



Karen Walker & Khalilah Daniels, Co-Chairs

Planning Council Meeting Minutes

Meeting Date: Tuesday, November 10, 2020

Start Time: 11:35 a.m.

End Time: 12:47 p.m.

Location: Videoconference via Zoom

Presiding Chair: Karen Walker

Recorder: Thomas Rodriguez-Schucker

Summary of Committee Business Votes

- **APPROVAL OF 10.6.20 PLANNING COUNCIL MINUTES.**

- I. **Moment of Silence** – Karen Walker called the meeting to order at 11:35 a.m. A moment of silence was observed for those affected by HIV.
- II. **Welcome by the Chair** – Chair welcomed the Commissioners, guests, and the public. Chair also read the Bergen-Passaic TGA Mission Statement, and Open Public Meeting statement.
- III. **Roll Call**
- IV. **Public Comments** – Deanne Hackett announced that Jersey College is still not officially open, but some administrators will be returning to the building in the following weeks.
- V. **Review & Approval of Minutes: October 6, 2020** – A motion was made by Paula Tenebruso to accept the September 1st PC meeting minutes and was seconded by Doris Ezomo.

For: (12) Adams, Cuffe, Dillard, Ferrigno, Herrera, Malave, Kubisky, Munoz, Tenebruso, Torres, Walker, Welsh
Against: (0)
Abstain: (2) Boatwright, Ezomo,
- VI. **Report of the Chair**
 - a. Chair's Report - At the Monthly Project Officer call on 11.6.2020, Sera Morgen informed the Chair and support staff that there will be a new Project Officer taking her place for the Bergen-Passaic TGA- Priscilla M. Báez-Merced. Steering Committee reviewed current membership categories and vacancies. The Planning Council is in need of a representative from a Hospital Planning Agency, and one from a Local Public Health Agency. The Planning Council is below the Federal Reflective Mandate that states that PC/PB's must be made up of 33% unaligned consumers of Part A funds and services. Karen Walker urges everyone to assist in Planning Council membership recruitment- with an emphasis on consumers so that the Planning Council will be in compliance.

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- b. New Jersey HIV Planning Group (NJHPG) Update - Rutgers is no longer going to be the administrative consultant for NJHPG. The consultant is going to partially be the AETC (AIDS Education and Training Center). The other piece of that is that everything administratively will be funneled through an individual from DHSDS. The December will be Rutgers last meeting. The NJHPG is in the stages of starting its own Needs Assessment. There was a presentation on some of the epidemiology of New Jersey. They have identified Transgenders individuals, MSMs of color, and the HIV and Aging (50+ years) of priority populations for the Needs Assessment. They will be looking at the TGA's to provide data on those populations.

VII. Recipient's Report – The Recipient presented the current expenditure report covering the period of 3.1.20 – 11.6.20. She did inform the council that One Agency has not billed for the past 7 months due to medical reasons. 4 sub-recipients have not billed since August 2020. 11 sub-recipients have not billed since September 2020. As of October 2020- there have been no invoices submitted for reimbursement.

VIII. Business Items

- a. Review Planning Council Action Timeline (PCAT)

Bergen Passaic TGA Planning Council Planning Council Activity Timeline (PCAT) 2020/21 Grant Year		November
PLANNING COUNCIL	Receive reports of standing committees	X
	Program updates and collaboration with the Recipient's office	X
	Review and resolve parking lot items	X
	Approval of new Planning Council members	X

- b. Planning & Development Committee (P&D) Report – The recipient reported to the committee that there would be unspent funding in the PC budget line item due to the impact COVID has had on in-person meetings. The committee discussed using those unspent funds towards developing and implementing a Needs Assessment with an aim to gauge the current needs of consumers with an emphasis on the impact the pandemic has had on services. The funds will be used to incentivize and increase consumer participation in the survey.
- c. Community Development Committee (CDC) Report – Community Development Committee (CDC) – The chair of the committee reported that consumers at the national HIV & Aging forums were voicing that they felt as though their needs were not being met in the TGA. It was mentioned that an agency should work to resurrect a program that was used to check up

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on seniors. These needs are being brought back to Planning and Development for input into the Needs Assessment.

- d. DHSTS Report (*Inclusive of Part B*) – Gabrielle announced that she will be stepping down as a PMO and introduced her colleague who will be taking over a majority of her grants. Gabrielle will be moving to the Ending the Epidemic

IX. New Business

- a. Training: 2021 Ryan White Grant Application for the Bergen-Passaic TGA

X. Planning Council Evaluations – While the PC will be meeting via Zoom, the evaluations will be administered via SurveyMonkey.

XI. Announcements

- a. Jerry Dillard announced that CAPCO will be organizing a memorial fund for Gregory Kelly – prior board member for CAPCO, former Planning Council Commissioner and previous Chair of the Planning Council. As part of that process, they will have a \$500 honorarium. They are formulating eligibility and application process in 2021 and will be shared with all people who want to apply. CAPCO will also be dedicating an office space in his name which will have a plaque to memorialize him.
- b. Ray Welsh announced that on November 20th is the Day of Trans-day Remembrance at St. Paul's church.
- c. Paula Announced that the Bergen Families will be a national debut on the Rachel Ray show at 2pm highlighting the food program during the COVID-19 Pandemic.

XII. Public Comments

XIII. Adjournment – 12:47 p.m. A motion to adjourn was made by Anjettica Boatwright and supported by Jerry Dillard. All in favor.

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PATERSON-PASSAIC COUNTY-BERGEN COUNTY
HIV HEALTH SERVICES PLANNING COUNCIL

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Name of Commissioner	12/4/2020	1/3/2020	2/4/2020	3/3/2020	4/7/2020	5/5/2020	6/2/2020	7/9/2020	8/11/2020	9/1/2020	10/6/2020	11/10/2020
1. Adams, David	-----Cancelled due to Bad Weather-----	P	P	P	O	O	O	O	P	P	P	P
2. Boatwright, Anjettica		P	P	P	p	P	P	P	P	P	O	P
3. Cuffe, Patti		P	O	P	P	P	P	P	P	P	P	P
4. Daniels, Khalilah		P	O	P	P	P	P	P	P	P	O	O
5. Dillard, Jerry C.		P	P	P	P	P	P	P	P	P	P	P
6. Ezomo, Dorris		P	P	P	P	P	P	P	O	O	O	P
7. Ferreira, Graziella		P	P	O	P	P	P	P	O	P	P	O
8. Ferrigno, Gabrielle		P	O	P	P	P	P	P	P	P	P	P
9. Friedman, Jeff		P	P	P	P	O	O	O	O	O	O	O
10. Herrera, Andriana		P	P	P	P	P	P	P	P	P	P	P
11. Johnson, Eddie		P	O	P	O	O	O	O	O	O	O	O
12. Kubisky, Nick		P	P	P	O	P	P	P	P	P	P	P
13. Malave, Ivone		P	P	P	P	P	P	P	P	O	P	P
14. Munoz, Ana		P	O	P	P	P	P	P	O	P	P	P
15. Obara, Jessica		O	P	P	P	P	P	P	O	P	P	O
16. Persuad, Paul		O	O	O	O	O	O	O	O	O	O	O
17. Price, Gloria		P	P	O	P	P	P	P	P	P	P	O
18. Rodriguez, Freddy.		P	P	O	O	O	O	O	O	O	O	O
19. Tenebruso, Paula		P	P	O	P	P	P	P	O	P	P	P
20. Torres, Miriam		P	P	P	P	P	P	P	P	P	P	P
21. Walker, Karen		P	P	P	P	P	P	P	P	O	P	P
22. Welsh, Ray		P	P	P	P	P	P	P	P	P	P	P
23. Yee, Alma		P	P	P	P	P	P	P	O	P	P	O
Members Present		19	19	19	19	18	18	18	13	16	16	14
Alternates Present		0	0	0	0	0	0	0	0	0	0	0
Recipient's Office		1	1	2	1	1	1	2	0	0	1	1
Public/Guests		9	9	4	3	4	3	3	4	3	3	6
Support Staff		2	2	2	3	3	2	3	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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