

Dutchess County HIV Health Services Planning Council
DCHIVHSPC
Executive Committee Meeting
Minutes
Wednesday, June 4, 2008

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

Grantee Representatives: Jay Landolfi; Sabrina Marzouka

Planning Council Staff: Christopher Lee

I. Project Officer Call:

The monthly Project Officer (PO) with Kerry Hill was canceled. There will not be a PO Call in July. The next Project Officer call will be on Wednesday, August 6, 2008 at 3:30 pm. On the next PO Call the committee will discuss benefits of getting input from other TGAs regarding preparation for the loss of funding.

II. Committee Business:

The monthly Executive Committee meeting was called to order by Brad Berg 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 May 7, 2008 Executive Committee meeting were reviewed and edited. In section I, the phrase ‘discussed the newly proposed federal bill concerning’ was removed and the sentence now reads, “Brad Berg stated that he had seen information on a press release regarding the CARE Act”. In the third paragraph of section IV the words ‘reviewing and overseeing’ were replaced with the word ‘supporting’. The sentence now reads, “The evaluation committee will be supporting the process.” The changes were made and the minutes were accepted.

III. Committee Reports:

Planning and Allocations Committee:

The Planning and Allocations Committee met on Wednesday, May 14, 2008 at the Planning Council office. The committee reviewed utilization data presented by Grantee representative, Jay Landolfi. The committee also met with a representative from the Veterans Hospital. The next P&A Committee meeting will be held on Wednesday, June 11, 2008 at 9:30am at the Planning Council office. At the next meeting, the committee will be meeting with a representative from the Home Delivered Meals service provider.

Membership Committee:

The Membership Committee met today, June 4, 2008 at 3:00pm at the Catharine Street Community Center. Two committee members could not attend the meeting due to emergencies. The committee discussed the current membership roster. The committee also reviewed the applications of Ann Marie Burnett and Angelo Arce. The committee voted and approved their memberships. There will not be a Membership Committee meeting in July. The next Membership Committee meeting will be held on Wednesday, August 6, 2008 at 3:00pm at the Catharine Street Community Center.

PLWH Committee:

The PLWH Committee meeting scheduled for Wednesday, May 21, 2008 was canceled due to lack of interest. The next PLWH Committee meeting will be held on Wednesday, June 18, 2008 at 5:30pm at the Planning Council office.

Evaluation Committee:

The Evaluation Committee met on Monday, May 18, 2008 at 3:30pm at the Planning Council office. The Evaluation Committee reviewed service utilization data presented by Grantee representative, Jay Landolfi. The next Evaluation Committee meeting will be held on Monday, June 16, 2008 at 3:30pm at the Planning Council office. The committee will continue to review utilization data at the next meeting.

IV. New Memberships:

The Executive Committee discussed new membership applicants Ann Marie Burnett and Angelo Arce and reviewed their applications. Through unanimous vote their memberships were approved and will be voted on by the full Planning Council.

V. 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 having a training session during the morning. The committee discussed having a representative from the Department of Social Services and from the Health Insurance Premium and Cost Sharing Assistance service provider speak at the event. The training would target the interests of service providers, but all will be welcome to attend these sessions. After the morning trainings the group will eat lunch and present awards. After lunch, the committee plans on having Dr. Gary Blick speak during the afternoon session. The committee will continue to work on the event plan.

VI. Grantee Report:

Jay Landolfi gave the Grantee report to the Executive Committee. He stated that the FY 2008 Part A budget narrative and implementation plan were submitted to HRSA, in satisfaction of the condition of award. He also said that the Grantee has been reviewing service utilization data from FY2007 with the Evaluation and P&A Committees and that the Grantee has conducted preliminary site visits for the substance

abuse, home delivered meals, emergency financial assistance, and early intervention service providers. He conclude the Grantee report by stated that the date for Request for Proposal (RFP) for the Health Insurance Premium and Cost Sharing Assistance service category has been extended. The due date is now Thursday, June 12, 2008. The Grantee has received one letter of intent in response to the RFP.

VII. Next Meeting:

There will not be an Executive Committee meeting in July. The next Executive Committee meeting will be held on Wednesday, August 6, 2008 at 3:30pm at the Catharine Street Community Center. The Executive Committee meeting was adjourned at 4:50pm.