

Ric Miles- Chair & Bre Azanedo – Vice Chair

Bergen/Passaic TGA Steering Committee Monthly Meeting

MEETING MINUTES

Tuesday, May 6, 2025

10:30am – 12:00pm

ATTENDANCE

Members	Present/Absent	Members	Present/Absent
Bre Azanedo	P		
Abraham Corsino	P		
Manuel Delgado	P		
Michelle Harvey	P		
Ric Miles	P		
Dan Smith	P		
PC Support Staff		Recipient Representatives	
Thomas Rodriguez-Schucker	P	Milagros Izquierdo	A
Deryk Jackson	P	Phillip Velazquez	A
Sara Seaburg	P	Maricela Marin	A
P= Present A= Absent			
Guests: Monique Springer, Ray Welsh, Ed Marshall, Anjettica Boatwright			

- Moment of Silence** – Ric Miles observed a moment of silent reflection and reminded all attendees about the meeting guidelines and the code of conduct.
- Welcome to the Chair** – Ric Miles welcomed everyone to the meeting.
- Roll Call** - Support staff took a roll call of members and established a quorum for the meeting.
- Public Comments and Emerging Trends**
A question was raised regarding the impact of the current political climate on funding. At this time, Congress is operating under a continuing resolution, with any significant changes anticipated in 2026.
- Review & Approval of Minutes: Tuesday, April 1, 2025, meeting**
Vote: Dan Smith made a motion to approve the April 1, 2025 meeting minutes and Bre Azanedo seconded this.
For: (5) Azanedo, Corsino, Harvey, Miles, Smith
Against: (0)
Abstain: (1) Delgado
- Business Items**
 - Review Scope of Work & PCAT Planning Council Activity Timeline – May 2025-** Support staff reviewed the current Planning Council Activity Timeline, and the Planning Council remains in compliance with its legislative requirements.

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.

b. Program Updates and Collaboration with the recipient's office

The Recipient has completed the annual quality assurance site visits with subrecipients. Reports are currently being drafted and are expected to be shared with subrecipients in June 2025. The next Provider and CQM meetings are scheduled for May 7th and will focus on service delivery for Medical Case Management and the newly funded Referral for Health Care and Support Services (RHSS). Attendees are encouraged to bring any questions or challenges to the meetings for further discussion.

c. Review and Resolve Parking Lot Items

- Dental Program Updates – There were no updates at this time on the dental program.
- Planning Council Budget Considerations – PC Support has submitted a full PC budget for the 25-26 grant year.

d. Review and Manage Planning Council Management Attendance

Support staff presented the current attendance tracker. There were some minor discrepancies that support staff will address.

e. Address membership recruitment campaign(s) The Planning Council will address membership recruitment efforts. – Bring One Campaign

The committee continues to encourage members to bring one new person to PC meetings.

f. Review membership matrix for compliance with federal mandate membership matrix for compliance.

Support staff shared the current reflectiveness grid, noting that there are presently 15 members, with non-conflicted consumers representing 33% of the membership. PC Support also discussed recent findings from a comprehensive site visit in another jurisdiction, highlighting the importance of ensuring the Planning Council reflects the demographics of the local epidemiological profile. It was also noted that term limits must apply to all positions on the council.

g. Review and Manage Planning Council Membership Application Process

One new application was received. It was recommended that the applicant be invited to attend Planning Council meetings in the interim, until another unaligned consumer is identified, in order to maintain the required 33% representation of unaligned consumers on the Council.

h. Review Planning Council Meeting Evaluations Results (April 2025)

Support staff presented the evaluation results from the April 2025 Planning Council meeting. Overall meeting feedback was positive. There were some low ratings but there were no comments to explain why and attendees were encouraged to leave comments.

i. Administer the Assessment of the Efficiency of the Administrative Mechanism (AEAM)

Support staff led a discussion on the Assessment of the Efficiency of the Administrative Mechanism (AEAM). The workbook will be sent to the Recipient to complete information regarding the timeliness of contract execution and details on provider reimbursement submissions and payments. Once the workbook is finalized, a survey will be distributed to Part A subrecipients, Planning Council members, and community stakeholders to gather their feedback.

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j. **Review Annual Progress Report**

Support staff announced changes to this year's Annual Progress Report, which is due to HRSA on May 29th. This year, the report will consist of a Planning Council roster that includes demographic information and the roles of each commissioner. It will also identify current vacancies and/or gaps of reflectiveness and outline the steps the Planning Council is taking to fill them.

7. **Announcements and Emerging Trends (Discussion, all matters in this item are informational only)**

There were no announcements or emerging trends at this point.

8. **Public Comments and Emerging Trends (Discussion, all matters in this item are informational only)** – There were no public comments or emerging trends.

9. **Adjournment**

Vote: Dan Smith made a motion to adjourn today's meeting, and it was seconded by Michelle Harvey

For: (6) Azanedo, Corsino, Delgado, Harvey, Miles, Smith

Against: (0)

Abstain: (0)

Upcoming Planning Council Meetings:

Tuesday, June 3, 2025

- Steering Committee : 10:30a -12:00p
- Strategic Planning & Assessment Committee: 1:00p - 3:00p

Ric Miles
Ric Miles (Oct 1, 2025 10:28:06 EDT)

Oct 1, 2025

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