

**Dutchess County HIV/AIDS Health Services Planning Council**  
**Evaluation Committee Meeting**  
**Minutes**  
**Monday, August 25, 2008**  
**3:30PM**

Members in Attendance: Brad Berg, Co-Chair; Gail Williams, Co-Chair; Marilyn Rivera; Robert Selcov; Ellen Spagnoli

Planning Council Staff: Christopher Lee

I. Committee Business:

The monthly meeting of the Evaluation Committee was called to order by Brad Berg at 3:30 pm on Monday, August 25, 2008 in the Planning Council office. Roll call was done at this time. Five members were present at the meeting. Gail Williams was proxy for Ben Barile and Marilyn Rivera was proxy for Jennifer Palecek. A quorum was established.

The draft minutes from the July 21, 2008 Evaluation Committee meeting were reviewed and edited. There was one change made. In the last sentence of section I the word 'excepted' was replaced with 'accepted'. The sentence now reads "The minutes were accepted as is". With the edits made, the minutes were voted on and approved by the committee.

II. Evaluation of the Grantee's Administrative Mechanism:

Upon the request of the Evaluation Committee, the Planning Council Support Staff left the office while the committee carried out the evaluation. The committee discussed the evaluation of the grantee using the Evaluation of the Grantee's Administrative Mechanism Tool. Committee Co-Chair, Brad Berg, will finalize the evaluation and write a narrative about the committee's findings. The evaluation will be submitted to the grantee by Brad Berg.

IV. Next Meeting:

The next Evaluation Committee meeting will be held on Monday, September 15, 2008 at 3:30 pm at the Planning Council office. The meeting was adjourned.