

Dutchess County HIV Health Services Planning Council
DCHIVHSPC
Executive Committee Meeting
Minutes
Wednesday, May 7, 2008

Members in Attendance: Ben Barile, Chair; Brad Berg; Kathleen Murphy;
Grantee Representatives: Sabrina Marzouka; Jay Landolfi; Lisa Cardinale
Planning Council Staff: Christopher Lee

I. Project Officer Call:

The monthly Project Officer (PO) call took place at 3:30pm. Brad Berg stated that he had seen information on a press release regarding the CARE Act. It stated that there is a new bill that could be passed that would effect our funding. Project Officer, Kerry Hill, stated that this issue has not been discussed at the Project Officer level. The Executive Committee and the P.O. discussed the Nassau/Suffolk EMA lawsuit against HRSA. Kerry Hill stated that he cannot discuss this issue. The Executive Committee and the Project Officer also discussed our annual December event. Mr. Hill affirmed that he is still willing to speak at our event.

Mr. Hill also said that he and the Grantee have created a monthly monitoring call agenda. The agenda will set a plan or topic of discussion for each call of the year. The Executive Committee will discuss having its own annual plan for the PO calls with Kerry Hill.

The Project Officer call with Kerry Hill ended at 3:50 pm. The next Project Officer call will be on June 4, 2008 at 3:30 pm.

II. Committee Business:

The monthly Executive Committee meeting was called to order by Ben Barile at 4:00pm. Roll call was done at this time. Three members were in attendance; a quorum was established.

Minutes from the March 5, 2008 meeting were reviewed and edited. In section II, the word 'proposed' was added to the first sentence of the second paragraph. The sentence now reads, "Kathleen Murphy told Mr. Hill about our newly proposed funded service, Health Insurance Premium and Cost Sharing Assistance". Also in that paragraph, in the last sentence, the word 'will' was replaced with 'could'. The sentence now reads, "ADAP has already identified twenty-nine people that could use this service". The third change was made in the first paragraph of section III. The word 'Executive' was replaced with 'Evaluation'. The sentence now reads, "There will not be an Evaluation Committee meeting in March." The changes were made and the minutes were accepted.

III. Committee Reports:

Planning and Allocations Committee:

The Planning and Allocations Committee met on April 9, 2008 at the Planning Council office. The Committee updated their work plan for FY 2008. The Committee also discussed having representatives from various HIV service providers continue to attend the meetings to discuss their programs. The Committee decided to invite a representative from the Veterans Hospital to attend the next P&A Committee meeting. The next P&A Committee meeting will be on May 14, 2008 at 9:30 am at the Planning Council office.

Membership Committee:

The Membership Committee met today, May 7, 2008 at 3:00 pm. The Membership Committee continued to discuss recruitment efforts. Ben Barile, Melvin Garrett, Mary Spriggs, and Chris Lee went to the Manor at Woodside in effort to attract elder members of the community to the Planning Council. However, no Manor at Woodside residents attended. 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. She is still arranging for meeting times and dates. The next Membership Committee meeting will be held on Wednesday, June 4, 2008 at 3:00 pm at the Catharine Street Community Center.

PLWH Committee:

The PLWH Committee scheduled for Wednesday, April 16, 2008 was canceled due to lack of interest. The next PLWH Committee meeting will be held on Wednesday, May 21, 2008 at 5:30 pm at the Planning Council office.

Evaluation Committee:

The Evaluation Committee met on Monday, April 21, 2008 at 3:30 pm. The Evaluation Committee is currently working with the Grantee on updating the Needs Assessment (NA) and the Comprehensive Services Plan (CSP). The Committee also discussed the client level data reporting that service providers will be responsible for. The Committee reviewed draft client level data report forms from HRSA. The Committee also reviewed and discussed the evaluation surveys from the Navigating the System event. Overall, the responses to the event were positive. The next Evaluation Committee meeting will be held on Monday, May 19, 2008 at 3:30 pm at the Planning Council office.

IV. Grantee Report:

Jay Landolfi gave the Grantee report to the Executive Committee. He stated that the Grantee held a conference for funded service providers on April 4, 2008. At the conference, the Grantee discussed contracts, budgeting, vouchering, and reporting with the contracted providers. Mr. Landolfi stated that the Grantee has scheduled Part A site visits with providers and that MAI site visits will be done at a different time.

Mr. Landolfi stated that the Grantee issued a Request for Proposal (RFP) for the Health Insurance Premium & Cost Sharing Assistance service on April 18, 2008. Letters of intent are due on May 9, 2008. He stated that all other FY 2008 contracts were issued to providers on April 4, 2008 and are expected to be fully executed by next week.

The Committee discussed the process of updating the Needs Assessment (NA). It was stated that, according to the by-laws, the Planning and Allocations Committee is responsible for conducting needs assessment and updating the Comprehensive Services Plan (CSP). The Evaluation Committee supporting the process.

Jay Landolfi presented the FY 2007 carry over amount to the Executive Committee. The FY 2007 supplemental funds were spent down. There was \$6,223 of unspent formula funds left over. This amount is less than 1% of the total FY 2007 formula funds. The Planning and Allocations Committee agreed that if the carry over amount was less than 2% of the total formula award then it will be allocated to ADAP. Through unanimous vote, the Executive Committee agreed to give the carry over money to ADAP.

V. By-laws:

The Executive Committee discussed updating the by-laws. There are a few minor changes that need to be made. The changes will be made and given to the Executive Committee for approval.

VI. New Memberships:

The Executive Committee discussed new, prospective members. Director of Operations at the NYSDOH AIDS Institute, Ann Burnett is interested in becoming a member. Her application is expected and her membership will be voted on at the next meeting. The Executive Committee approved the membership of Charles Flynn. The membership of Charles Flynn will be voted on at the upcoming full Planning Council meeting.

VII. Newsletter:

Chris Lee presented the first ever issue of the Planning Council newsletter to the Committee. Members of the Committee stated that the newsletter was well done. Brad Berg had a few suggestions regarding the summer issue. He will contact the Planning Council office with internet links to a few interesting articles that he suggested could be included in the summer issue.

VIII. Next Meeting:

The next Executive Committee meeting will be held on Wednesday, June 4, 2008 at 3:30 pm at the Catharine Street Community Center. The Executive Committee meeting was adjourned at 5:07 pm.