

Ric Miles- Chair & Michelle Harvey– Vice Chair

Bergen/Passaic TGA Steering Committee Monthly Meeting

MEETING MINUTES

Tuesday, May 5, 2026

10:30am – 11:30am

Paterson Free Public Library

250 Broadway

Paterson, NJ 07501

ATTENDANCE

Members	Present/Absent	Members	Present/Absent
Anjettica Boatwright	P	Michelle Harvey	A
Abraham Corsino	P	Ric Miles	P
Donna Gioffre	P	Marc Scott	A
PC Support Staff		Recipient Representatives	
Thomas Rodriguez-Schucker	P	Milagros Izquierdo	A
Sara Seaburg	P	Maricela Marin	A
Tatum Townsend	A	Phillip Velazquez	A
P= Present A= Absent			
Guests: Ray Welsh, Edward Marshall, Monique Springer			

- Moment of Silence** – Chair Ric Miles called the meeting to order and observed a moment of silence.
- Welcome to the Vice-Chair** – Ric Miles welcomed participants and reminded members to adhere to federal Ryan White Program requirements, the Planning Council Code of Conduct, and conflict-of-interest disclosure rules.
- 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, April 7, 2026, meeting**
Anjettica Boatwright made a motion to approve the April 7, 2026 meeting minutes and Donna Gioffre seconded the motion.

For: (3) Boatwright, Gioffre, Miles
Against: (0)
Abstain: (1) Corsino
- Business Items**
 - Review Scope of Work & PCAT Planning Council Activity Timeline –May 2026-** Support staff reviewed the Planning Council Activity Timeline (PCAT) for May 2026. All items are on track and in compliance with HRSA timelines.

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

The recipient's office reported ongoing efforts to close out the current grant year and initiate the next, noting delays from subrecipients in submitting required documentation. Future contracts will include stronger compliance language, and failure to meet requirements may result in corrective action or funding implications.

c. Review and Resolve Parking Lot Items

There are none

d. Review and Manage Planning Council Management Attendance

Support staff presented the current attendance tracker. Concerns were raised regarding ongoing absences, particularly related to a Federally Qualified Health Center representative who appears to no longer be in their role, and another representative with inconsistent participation. Outreach will be conducted to confirm status and identify appropriate replacements to maintain compliance with required membership categories. Additional members with attendance concerns were noted, though some recent improvements were acknowledged.

e. Address membership recruitment campaign(s) The Planning Council will address membership recruitment efforts.

The committee discussed membership recruitment efforts, including the ongoing Bring One Campaign, which has had limited success despite attempts to increase participation through non-traditional meeting times. A new strategy was proposed to enhance engagement by coordinating a July evening meeting alongside or adjacent to a community-based event, such as a cookout or picnic. The discussion explored logistical considerations including liability, budgeting, and alignment with existing community activities, with agreement to further explore feasibility, including possible use of external venues.

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

The membership matrix review confirmed that Planning Council composition remains unchanged and currently compliant with federal requirements, though updated epidemiologic data is pending and will be incorporated in future review.

g. Review and Manage Planning Council Membership Application Process

There were no new applications to review.

h. Review Annual Meeting Feedback From April 7, 2026.

The group reviewed all results of the meeting feedback from April 7, 2026, which reflected high satisfaction scores across categories such as meeting effectiveness, inclusiveness, and clarity of information. The hybrid format was generally well received, particularly for evening meetings, though feedback highlighted mixed opinions regarding non-traditional meeting times. Training components were especially well regarded, and public participation remained strong.

i. HRSA Partial Award Update

Partial HRSA award details were shared, including receipt of approximately 41% Formula and 28% MAI funding to date. A full award is anticipated later in the grant year.

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j. Review Assessment of the Efficiency of the Administrative Mechanism (AEAM) Process

The committee confirmed there were no HRSA findings and approved continuation of the existing process without modification.

Donna Gioffre made a motion to accept the AEAM process without updates and Angettica Boatwright seconded the motion.

For: (4) Boatwright, Corsino, Gioffre, Miles

Against: (0)

Abstain: (0)

k. HRSA Site Visit Report

Support staff reviewed anticipated HRSA site visit findings, including:

The committee conducted a detailed review of HRSA site visit findings and corrective action plans. Key findings included the need to formalize the Planning Council member appointment process with documented CEO approval, strengthen conflict of interest documentation and training, conduct an updated comprehensive needs assessment (last completed in 2021), and perform a full revision of the Planning Council bylaws to align with current federal guidance. Corrective actions were outlined for each area, including implementation of formal appointment letters, annual COI documentation and training, initiation of a 2026 needs assessment, and prioritization of a comprehensive bylaws review.

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

Members extended condolences to the Vice Chair on the loss of her mother.

8. Public Comments and Emerging Trends (Discussion, all matters in this item are informational only)

Public comment included acknowledgment of a successful community event hosted by the NJ Red Collective.

9. Adjournment

Angettica Boatwright made a motion for adjournment and Donna Gioffre seconded the motion.

For: (4) Boatwright, Corsino, Gioffre, Miles

Against: (0)

Abstain: (0)

Planning Council Member Conflicts

Thaisha Gonzalez, Dental Services, Early Intervention Services (EIS), Medical Case Management, Outpatient/Ambulatory Medical Services, and Mental Health Services; **Michelle Harvey**, Early Intervention Services (EIS), Medical Transportation, Medical Case Management, Substance Use Treatment, and Health Education/Risk Reduction Services; **Monique Springer**, Early Intervention Services (EIS), Medical Transportation, Medical Case Management, Substance Use Treatment, and Health Education/Risk Reduction Services; **Jayden Jackson**, Medical Case Management and Treatment Adherence, Early Intervention Services (EIS), Mental Health Services, and Referrals for Health Care and Support Services; **Abraham Corsino**, Psychosocial Support Group Services, Early Intervention Services (EIS), Medical Case Management, Medical Transportation, Mental Health Services, Referrals for Health Care and Support Services, and Nutrition Services; **Ric Miles**, Psychosocial Support Group Services, Early Intervention Services (EIS), Medical Case Management, Medical Transportation, Mental Health Services, Referrals for Health Care and Support Services, and Nutrition Services; **Jerry Dillard**, Psychosocial Support Group Services, Early Intervention Services (EIS), Medical Case Management, Medical Transportation, Mental Health Services, Referrals for Health Care and Support Services, Nutrition Services, Substance Use Services, and Health Education/Risk Reduction Services.

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Upcoming Planning Council Meetings:

Tuesday, June 2, 2025

- Steering Committee : 10:30am – 12:00pm
- Planning Council: 12:30pm – 2:30pm

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ATTENDANCE THROUGH APRIL 2026

	PC	SPA	PC	SPA	PSRA 1	PSRA 2	PC	SPA	PC	SPA	PC	SPA	ABS
Name of Commissioner	May	June	July	Sept	Sept	Nov	Dec	Jan	Feb	Mar	Apr	May	
Bre Azanedo	P	P	P	A	A	P	A	A	P	A	A	A	7
Anjettica Boatwright	P	P	P	P	P	P	P	P	P	P	P	P	0
Abraham Corsino	P	P	P	P	P	P	A	P	P	A	P	P	2
Manuel Delgado	P	A	A	P	P	A	A	P	A	P	P	A	6
Jerry Dillard	-	-	-	-	-	-	-	-	-	P	P	P	0
Dorris Ezomo	P	P	P	P	P	A	P	A	P	P	A	P	3
Donna Gioffre	-	-	-	-	-	-	-	-	-	P	P	P	0
Thaisha Gonzales	A	P	A	P	P	A	P	A	A	A	A	P	7
Sara Grajeda	A	A	A	A	A	A	A	A	A	A	A	A	12
Deeanne Hackett	P	P	A	P	P	A	P	A	P	P	A	P	4
Michelle Harvey	P	P	P	P	P	P	P	P	P	P	P	A	1
Jayden Jackson	-	-	-	-	-	-	-	-	-	A	P	A	2
Edward Marshall	A	P	A	P	P	P	P	A	A	P	P	P	4
Ric Miles	A	P	P	P	P	P	P	P	P	P	P	P	1
Robert Schaefer	P	P	A	A	P	A	A	A	A	P	P	P	6
Marc Scott	P	P	P	A	P	P	A	P	P	P	P	A	3
Monique Springer	P	P	P	A	A	P	P	P	P	P	P	A	3


Ric Miles (Jul 16, 2026 12:03:48 EDT)

Jul 16, 2026

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