

**Dutchess County HIV Health Services Planning Council**  
**DCHIVHSPC**  
**Executive Committee Meeting**  
**Minutes**  
**Wednesday, March 5, 2008**

Members in Attendance: Ben Barile, Chair; Brad Berg; Kathleen Murphy; Peggy Patterson-Dennis

Grantee Representatives: Lisa Cardinale

Planning Council Staff: Christopher Lee

Guest: Nooreen Rubin

I. The monthly Executive Committee meeting was called to order at 3:30pm. Roll call was done at this time. Four members were in attendance; therefore, a quorum was established. Minutes from the February 6, 2008 meeting were reviewed and accepted as is.

II. The Project Officer call with Kerry Hill began at 3:40pm. Both HRSA and the Planning Council are preparing for FY 2008. The 2008 fiscal year began on March 1, 2008. Kerry Hill stated that in FY 2009 Grantees are expected to report client level data to HRSA. This will help HRSA and the Grantee better see outcome levels. Mr. Hill stated that clients will be uniquely identified by a thirty-two digit code for confidentiality purposes.

Kathleen Murphy told Mr. Hill about our newly proposed funded service, Health Insurance Premium and Cost Sharing Assistance. It was stated that this is a core service. ADAP has already identified twenty-nine people that could use this service.

The Project Officer call with Kerry Hill ended at 4:00 pm. The next Project Officer call will be on April 2, 2008 at 3:30 pm. On the next call, the Committee will discuss congress's bill that will decrease Part A funding.

III. Planning Council committee reports:

Evaluation Committee:

The Evaluation Committee met today, March 5, 2008 at 3:30 pm. At the meeting, the Evaluation Committee discussed the Needs Assessment (NA) and the Comprehensive Service Plan (CSP). The Grantee has continued with directing the process of updating the NA. There will not be an Evaluation Committee meeting in March. The next Evaluation Committee meeting will be held on April 21, 2008 at 3:30 pm at the Planning Council office.

#### Planning and Allocations Committee:

Since the last full Planning Council meeting, the Planning and Allocations Committee met on February 20, 2008 and March 3, 2008. On, February 6<sup>th</sup> the Committee met with a representative from the transportation service provider to discuss trends, barriers, and needs. On March 3<sup>rd</sup> the Committee allocated fiscal year 2008 Part A funds. Through unanimous votes the FY 2008 Part A allocations and FY 2008 MAI allocations were approved. The next Planning and Allocations Committee meeting will be held on Wednesday, April 9, 2008 at 9:30 am at the Planning Council office.

#### Membership Committee:

The Membership Committee met today, March 5, 2008 at 3:00 pm. The Membership Committee discussed recruitment efforts. The Membership Committee is working to get Planning Council members involved in recruitment efforts. The Committee is currently focusing recruitment on the Manor at Woodside, local physicians and faith based organizations. The Committee is still waiting for a response from the Manor at Woodside. Judy Lyons informed the Committee that a few members of the Department of Health staff are willing to meet with the physicians to discuss HIV and the Planning Council. Melvin Garrett also discussed getting faith based organizations involved. The next Membership Committee meeting will be held on Wednesday, April 2, 2008 at 3:00 pm at the Catharine Street Community Center.

#### PLWH Committee:

The PLWH Committee meeting was held on Wednesday, February 20, 2008. The Committee discussed the Needs Assessment and took surveys at the meeting. The next PLWH Committee meeting will be held on Wednesday, March 19, 2008 at 5:30 pm at the Planning Council office.

#### IV. Grantee Report:

Grantee representative, Lisa Cardinale, discussed the Health Insurance Premium and Cost Sharing Assistance service category. The Grantee report will be forgone until the full Planning Council meeting.

V. The Executive Committee discussed the FY 2008 Part A Allocations. The Outpatient/Ambulatory medical care service category was discussed. That service category is receiving less funding this year because their services are billable and it is receiving MAI funding this year. The Committee also discussed the Substance Abuse service. Some services that they provide are billable. Through unanimous vote the Executive Committee passed the FY 2008 Part A and MAI allocations.

The Committee also discussed the client level data draft questionnaires. HRSA plans to have them available online for FY 2009. The Committee viewed and discussed the Part A and MAI timeline for FY 2008.

VI. The next Executive Committee meeting will be held on Wednesday, April 2, 2008 at 3:30 pm at the Catharine Street Community Center. The Executive Committee meeting was adjourned at 5:00 pm.