

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

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

Grantee Representatives: Jay Landolfi; Lisa Cardinale

Planning Council Staff: Christopher Lee

I. Committee Business:

The monthly Executive Committee meeting was called to order by Ben Barile at 3:30pm. Roll call was done at this time. Three members were in attendance and Ben Barile was proxy for Peggy Patterson-Dennis. Therefore, a quorum was established. The draft minutes from the October 1, 2008 Executive Committee meeting were reviewed and accepted as is.

II. Committee Reports:

Planning and Allocations Committee:

Planning and Allocations Committee Chair, Kathleen Murphy, presented the Planning and Allocations Committee report for the month of October. The Planning and Allocations Committee met on Tuesday, October 14, 2008 at 9:30am in the Planning Council office. It was stated that only three members were present at the meeting. For the past few meetings, the committee has been working on updating the Comprehensive Services Plan (CSP). Kathleen reminded the Executive Committee that the entire Planning Council will be working on the CSP during tonight's full Planning Council meeting, which follows the Executive Committee meeting.

The next Planning and Allocations Committee meeting will be held on Wednesday, November 12, 2008 at 9:30am at the Planning Council office. At the meeting, the committee will continue to work on updating the CSP.

Evaluation Committee:

Brad Berg presented the Evaluation Committee report for the month of October to the Executive Committee. The Evaluation Committee met on Monday, October 20, 2008 at 3:30pm at the Planning Council office. At the meeting, the Evaluation Committee continued to work on updating the Standards of Care (SOC) document. The committee spent most of the meeting working on SOC for the newly funded service category, Health Insurance Premium and Cost Sharing Assistance.

The next Evaluation Committee meeting will be held on Monday, November 17, 2008 at 3:30pm at the Planning Council office. At the meeting, the committee will continue to work on updating the Standards of Care (SOC).

Membership Committee:

Ben Barile presented the Membership Committee report to the Executive Committee. The Membership Committee met today, Wednesday, November 5, 2008. The committee discussed the current membership roster and matrix. The committee discussed the unmet matrix requirements and possible prospective members that will fill those vacancies. The Membership Committee also discussed the annual World AIDS Day Event, including the agenda, the speakers, the topics covered, the food, the awards, and the overall plan of how the day will be carried out.

There will not be a Membership Committee meeting in December. The next Membership Committee meeting will be held on Wednesday, January 7, 2009 at 3:00pm at the Catharine Street Community Center. At the next meeting, the committee will continue to work on recruitment and discuss the event.

PLWH/A Committee:

Ben Barile presented the PLWH/A Committee report. The PLWH/A Committee met four times in October. At the meetings, the committee continued to work on the creation of a panel for the Names Project's AIDS Memorial Quilt. It was stated that the panel will be finished and ready to be displayed by the December 3rd event.

The committee is meeting again on Tuesday, November 11, 2008 at 5:30pm at the Planning Council office to continue to work on the quilt panel.

III. Grantee Report:

Jay Landolfi presented the Grantee report for the month of October to the Executive Committee. He began by stated that the Grantee performed two preliminary site visits to Part A programs. The Grantee did site visits to the Outpatient/Ambulatory Medical Care and Health Insurance Premium and Cost Sharing Assistance service providers. Also, preliminary monitoring site visits were conducted for two MAI programs, Early Intervention Services and Outpatient/Ambulatory Medical Care. He also stated that the 2008 MAI Plan was approved by the HRSA Project Officer. Jay informed the committee that the grantee team drafted the 2009 fiscal year Part A Request for Proposal (RFP). He stated that the RFP is due by Thursday, January 15, 2009 and that a bidder's conference will be held.

Jay Landolfi reported that the Quality Management Coordinator, Lisa Cardinale, attended the Part B Advocacy Committee and General Networking meetings, DCDOH HIV Team meeting, the Housing Consortium meeting, and the Planning Council's Planning and Allocations Committee and Evaluation Committee meetings.

The grantee presented the Part A formula and supplemental funds budget report to the committee. It was stated that the only concern regarding funded programs not being able to spend down would be the newly funded program, Health Insurance Premium and Cost Sharing Assistance. Jay Landolfi stated that were no other concerning issues to report.

IV. HRSA Correspondence:

The Executive Committee discussed the most recent correspondence with HRSA. The Grantee informed the committee that there will be an audit of the Department of Health/Grantee. The committee also reviewed the October 29, 2008 letter from HRSA regarding the use of medical transportation. The committee agreed that the letter was confusing. The guidelines of the medical transportation program were discussed. It was stated that one can get rides to core services, but cannot get rides to support services. For example, one cannot receive rides to food pantries or support groups unless it is a core service. It was stated that this letter will not effect or change anything with our current medical transportation provider; the provider will continue to allow the same rides and disallow rides that are currently not available.

V. Part B Update:

The committee discussed recent updates with the Part B Network. Kathleen Murphy, Ben Barile, and Brad Berg discussed the recent Part B meeting. At the meeting, the future of Dutchess County was discussed. The next Part B meeting will be on November 20, 2008. Members from Part B also discussed a recent meeting with the Grantee. Co-chairs and coordinator from Part B met with the Grantee to discuss receiving support from the Department of Health.

VI. World AIDS Day Event:

The committee discussed the World AIDS Day Event. The committee was reminded that this year the event is being held on December 3, 2008 at the FDR Wallace Center in Hyde Park, NY from 9:00am to 3:00pm. Ways to recognize World AIDS Day was discussed. The committee agreed that a moment of silence was a good way to commemorate the day.

The committee discussed the awards and reviewed the nomination forms. The committee discussed how many awards should be given and agreed that there will be two individual awards and one agency award. It was agreed that both Debbie Nasura-Perez and Reverend Jesse Bottoms will receive an individual dedication and commitment award and Holy Cross Monastery will receive the agency dedication and commitment award.

The committee discussed who is speaking at the event and the topics that will be covered. The committee was informed that the planned Key Note speaker, Dr. Gary Blick is now unable to attend the event. The speakers will most likely be discussing Medicare, Medicaid, and ADAP. The Medicaid presentation will focus on accessing Medicaid, the mandatory requirements, and the services that are covered. Ann Burnett from NYS Uninsured Programs will be discussing ADAP and how ADAP relates to Medicaid and Medicare Part D.

The committee also discussed the AIDS Memorial Quilt. There will be a panel to be viewed at the event and the PLWH/A Committee will have their panel finished by December 3rd to be viewed at the event also. Ben Barile stated that the PLWH/A Committee is still looking for names of those who have passed away from HIV/AIDS to include on the panel.

VII. Comprehensive Services Plan:

The Executive Committee discussed working on the Comprehensive Services Plan (CSP) at the full Planning Council meeting. The full Planning Council meeting will be a working meeting, which will get the needed input while getting PC members actively involved. Kathleen Murphy will facilitate the discussion of the CSP. The council will discuss the sustainability of our current HIV care continuum and the transition needed with the possible loss of Ryan White funding. The Executive Committee also plans to discuss service gaps at the full PC meeting.

VIII. Next Meeting:

There will not be an Executive Committee meeting in December. The next Executive Committee meeting will be held on Wednesday, January 7, 2009 at 3:30pm at the Catharine Street Community Center. The Executive Committee meeting was adjourned at 5:20pm.