

DCHIVHSPC
Dutchess County HIV/AIDS Health Services Planning Council
Full Planning Council Meeting
Minutes
Wednesday, May 7, 2008

Members in Attendance: Ben Barile, Chair; Brad Berg; Carrie Cocurullo; Robert Selcov

Grantee Representatives: Sabrina Marzouka; Lisa Cardinale; Jay Landolfi;

Planning Council Staff: Christopher Lee

Guests: Angelo Arce; Jennifer Palecek; Charles Flynn; Joyce Slater; Rana Ali; Bill Gallagher

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 5:30 pm by Planning Council Chair Ben Barile. Role call was done at this time. Four (4) members were in attendance. Ben Barile was a proxy for Kathleen Murphy. A quorum was not established. Introductions took place. The minutes from the March 5, 2008 full Planning Council meeting will be reviewed at the next meeting.

III. Orientation Overview:

Sabrina Marzouka discussed the Planning Council power point orientation. The Council viewed the orientation slide show and discussed ways to make it better. Jennifer Palecek stated that the power point was very informative and helpful to new members. The slide show will be shown at future meetings and will always be available to new members.

The Planning Council discussed creating welcoming cards for new members, too. The welcoming cards will include an introduction, rules and general guidelines of the Planning Council. Chris Lee will work on welcoming cards for the next full Planning Council meeting.

IV. Needs Assessment:

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

V. 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. The Committee will be meeting with the representative from the VA hospital at 10:30 on that day in the 2nd floor library of the Planning Council office. All Planning Council members are welcome to attend.

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.

Executive Committee:

The Executive Committee met today, May 7, 2008 at 3:30pm. At the meeting the Committee held the monthly conference call with Project Officer Kerry Hill. The Executive Committee discussed the by-laws, new memberships, and the spring newsletter. The next Executive Committee will be on June 4, 2008 at 3:30pm at Catharine Street Community Center.

VI. Grantee Report:

Jay Landolfi presented the Grantee report to the full Planning Council. 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.

Jay Landolfi presented the FY 2007 carry over amount to the full Planning Council. 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. The members present voted on the carry over amount. All agreed to give the carry over funds to ADAP. The remaining members will vote via email.

VII. New Memberships:

Due to lack of quorum the full Planning Council will vote on the prospective members at the next meeting.

VIII. Next Meeting:

The next Planning Council meeting will be held on Wednesday, June 4, 2008 at 5:00 pm at the Catharine Street Community Center. The meeting was adjourned at 7:00 pm.