

**Dutchess County HIV Health Services Planning Council**  
**DCHIVHSPC**  
**Executive Committee Meeting**  
**Minutes**  
**Wednesday, August 6, 2008**

Members in Attendance: Ben Barile, Chair; Brad Berg; Kathleen Murphy;

Grantee Representatives: Jay Landolfi

Planning Council Staff: Christopher Lee

Guest: Eva Grenier

I. Project Officer Call:

The monthly Project Officer (PO) with Kerry Hill began at 3:30pm. The Executive Committee discussed the Evaluation of the Grantee's Administrative Mechanism with the Project Officer. Kerry Hill reminded the committee that the evaluation is based on the grantee's responsiveness to service providers not to HRSA. He also stated that the grantee has met all conditions of award on time this year. The committee informed Mr. Hill that the Planning and Allocations Committee has been working on the preliminary allocations for the 2009 award application. The preliminary allocations will be finalized at the upcoming Planning and Allocations Committee meeting on August 13, 2008. Mr. Hill stated that the grant application for the 2009 fiscal year is due on September 29, 2008. He also stated that the Dutchess County TGA scores well on the application every year. The committee told the Project Officer that the Planning Council will be making minor updates to the current by-laws. The next Project Officer call will be on Wednesday, September 3, 2008 at 3:30 pm.

II. Committee Business:

The monthly Executive Committee meeting was called to order by Ben Barile at 3:40pm. Roll call was done at this time. Three members were in attendance. Ben Barile was a proxy for Peggy Patterson-Dennis. A quorum was established. The draft minutes from the June 4, 2008 Executive Committee meeting were reviewed and accepted as is.

III. Committee Reports:

Planning and Allocations Committee:

The Planning and Allocations Committee met on Wednesday, July 9, 2008 at the Planning Council office. The committee worked on prioritizing service categories for the 2009 fiscal year. The next P&A Committee meeting will be held on Wednesday, August 18, 2008 at 9:30am at the Planning Council office. At the next meeting, the committee

will be finishing the prioritization process and working on preliminary Part A allocations for the 2009 fiscal year.

#### Membership Committee:

The Membership Committee met today, August 6, 2008 at 3:00pm at the Catharine Street Community Center. The committee discussed the current membership roster. The committee also reviewed and voted on the application of Jennifer Palecek. The committee voted and approved her membership. The next Membership Committee meeting will be held on Wednesday, September 3, 2008 at 3:00pm at the Catharine Street Community Center.

#### PLWH Committee:

The PLWH Committee met on July 24, 2008 at the Planning Council office. At the meeting guest Ozie Williams came and did a presentation on HIV and nutrition. The committee also discussed the AIDS Quilt and creating a panel on the quilt. There will not be a PLWH Committee meeting in August. The next PLWH Committee meeting will be held on Tuesday, September 23, 2008 at 5:30pm at the Planning Council office.

#### Evaluation Committee:

The Evaluation Committee met on Monday, July 21, 2008 at 3:30pm at the Planning Council office. The Evaluation Committee worked on the Evaluation of the Grantee's Administrative Mechanism. The Planning Council Support Staff will be sending surveys to funded providers for the evaluation. The next Evaluation Committee meeting will be held on Monday, August 25, 2008 at 3:30pm at the Planning Council office. The committee will continue to work on the evaluation at the next meeting.

#### IV. New Membership:

The Executive Committee discussed new membership applicant Jennifer Palecek. The committee reviewed her application. Through unanimous vote her membership was approved and will be voted on by the full Planning Council.

#### V. MAI Allocations

The Executive Committee discussed the MAI allocations for the 2008 fiscal year presented by the Planning and Allocations Committee. The 2008 MAI fiscal year runs from August 1, 2008 to July 31, 2009 and our TGA received a slight increase from last year. The P&A Committee agreed to fund the same categories as in 2007. The Executive Committee approved the 2008 MAI allocations through a unanimous vote, the allocations will now be voted on by the full Planning Council.

#### VI. By-Laws

The Executive Committee reviewed and discussed the revisions to the by-laws presented by the Planning Council Staff. The committee discussed the limit on amount of members allowed on our Planning Council according to the by-laws. It was stated that

the Planning Council needs more involvement from those in the community living with HIV/AIDS on the Planning Council. The revised by-laws were accepted through a unanimous vote of the Executive Committee and will be voted on at the full Planning Council meeting.

VII. Grantee report:

Jay Landolfi presented the Grantee report for the month of July to the Executive Committee. He stated that the Grantee has received guidance for the FY2009 Part A Application. The application is due on September 29, 2008. He stated that the official Notice of Grant Award (NGA) was received and our TGA was awarded \$112,436 in MAI funding for the 2008 fiscal year. He reminded the committee that the MAI 2009 fiscal year runs from August 1, 2008 to July 31, 2009.

Mr. Landolfi stated that all conditions of award have been met. The Grantee submitted the 2007 annual progress report and final 2007 expenditures report to HRSA. The Grantee also submitted the 2008 list of contractors, contract review certification, and planned allocations report to HRSA.

Jay Landolfi discussed the status of the new Part A funded service category. It was stated that two applications were received in response to the request for proposal for the new service category, Health Insurance Premium and Cost Sharing Assistance. An independent review board reviewed the applications and a provider was selected to receive \$50,000 in funding for the program for the 2008 fiscal year.

The grantee representative presented the budget expenditure reports to the committee and discussed the spending of each category. Mr. Landolfi stated that there were no surprising issues in the reports and that most service categories will be able to spend down.

VIII. Correspondence on CSP and NA:

The Executive Committee discussed the HRSA correspondence regarding the Comprehensive Services Plan (CSP) and the Needs Assessment (NA). The committee reviewed the letter from HRSA regarding the CSP and NA. The letter outlines what content should be in a CSP. It was stated that the plan will be in the same format as the last CSP. It was agreed that a plan for the future of our TGA should be a large part of this updated CSP. The Executive Committee is responsible for understanding the guidelines and necessary components of the CSP and NA.

The committee discussed how updating the CSP was going to be carried out. In previous years, Dutchess County had a lot more funding to be spent on the process of updating the CSP, but there is very little funding this year for this. The committee discussed having an ad-hoc committee to create the updated CSP. The committee would consist of members of each of the Planning Council committees.

IX. Listening Forum:

The Executive Committee discussed the Mid/Lower Hudson Valley Listening Forum hosted by the Hudson Valley HIV Care Network. The forum is being held on

September 17, 2008 at the Holiday Inn in Fishkill. Three Executive Committee members stated that they will be participating in the Listening Forum.

X. World AIDS Day Event:

The committee discussed the plans for the World AIDS Day Event. This year the event is being held on December 3, 2008 at the FDR Wallace Center in Hyde Park, NY. The committee discussed the save the date letters and the events title. The save the date letters will be sent out this month. The committee agreed to come up with a title for the event by the next Executive Committee meeting.

XI. Next Meeting:

The next Executive Committee meeting will be held on Wednesday, September 3, 2008 at 3:30pm at the Catharine Street Community Center. The Executive Committee meeting was adjourned at 5:00pm.