item will be reviewed at the next meeting after the recipient is done with contracts
<p>VIII. <u>New Business</u></p>	
<p>a. Design the Assessment of the efficiency of the administrative mechanism (AAM).</p>	<p>The committee discussed the design of the AEAM. This year the committee will incorporate questions for Planning Council members to answer regarding the recipient and the planning process.</p>
<p>b. Review of the MOU</p>	<p>The committee reviewed the updated MOU. There were only minor changes, more specifically surrounding the contact and co-chair information.</p> <p>A motion to approve the updated MOU was made by Jerry Dillard and seconded by Ray Welsh.</p> <p>VOTE: All in favor.</p>
<p>IX. <u>Next Steering Committee Meeting</u></p>	<ul style="list-style-type: none"> • May 4th, 2021 • June 1st, 2021

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X. <u>Announcements</u>	The Steering committee is down to 5 members, and it should be at 7. The committee will continue to discuss who will fill those spots on the committee.
XI. <u>Adjournment</u>	The meeting was adjourned at 11:10 am.

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Name of Commissioner	4/7/2020	5/5/2020	6/2/2020	8/11/2020	9/1/2020	10/6/2020	11/10/2020	12/1/2020	1/5/2021	2/2/2021	3/2/2021	4/6/2021
1. Cuffe, Patricia	P	P	P	P	P	O	P	P	P	P	P	P
2. Dillard, Jerry	P	P	P	O	P	P	P	P	P	P	P	P
3. Kubisky, Nick	P	P	P	P	P	P	P	P	P	O	P	P
4. Walker, Karen	P	P	P	P	O	P	P	P	P	P	P	P
5. Welsh, Ray	P	P	P	P	P	O	O	P	P	P	P	P
Members Present	7	6	6	5	5	3	4	5	5	4	5	5
Recipient's Office	1	1	1	0	2	0	0	0	1	1	0	1
Public/Guests	1	1	0	0	0	1	2	0	2	0	2	1
Support Staff	3	3	3	2	2	2	2	1	2	2	2	2

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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