

DCHIVHSPC
Dutchess County HIV/AIDS Health Services Planning Council
Full Planning Council Meeting
Minutes
Wednesday, June 4, 2008

Members in Attendance: Ben Barile, Chair; Carrie Cocurullo; Robert Selcov; Mary Spriggs; Gail Williams

Grantee Representatives: Sabrina Marzouka; Jay Landolfi

Planning Council Staff: Christopher Lee

Guests: Venita Sadler; Eva Grenier; Melvin Garrett; Jennifer Palecek; Barbara Bennet; Charles Flynn; Joyce Slater; Ann Burnett

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

II. Committee Business:

The monthly full Planning Council meeting was called to order at 5:30pm by Planning Council Chair Ben Barile. Role call was done at this time. Five (5) members were in attendance. Ben Barile was a proxy for Kathleen Murphy and Peggy Patterson-Dennis and Gail Williams was a proxy for Shirletta Lyons and Juanita Thomas. A quorum was established. Introductions and conflict of interest disclosures took place. The draft minutes from the March 5, 2008 and May 7, 2008 full Planning Council meetings were reviewed and accepted as is.

III. Needs Assessment Update:

The full Planning Council discussed the Needs Assessment (NA) process. Department of Health Epidemiologist Rana Ali presented the Council with an update of the NA process. – see Ryan White Needs Assessment Preliminary Report

IV. 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 and 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.

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. The next Evaluation Committee meeting will be held on Monday, June 16, 2008 at 3:30pm at the Planning Council office. At the next meeting, the committee will continue to review utilization data.

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.

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 and unanimously voted to approve the applications of Ann Marie Burnett and Angelo Arce. 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.

Executive Committee:

The Executive Committee met today, June 4, 2008 at 3:30pm at the Catharine Street Community Center. The committee discussed committee updates and the details of 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 will continue to work on event plan. The Executive Committee also reviewed and unanimously voted to approve the applications of Ann Marie Burnett and Angelo Arce. The Executive Committee will not be 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.

V. Grantee Report:

Grantee report to the full Planning Council was done by Jay Landolfi. He presented the 2007-2008 Ryan White Part A Expenditure Report to the Planning Council. 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. He stated that the Grantee has conducted preliminary site visits for the substance abuse, home delivered meals, emergency financial assistance, and early intervention service providers. It was stated that the date for Request for Proposal (RFP) for the Health Insurance Premium and Cost Sharing Assistance service category has been

extended to Thursday, June 12, 2008 and as of date the Grantee has received one letter of intent in response to the RFP.

VI. New Memberships:

Prospective members Charles Flynn and Ann Burnett introduced themselves and discussed their qualifications and accomplishments. The Planning Council asked them to step out of the room and voted on their memberships and the membership of Angelo Arce. All three memberships were approved by the full Planning Council through unanimous vote and will be given to the County Executive for approval.

The Planning Council also voted on the renewal of the memberships of Lisa Reid and Kathleen Murphy. Both membership renewal requests were approved by the full Planning Council through unanimous vote and will be given to the County Executive for approval.

At the next full Planning Council meeting the membership of Jennifer Palecek will be voted on.

VII. Public comments / Announcements:

It was announced that Department of Health employees will be doing HIV testing on National Testing Day in the Beacon office.

It was announced that there will not be a full Planning Council meeting in July. The next Planning Council meeting will be held on Wednesday, August 6, 2008 at 5:00pm at the Catharine Street Community Center.

The meeting was adjourned at 6:50pm.