



Ric Miles, Chair & Michelle Harvey, Vice Chair

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**Steering Committee Agenda**

**Tuesday, March 3, 2026**

**10:30pm – 12:00pm**

**VIRTUAL ONLY**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/85116212717?pwd=uMMxy3fPj60ST6pam3ky8paYCu6E1.1>

Meeting ID: 851 1621 2717

Passcode: 532568

1. **Call to Order/Moment of Silence.** *The chair will call the meeting to order and recognize a moment of silence.*
2. **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.*
3. **Welcome from the Chair.** *The chair will welcome everyone to the meeting.*  
As a reminder, please follow federal regulations and Planning Council guidelines by avoiding discussions on client information, funding decisions benefiting members, contracting issues, unethical conduct, off-topic matters, lobbying, or actions that violate Ryan White Program rules. Adhere to the Council's code of conduct, state your conflict of interest when necessary, and consult bylaws, policies and procedures, and HRSA guidelines if needed.
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 on 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.*
5. **Review & Approval of Minutes: Tuesday, February 3, 2026, meeting.** *The chair will review the minutes from the previous meeting and entertain a motion for approval.*
6. **Business Items.** *The chair will review business items and address any possible actions related to the item.*
  - a. **Review Scope of Work & PCAT Planning Council Activity Timeline – March 2026** *Support staff will review the current PCAT to ensure we are following federal mandates.*
  - 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 are none at this time.*
  - c. **Review and manage Planning Council Membership Attendance** *Support staff will present the attendance for a 12-month consecutive calendar period for review per the bylaws.*
  - d. **Address membership recruitment campaign(s)** *The Planning Council will address membership recruitment efforts.*
    - **Bring One Campaign**
  - e. **Review membership matrix for compliance with federal mandate** *The chair will review the current membership matrix for compliance.*



Ric.Miles?Chair.™.Michelle.Harvey?Vice.Chair

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- f. **Review and Manage Planning Council Membership Application Process** *The chair will discuss any new applications for review.*
- g. **Review Planning Council Meeting Feedback from February** *The chair will ask support staff to present the feedback results from February.*
- h. **Receive award from HRSA/HAB for grant year. Review and approve final allocations based actual award amount.** *The chair in collaboration with support staff will review the partial award received by the City of Paterson.*
7. **Program Updates and Collaboration with the recipient's office** *The chair will ask for a report from the recipient staff.*
8. **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.*
9. **Public Comments and Emerging Trends (Discussion, all matters in this item are information only)** *This is a moment for members of the public to make public comments or discuss emerging trends in the TGA.*
10. **Adjournment** *The Chair will entertain a motion and a second to approve the adjournment of this meeting.*

**April Planning Council Meetings:**

**Tuesday, April 7, 2026**

**Steering Committee Meeting: 4:00pm – 5:30pm**

**Tuesday, April 7, 2026**

**Planning Council Meeting: 6:00pm – 8:00pm**

**LOCATION TBD**

Ric Miles- Chair & Bre Azanedo – Vice Chair

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

**MEETING MINUTES**

Tuesday, February 3, 2025  
1:00pm – 3:00pm  
Paterson Free Public Library  
250 Broadway  
Paterson, NJ 07501

**ATTENDANCE**

Members	Present/Absent	Members	Present/Absent
Bre Azanedo	P	Ric Miles	P
Anjettica Boatwright	P	Marc Scott	A
Abraham Corsino	P		
<b>PC Support Staff</b>		<b>Recipient Representatives</b>	
Thomas Rodriguez-Schucker	P	Milagros Izquierdo	A
Sara Seaburg	P	Maricela Marin	A
Tatum Townsend	A	Phillip Velazquez	A
<b>P= Present A= Absent</b>			
<b>Guests:</b> Michelle Harvey, Monique Springer			

- 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 Vice-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**  
There were none
- Review & Approval of Minutes: Tuesday, January 6, 2026, meeting**  
**Vote:** Anjettica Boatwright made a motion to approve the January 6, 2026 meeting minutes and Abraham Corsino seconded the motion.  
**For:** (4) Azanedo, Boatwright, Corsino, Miles  
**Against:** (0)  
**Abstain:** (1) Scott
- Business Items**
  - Review Scope of Work & PCAT Planning Council Activity Timeline – February 2026-** Ric Miles 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.

Ric Miles- Chair & Bre Azanedo – Vice Chair

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

There were none.

**c. Review and Resolve Parking Lot Items**

Review schedule of meetings for GY26 - The group discussed potential changes to the meeting schedule due to an upcoming HRSA site visit in March. They were also informed about a parking lot issue at Crossroads Ministry and suggested using the public library as an alternative location. The group agreed to bring the library location proposal to the Planning Council for further input. Staff mentioned speaking with Gloria Price about using Straight and Narrow for evening meetings. Anjettica raised concerns about holding meetings at Straight and Narrow due to safety considerations. The group decided to follow up with Maria about the library space and address Anjettica's concerns.

**d. Review and Manage Planning Council Management Attendance**

Support staff presented the current attendance tracker. Concerns were raised regarding a member with excessive absences.

**e. Address membership recruitment campaign(s) The Planning Council will address membership recruitment efforts.** The Bring One campaign was discussed as well as ideas about membership engagement. We will continue to discuss this in the upcoming months.

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

Staff presented the current membership matrix, noting that there are 15 total members, with 5 being unaligned, resulting in a 33% unaligned percentage. The group discussed the need to increase membership to meet the HRSA mandate.

**g. Review and Manage Planning Council Membership Application Process**

There were 2 new applications to review.

Abraham Corsino made a motion to move into executive session and Marc Scott seconded the motion.

**For:** (5) Azanedo, Boatwright, Corsino, Miles, Scott

**Against:** (0)

**Abstain:** (0)

Abraham Corsino made a motion to come out of executive session and Marc Scott seconded the motion.

**For:** (5) Azanedo, Boatwright, Corsino, Miles, Scott

**Against:** (0)

**Abstain:** (0)

Abraham Corsino made a motion to approve the new application and renewal application and Marc Scott seconded the motion. These will be moved onto PC for final approval.

**For:** (5) Azanedo, Boatwright, Corsino, Miles, Scott

**Against:** (0)

**Abstain:** (0)

**Mission Statement**

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**h. Review Annual Meeting Feedback From January 6, 2026.**

The group reviewed all results of the meeting feedback from January 6, 2026. Feedback was positive.

**i. Review/Update Planning Council Bylaws**

The group reviewed current bylaws and updates were considered to make the document language compliant with the most current executive orders. Other updates were made regarding reflectiveness mandates and term limits among those serving in mandated HRSA seats regarding the request for a waiver. Lastly, there was a sentence added to identify the minimum of 19 and maximum of 36 people who are Planning Council commissioners.

Anjettica Boatwright made a motion to approve the updated by-laws and Marc Scott seconded the motion.

**For:** (5) Azanedo, Boatwright, Corsino, Miles, Scott

**Against:** (0)

**Abstain:** (0)

**j. Review/Update Service Standards**

Staff presented the service standards with the requested updates from last month's meeting included language compliance with the most recent executive orders and the removal of non-medical case management and replacing it with referral for healthcare and support services.

Anjettica Boatwright made a motion to approve the updated service standards and Marc Scott seconded the motion.

**For:** (5) Azanedo, Boatwright, Corsino, Miles, Scott

**Against:** (0)

**Abstain:** (0)

**k. Review all nominees for Planning Council Chair and Vice Chair as well as SPA Co-Chair nominees.**

Staff listed all commissioners nominated for each position:

PC Chair: Ric Miles, Monique Springer, Michelle Harvey

PC Vice Chair: Ric Miles, Michelle Harvey, Donna Gioffre, Jayden Jackson, Bre Azanedo

SPA Co-Chairs: Donna Gioffe, Anjettica Boatwright, Marc Scott

**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**

Anjettica Boatwright made a motion for adjournment and Bre Azanedo seconded the motion.

**For:** (5) Azanedo, Boatwright, Corsino, Miles, Scott

**Against:** (0)

**Abstain:** (0)

**Mission Statement**

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*Ric Miles- Chair & Bre Azanedo – Vice Chair*

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**Upcoming Planning Council Meetings:**

**Tuesday, March 3, 2025**

- Steering Committee : 10:30am – 12:00pm
- Strategic Planning & Assessment: 12:30pm – 2:30pm

**ATTENDANCE THROUGH FEBRUARY 2026**

	SPA	PC	SPA	PC	SPA	PSR A 1	PSRA 2	SPA	PC	SPA	PC	ABS
Name of Commissioner	Mar	Apr	May	June	July	Sept	Sept	Nov	Dec	Jan	Feb	
<b>Bre Azanedo</b>	P	P	P	P	P	A	A	P	A	A	P	4
<b>Anjettica Boatwright</b>	P	P	P	P	P	P	P	P	P	P	P	0
<b>Abraham Corsino</b>	P	P	P	P	P	P	P	P	A	P	P	1
<b>Manuel Delgado</b>	P	A	P	A	A	P	P	A	A	P	A	6
<b>Dorris Ezomo</b>	P	P	P	P	P	P	P	A	P	A	P	2
<b>Thaisha Gonzales</b>	P	A	A	P	A	P	P	A	P	A	A	6
<b>Sara Grajeda</b>	P	A	A	A	A	A	A	A	A	A	A	10
<b>Deeanne Hackett</b>	P	P	P	P	A	P	P	A	P	A	P	3
<b>Michelle Harvey</b>	P	P	P	P	P	P	P	P	P	P	P	0
<b>Edward Marshall</b>	A	A	A	P	A	P	P	P	P	A	A	6
<b>Ric Miles</b>	A	P	A	P	P	P	P	P	P	P	P	1
<b>Robert Schaefer</b>	P	P	P	P	A	A	P	A	A	A	A	6
<b>Marc Scott</b>	A	P	P	P	P	A	P	P	A	P	P	3
<b>Monique Springer</b>	P	P	P	P	P	A	A	P	P	P	P	2

**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>STEERING COMMITTEE TASKS</b>	
<b><i>BERGEN/PASSIAC TGA Steering Committee</i></b>	<b><i>Mar</i></b>
<i>Program Updates and Collaboration with the Recipient's Office</i>	<b>X</b>
<i>Review and resolve parking lot items</i>	<b>X</b>
<i>Review Planning Council/Committee Feedback</i>	<b>X</b>
<i>Review and manage Planning Council Membership Attendance</i>	<b>X</b>
<i>Address membership recruitment campaign(s)</i>	<b>X</b>
<i>Review and manage membership application process</i>	<b>X</b>
<i>Review membership matrix for compliance with federal mandate</i>	<b>X</b>
<i>Receive award from HRSA/HAB for grant year. Review and approve final allocations based actual award amount. (If a partial award is received, this process could take place again when another award is received.)</i>	<b>X</b>
<i>Negotiation of PC budget amount with recipient</i>	<b>X</b>

<b>Total Members</b>	<b>17</b>	<b>100%</b>
<b>Total Unaligned</b>	<b>6</b>	<b>35%</b>

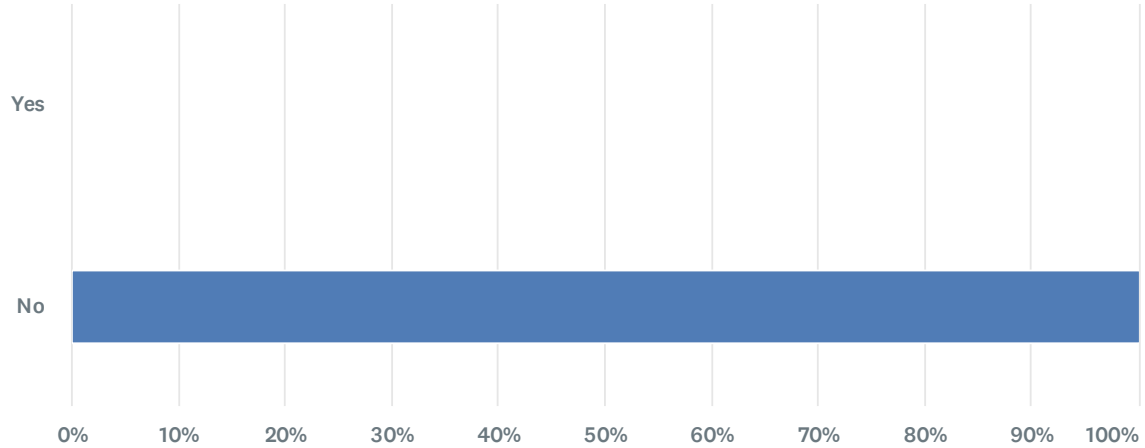
<b>Race/Ethnicity</b>	<b>Planning Council Membership</b>		<b>HIV/AIDS Incidence &amp; Prevalence (2021)</b>
<b>Hispanic</b>	4	24%	40%
<b>White (not-Hispanic)</b>	3	18%	24%
<b>African American/Black</b>	9	53%	34%
<b>Asian/Pacific Islander</b>	1	6%	2%
<b>Multi-racial</b>	0	0%	0%
<b>Native American</b>	0	0%	0%
<b>Other/Not Specified</b>	0	0%	1%
<b>Total</b>	<b>17</b>		<b>4136</b>

<b>AGE</b>	<b>Planning Council Membership</b>		<b>HIV/AIDS Incidence &amp; Prevalence (2021)</b>
<b>&lt;13 years</b>	0	0%	0%
<b>13-19 years</b>	0	0%	0%
<b>20-44 years</b>	3	18%	28%
<b>45+ years</b>	14	82%	75%
<b>Total</b>	<b>17</b>		<b>4285</b>

<b>Gender</b>	<b>Planning Council Membership</b>		<b>HIV/AIDS Incidence &amp; Prevalence (2021)</b>
<b>Male</b>	8	47%	68%
<b>Female</b>	9	53%	32%
<b>Transgender: male-to-female</b>	0	0%	0%
<b>Transgender: female-to-male</b>	0	0%	0%
<b>Other gender identity</b>	0	0%	0%
<b>Total</b>	<b>17</b>		<b>4285</b>

## Q1 Is this your first Planning Council/Strategic Planning & Assessment committee meeting?

Answered: 10 Skipped: 0

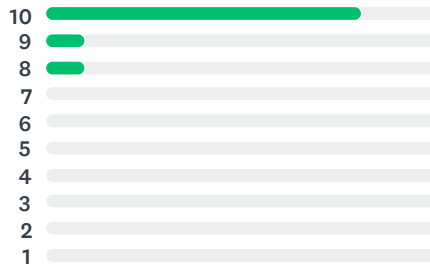


Answer Choices	Percentage	Responses
<input type="radio"/> Yes	0%	0
<input checked="" type="radio"/> No	100.00%	10
<b>Total</b>		<b>10</b>

## Q2 The hybrid meeting format worked for me

Answered: 10 Skipped: 0


★ **9.7**/10  
Average Rating

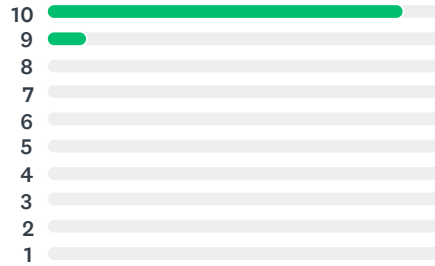


Rating	Percentage	Responses
1 / 10	0%	0
2 / 10	0%	0
3 / 10	0%	0
4 / 10	0%	0
5 / 10	0%	0
6 / 10	0%	0
7 / 10	0%	0
8 / 10	10.0%	1
9 / 10	10.0%	1
10 / 10	80.0%	8
<a href="#">Show comments</a>		
Average	<b>9.7</b>	<b>10</b>

## Q3 I felt the meeting was safe for me to speak when/if I wanted to.

Answered: 10 Skipped: 0

 **9.9**/10  
Average Rating



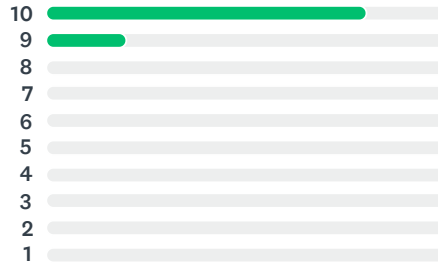
Rating	Percentage	Responses
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2 / 10	0%	0
3 / 10	0%	0
4 / 10	0%	0
5 / 10	0%	0
6 / 10	0%	0
7 / 10	0%	0
8 / 10	0%	0
9 / 10	10.0%	1
10 / 10	90.0%	9
<a href="#">Show comments</a>		
Average	<b>9.9</b>	10

## Q4 I believe the meeting was held in a respectful manner.

Answered: 10 Skipped: 0

★ 9.8/10

Average Rating

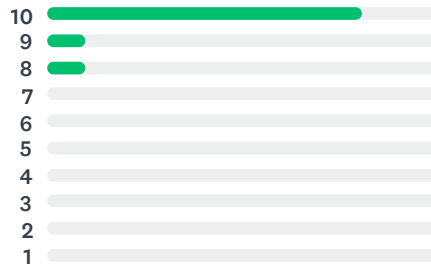


Rating	Percentage	Responses
1 / 10	0%	0
2 / 10	0%	0
3 / 10	0%	0
4 / 10	0%	0
5 / 10	0%	0
6 / 10	0%	0
7 / 10	0%	0
8 / 10	0%	0
9 / 10	20.0%	2
10 / 10	80.0%	8
<a href="#">Show comments</a>		
Average	9.8	10

## Q5 I understood the information discussed and presented at the meeting.

Answered: 10 Skipped: 0

★ **9.7/10**  
Average Rating




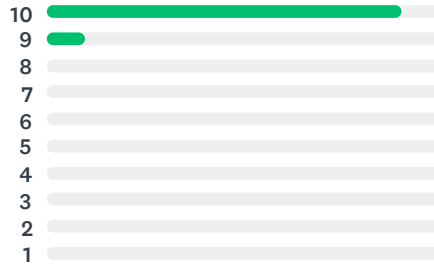
Rating	Percentage	Responses
1 / 10	0%	0
2 / 10	0%	0
3 / 10	0%	0
4 / 10	0%	0
5 / 10	0%	0
6 / 10	0%	0
7 / 10	0%	0
8 / 10	10.0%	1
9 / 10	10.0%	1
10 / 10	80.0%	8
<a href="#">Show comments</a>		
Average	<b>9.7</b>	<b>10</b>

#	COMMENTS (IF MARKED SOMEWHAT DISAGREE AND BELOW; PLEASE EXPLAIN/MAKE SUGGESTIONS)	DATE
1	There were a couple of spots in the meeting where information came across as rambles and it was a bit confusing and honestly I became so lost I don't know how to tell you what we were referring to. Not sure that I have any feedback for fixing though. Sorry	2/3/2026 3:18 PM

## Q6 I believe that we accomplished our meeting objectives.

Answered: 10 Skipped: 0

 **9.9**/10  
Average Rating



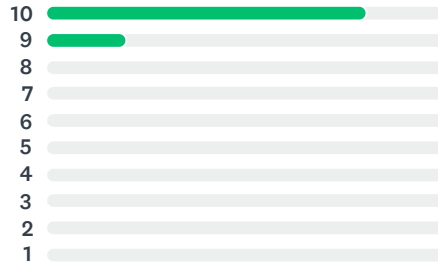
Rating	Percentage	Responses
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2 / 10	0%	0
3 / 10	0%	0
4 / 10	0%	0
5 / 10	0%	0
6 / 10	0%	0
7 / 10	0%	0
8 / 10	0%	0
9 / 10	10.0%	1
10 / 10	90.0%	9
<a href="#">Show comments</a>		
Average	<b>9.9</b>	<b>10</b>

## Q7 I believe the meeting was productive and efficient.

Answered: 10 Skipped: 0

★ 9.8/10

Average Rating

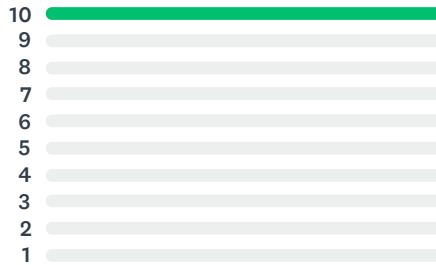


Rating	Percentage	Responses
1 / 10	0%	0
2 / 10	0%	0
3 / 10	0%	0
4 / 10	0%	0
5 / 10	0%	0
6 / 10	0%	0
7 / 10	0%	0
8 / 10	0%	0
9 / 10	20.0%	2
10 / 10	80.0%	8
<a href="#">Show comments</a>		
Average	9.8	10

## Q8 I understood the information presented during the training session.

Answered: 10 Skipped: 0

★ **10.0**/10  
Average Rating




Rating	Percentage	Responses
1 / 10	0%	0
2 / 10	0%	0
3 / 10	0%	0
4 / 10	0%	0
5 / 10	0%	0
6 / 10	0%	0
7 / 10	0%	0
8 / 10	0%	0
9 / 10	0%	0
10 / 10	100.0%	10
<a href="#">Show comments</a>		
Average	<b>10.0</b>	10

GY 25/26 BPTGA Planning Council/Strategic Planning & Assessment Meeting Evaluation

#	COMMENTS (IF MARKED SOMEWHAT DISAGREE AND BELOW; PLEASE EXPLAIN/MAKE SUGGESTIONS)	DATE
1	The training was really great! Thank you	2/3/2026 3:18 PM
2	Good training	2/3/2026 3:16 PM

## Q9 I found the information presented during the training session relevant and helpful.

Answered: 10 Skipped: 0

 **9.9**/10  
Average Rating




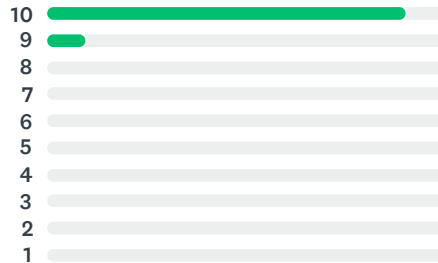
Rating	Percentage	Responses
1 / 10	0%	0
2 / 10	0%	0
3 / 10	0%	0
4 / 10	0%	0
5 / 10	0%	0
6 / 10	0%	0
7 / 10	0%	0
8 / 10	0%	0
9 / 10	10.0%	1
10 / 10	90.0%	9
<a href="#">Show comments</a>		
Average	<b>9.9</b>	10

#	COMMENTS (IF MARKED SOMEWHAT DISAGREE AND BELOW; PLEASE EXPLAIN/MAKE SUGGESTIONS)	DATE
1	Very good	2/3/2026 3:16 PM

## Q10 The information presented during the Chair or Vice-Chair report was clear and understandable.

Answered: 10 Skipped: 0

 **9.9**/10  
Average Rating

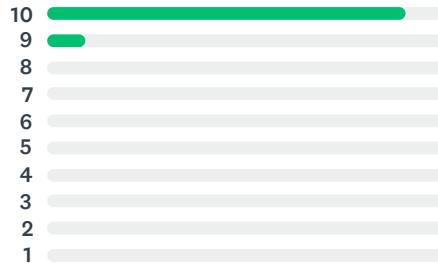


Rating	Percentage	Responses
1 / 10	0%	0
2 / 10	0%	0
3 / 10	0%	0
4 / 10	0%	0
5 / 10	0%	0
6 / 10	0%	0
7 / 10	0%	0
8 / 10	0%	0
9 / 10	10.0%	1
10 / 10	90.0%	9
<a href="#">Show comments</a>		
Average	<b>9.9</b>	10

## Q11 The information presented during the Subcommittee reports were clear and understandable.

Answered: 10 Skipped: 0

★ **9.9**/10  
Average Rating



Rating	Percentage	Responses
1 / 10	0%	0
2 / 10	0%	0
3 / 10	0%	0
4 / 10	0%	0
5 / 10	0%	0
6 / 10	0%	0
7 / 10	0%	0
8 / 10	0%	0
9 / 10	10.0%	1
10 / 10	90.0%	9
<a href="#">Show comments</a>		
Average	<b>9.9</b>	10

## Q12 What did you like best about today's meeting?

Answered: 5 Skipped: 5

#	RESPONSES	DATE
1	There was a lot of information covered today but it flowed really well and was very informative.	2/3/2026 3:18 PM
2	Everything	2/3/2026 3:17 PM
3	The discussions and the training on cultural Bias	2/3/2026 3:17 PM
4	Training	2/3/2026 3:16 PM
5	The training was a great presentation that I hope to use as a reminder for my staff	2/3/2026 3:15 PM

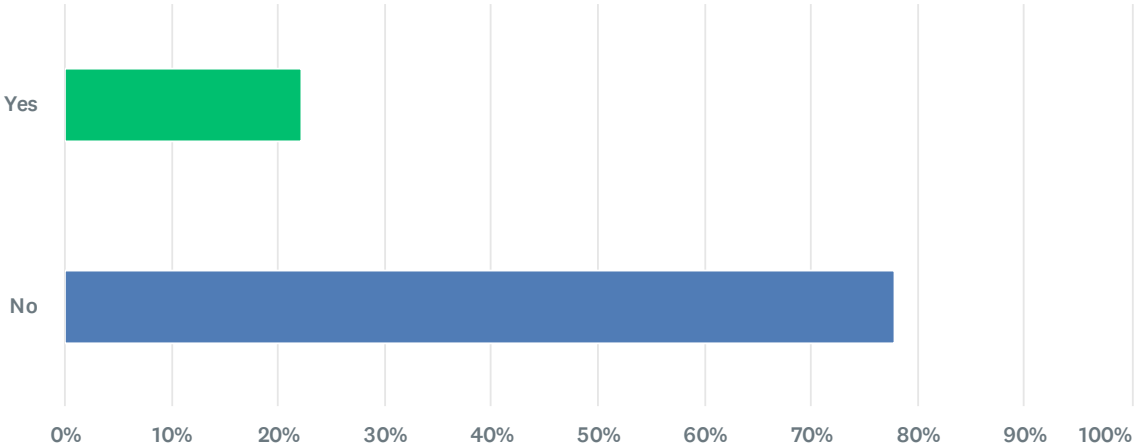
## Q13 Any additional comments or suggestions?

Answered: 4 Skipped: 6

#	RESPONSES	DATE
1	None at this time.	2/3/2026 3:18 PM
2	None at this time	2/3/2026 3:17 PM
3	No	2/3/2026 3:17 PM
4	We the planning council should not be so confused about when we can vote, when are we officially planning council members, I can vote last month but not this month because I was a member but now I am not. Oh my goodness I'm so confused	2/3/2026 3:16 PM

### Q14 Are you a person living with HIV?

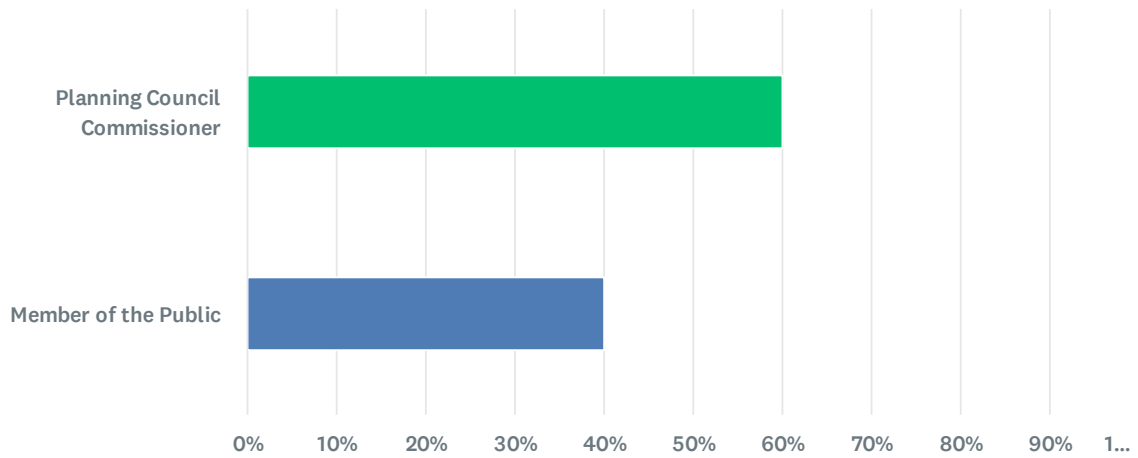
Answered: 9 Skipped: 1



Answer Choices	Percentage	Responses
● Yes	22.22%	2
● No	77.78%	7
<b>Total</b>		<b>9</b>

## Q15 Are you a Planning Council Commissioner or a member of the public

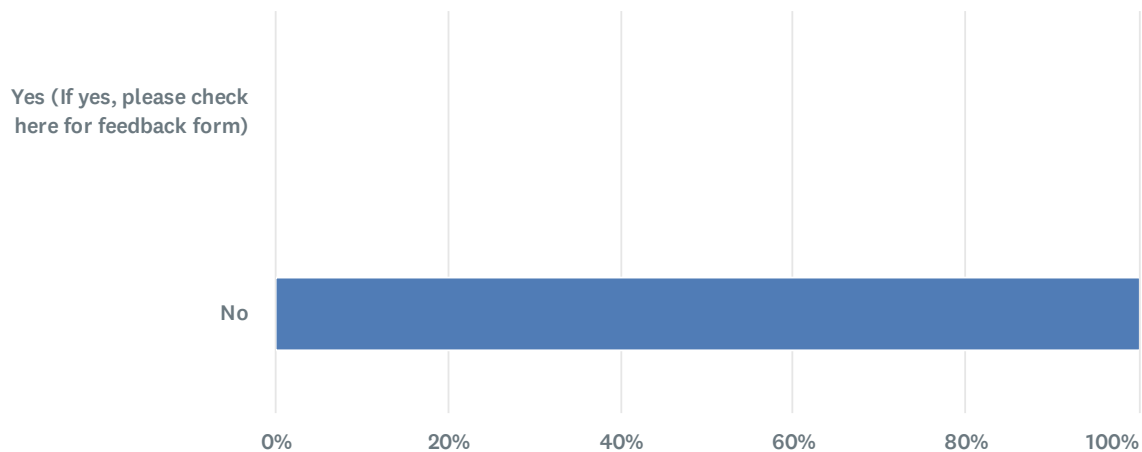
Answered: 10 Skipped: 0



Answer Choices	Percentage	Responses
● Planning Council Commissioner	60.00%	6
● Member of the Public	40.00%	4
<b>Total</b>		<b>10</b>

## Q16 Would you like to speak with the Planning Council Chair

Answered: 10 Skipped: 0



Answer Choices	Percentage	Responses
<input type="radio"/> Yes (If yes, please check here for feedback form)	0%	0
<input checked="" type="radio"/> No	100.00%	10
<b>Total</b>		<b>10</b>