

**Dutchess County HIV/AIDS Health Services Planning Council  
Evaluation Committee Meeting  
Minutes  
Monday, July 21, 2008  
3:30PM**

Members in Attendance: Brad Berg, Chair; Marilyn Rivera; Robert Selcov; Ellen Spagnoli

Grantee Representatives: Lisa Cardinale

Planning Council Staff: Christopher Lee

Guests: Jennifer Palecek

I. Committee Business:

The monthly meeting of the Evaluation Committee was called to order by Brad Berg at 3:30 pm on Monday, July 21, 2008 in the Planning Council office. Roll call was done at this time. Four members were present at the meeting. Robert Selcov was proxy for Ben Barile. A quorum was established.

The draft minutes from the June 16, 2008 Evaluation Committee meeting were reviewed. The minutes were accepted as is.

II. Evaluation of the Grantee's Administrative Mechanism:

The Evaluation Committee discussed the Evaluation of the Grantee's Administrative Mechanism. Committee Chair, Brad Berg, explained what the evaluation is and how it is carried out. It was stated that it is done annual and necessary for the application for the grant. The evaluation focuses on the specific way that the Grantee receives and distributes funds. The committee reviewed the 2007 evaluation and discussed the how the process will be carried out this year. It was stated that the committee will answer the questions on the Evaluation of the Grantee's Administrative Mechanism Tool. The committee will have to survey funded providers to be able to efficiently answer all questions on the tool.

Grantee Representative, Lisa Cardinale, presented information concerning the Grantee's contracts with funded providers. She discussed the timeliness of the execution of all contracts.

Upon the request of the Evaluation Committee, the Grantee and Planning Council Support Staff left the office while the committee carried out the evaluation.

IV. Next Meeting:

The next Evaluation Committee meeting will be held on Monday, July 18, 2008 at 3:30 pm at the Planning Council office. The committee will finalize the Evaluation of the Grantee's Administrative Mechanism. The meeting was adjourned.