

DCHIVHSPC
Dutchess County HIV/AIDS Health Services Planning Council
Full Planning Council Meeting
Minutes
Wednesday, August 6, 2008

Members in Attendance: Ben Barile, Chair; Brad Berg; Ann Burnett; Carrie Cocurullo; Kathleen Murphy; Peggy Patterson-Dennis; Robert Selcov; Mary Spriggs; Juanita Thomas; Gail Williams

Grantee Representatives: Lisa Cardinale; Jay Landolfi; Sabrina Marzouka

Planning Council Staff: Christopher Lee

Guests: Ellen Spagnoli; Melvin Garrett; Jennifer Palecek; Barbara Bennet; Bill Gallagher; Katrina Belding

I. Networking took place during diner from 5:00pm to 5:30pm.

II. Planning Council Business:

The monthly full Planning Council meeting was called to order at 5:30pm by Planning Council Chair, Ben Barile. Roll call was done at this time. Ten (10) members were in attendance. Ben Barile was a proxy for Lisa Reid. A quorum was established. Introductions and conflict of interest disclosures took place. The draft minutes from the June 4, 2008 full Planning Council meeting was 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.

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.

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.

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.

Executive Committee:

The Executive Committee met today, August 6, 2008 at 3:30pm at the Catharine Street Community Center. The committee voted on the FY09 MAI allocations, the revised by-laws, and the membership of Jennifer Palecek. All three were approved through unanimous vote of the Executive Committee and will be voted on by the full Planning Council. The committee also discussed the details of the World AIDS Day Event. The committee will continue to work on the event plan. The next Executive Committee meeting will be held on Wednesday, September 3, 2008 at 3:30pm at the Catharine Street Community Center.

IV. Listening Forum:

The full Planning Council discussed the Mid/Lower Hudson Valley Listening Forum hosted by the Hudson Valley HIV Care Network. The Planning Council reviewed the flyer and Barbara Bennet discussed the forum. The forum is being held on September 17, 2008 at the Holiday Inn in Fishkill. She stated accessing care will be discussed. She also stated that any issues or concerns can be discussed and if you have concerns that you would like to be discussed please present them to the AIDS Institute before the forum.

V. Grantee Report:

Jay Landolfi presented the Grantee report for the month of July to the Executive Committee. He discussed the new reporting system that service providers must use. All Ryan White funded service providers are switching from URS to AIRS. This client information is submitted directly to HRSA from the providers and from the Grantee.

He also 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.

VI. New Membership:

The full Planning Council discussed new membership applicant Jennifer Palecek. She introduced herself and discussed her qualifications and goals. Through unanimous vote her membership was approved by the full Planning Council.

VII. MAI Allocations:

The full Planning Council discussed the MAI allocations for the 2008 fiscal year presented by the Planning and Allocations Committee. P&A Committee Chair, Kathleen Murphy, presented the proposed allocations to the full Planning Council. The allocations have been approved by the Planning and Allocations Committee and the Executive 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 has agreed to fund the same categories as in 2007. With the abstention of one member, Ann Burnett, the full Planning Council voted and approved the 2008 MAI allocations.

VIII. Revised By-Laws:

The full Planning Council reviewed and discussed the revisions to the by-laws presented by the Planning Council Staff. It was stated that the changes made were regarding the terminology of the document and no rules and guidelines were changed. The revised by-laws were accepted through a unanimous vote of the full Planning Council.

IX. HRSA Correspondence on CSP and NA:

The Planning Council discussed the HRSA correspondence regarding the Comprehensive Services Plan (CSP) and the Needs Assessment (NA). The letter from HRSA regarding the CSP and NA was reviewed. The letter outlines what content should

be in a CSP. It was stated that the NA points out gaps and problems in services and the CSP is a plan to solve them. The CSP is updated every three years. 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 and the P&A Committee will be carrying out the process of updating the CSP.

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.

X. Public comments / Announcements:

Brad Berg discussed the incidence statistics for the United States presented by the CDC. It states that 56,000 new cases are found each year. The Planning Council reviewed the pie graph on ways of transmission of new HIV infections in 2006. According to the graph, male-to male sexual contact was the cause for 53% of new cases, heterosexual contact 31%, injection drug use (IDU) 12%, and both male-to-male sexual contact and IDU 4%. The council also reviewed the rates of new infections by race. African Americans and Hispanics had the highest rates of incidence.

Kathleen Murphy discussed the Quiet Day retreat and prospective member, Brother James Dowd. She stated that Brother Jim will be returning to the area in October and will be arranging dates for upcoming Quiet Day Retreats. She also stated that he plans to participate on the Planning Council when he returns.

Bill Gallagher discussed the start of a new support group. The group will begin meeting in early September. The support group will be held at St. Francis Hospital on Thursdays at 1:00pm and will focus on HIV/AIDS and mental health. He stated that refreshments are available for those who attend.

Sabrina Marzouka stated that the American Cancer Society has received \$9,000 in county funds to provide transportation services for those with cancer. The funding will be used to get patients to services within the county, such as treatment or screening services.

Lisa Cardinale stated that the United Way has issued a request for proposal for a \$30,000 grant to help with cultural competence. The money will help non-English speaking patients get into the services that they need.

The meeting was adjourned at 7:05pm.