

DCHIVHSPC
Dutchess County HIV/AIDS Health Services Planning Council
Full Planning Council Meeting
Minutes
Wednesday, November 5, 2008

Members in Attendance: Ben Barile, Chair; Brad Berg; Carrie Cocurullo; Kathleen Murphy; Jennifer Palecek; Robert Selcov; Mary Spriggs; Juanita Thomas; Gail Williams

Grantee Representatives: Jay Landolfi; Lisa Cardinale; Sabrina Marzouka

Planning Council Staff: Christopher Lee

Guests: Joyce Slater; Bill Gallagher; Barbara Bennet; Katrina Belding

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

II. Planning Council Business:

The monthly full Planning Council meeting was called to order at 5:30pm by Ben Barile. Roll call was done at this time. Nine (9) members were in attendance. Ben Barile was proxy for Ann Marie Burnett and Peggy Patterson-Dennis and Gail Williams was proxy for Shirletta Lyons. A quorum was established. Introductions and conflict of interest disclosures took place.

The draft minutes from the October 1, 2008 meeting were reviewed. There was on change made. At the end of the fifth sentence in section IV, the Grantee's report, the word 'ADAP' was replaced with 'ADAP's APIC'. The sentence now reads "After the first month's premium is paid, the client is eligible for ADAP's APIC". With the one change, the minutes were accepted.

III. 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 informed the Planning Council that the CSP will be worked on at tonight's 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 Planning Council. 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 Planning Council. He stated that the Membership Committee met today, Wednesday, November 5, 2008. The committee discussed the current membership roster and matrix. 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 weekly in October. At the meetings, the committee worked on the creation of the 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.

Executive Committee:

Ben Barile presented the Executive Committee report to the full Planning Council. He stated that the committee reviewed a letter from HRSA regarding the medical transportation service provider. The committee also discussed the World AIDS Day event. He stated that there will not be an Executive Committee meeting in December. The next meeting will be on Wednesday, January 7, 2009 at 3:30pm at Catharine Street Community Center.

IV. Grantee Report:

Jay Landolfi presented the Grantee report for the month of October to the full Planning Council. He began by stating 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 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 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 was no other concerning issues to report.

Project Director, Sabrina Marzouka, discussed the effort being made by the Department of Health (DOH) to receive funding beyond 2010. The DOH has been contacting other agencies to alert and inform them of what lays ahead. The DOH has also been working the AIDS Institute and New York State Department of Health to think about future plans for our area. Also, the DOH has been in discussion with HRSA regarding ways we can continue to receive funds and our qualification as a Transitional Grant Area (TGA) versus an Eligible Metropolitan Area (EMA). The DOH has requested a clarification of where HRSA gets their statistical data from because their statistics do not match the statistics of the DOH regarding HIV/AIDS cases in our area. Sabrina also discussed receiving cost data and impact statements, but it is difficult to get uniform reports. She explained that the Grantee has a checklist to help track what funded service providers are accomplishing. She also informed the council that the contract for the newly funded program, Health Insurance Premium and Cost Sharing Assistance, became fully executed in October.

V. World AIDS Day Event:

The full Planning Council discussed the World AIDS Day Event. The council 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. Ben Barile informed the Planning Council that the Executive Committee has chosen award winners for the event. He stated that the winners will be notified that they will be receiving an award before the winners are announced to anyone else.

The council discussed the AIDS Memorial Quilt. Juanita Thomas explained the work of the PLWH/A Committee on the panel. She stated that the committee is meeting

weekly to work on the panel. The panel will consist of the words Dutchess County, NY across the top, a picture of the Mid-Hudson Bridge, the Hudson River and mountains will be in the middle and a list of names of those who have passed will go along both sides of the panel. She informed the Planning Council that there are currently nineteen names that are going to be put on the panel and that the committee is still looking for more names to add. The PLWH/A Committee will have their panel finished by December 3rd to be viewed at the event.

The agenda for the event was discussed. It was stated that the morning session will consist of speakers from Medicaid and New York State Uninsured Programs. 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, Medicare Part D and insurance continuation. Then at noon, lunch will take place along with the presentation of the awards and unveiling of the quilt panels. The afternoon session will be the community forum, in which the Comprehensive Services Plan (CSP) will be discussed. The forum will be moderated by a neutral facilitator, May Mamiya. It was stated that the Planning Council needs input from the community for the CSP and the annual World AIDS Day event is a perfect opportunity to receive useful input.

VI. Comprehensive Services Plan:

The full Planning Council discussed the CSP. Quality Management Coordinator, Lisa Cardinale, informed the Planning Council that having an updated CSP is mandated by HRSA. It was stated that in the past the CSP was updated by a contracted outside agency. \$20,000 was spent to update the last CSP.

Lisa Cardinale discussed the letter from HRSA regarding the CSP. She informed the council that the letter stated the need for an updated CSP and outlined what must be included in the document. She stated that the first section of the CSP includes information about where our current HIV/AIDS health care system is today. This section will include descriptions of our funded programs, HIV/AIDS statistics for our area, and an assessment of the needs and barriers to care of those in our area who are infected and affected by HIV and AIDS, along with other information. She informed the PC that this section is almost completed and will be completed by the Grantee team. The next section needs to discuss where we want our system to be. This section will include information about how we want our continuum of care and discuss the shared visions and values for system improvements. The third section is the plan for how our area will be able to reach the goal of having the highest quality continuum of care possible. She informed the council that at tonight's meeting the PC will be working on this section, and the plan for the future of our area will be discussed. The final section discusses how the progress and plan for our area will be monitored. This section will be worked on by the Grantee and Planning and Allocations Committee.

Project Director, Sabrina Marzouka, discussed the goals for our area. She stated that the first goal should be the sustainability of our current system. With the possible loss of Part A funding this could be difficult. It was stated that the newly funded service, Health Insurance Premium and Cost Sharing Assistance program will help more people get insured which will help pay for a lot of health costs for those infected. The council

agreed that exploring other funding options is a must. The council also discussed having seminars or meetings to discuss different grants and how to find and apply for them. It was stated that many of the funded agencies could be competing against each other for other funding sources in the near future. The council agreed that it would be beneficial for agencies to collaborate in even establish co-locations.

VII. Public comments / Announcements:

It was announced that the Steven Saunders Residence has two vacancies and is looking to fill those spots. The PC was reminded that the Steven Saunders Residence is housing for those infected with HIV/AIDS. The tenants do not have to have an income, but must not be an active drug user.

Kathleen Murphy announced that Holy Cross Monastery is hosting another Quiet Day Retreat. The next retreat is being held on Wednesday, November 19, 2008 at the Holy Cross Monastery in West Park, NY. She stated that the monastery plans to host the retreat on a monthly basis and will most likely be every third Wednesday of each month.

The Part B Network created letter for individuals to send to their representatives regarding the loss of funding for our area. The letters were distributed to those in attendance. The letters just have to be signed and sent.

The meeting was adjourned at 7:00pm.