

**DCHIVHSPC**  
**Dutchess County HIV/AIDS Health Services Planning Council**  
**Full Planning Council Meeting**  
**Minutes**  
**Wednesday, October 1, 2008**

Members in Attendance: Ben Barile; Brad Berg; Carrie Cocurullo; Kathleen Murphy; Jennifer Palecek; Robert Selcov; Gail Williams

Grantee Representatives: Jay Landolfi; Lisa Cardinale; Sabrina Marzouka

Planning Council Staff: Christopher Lee

Guests: Joan Sherman; Bill Gallagher; Ellen Spagnoli; Joan Okon; 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. Seven (7) members were in attendance. Ben Barile was proxy for Ann Marie Burnett and Peggy Patterson-Dennis. Gail Williams was proxy for Shirletta Lyons and Juanita Thomas. A quorum was established. Introductions and conflict of interest disclosures took place.

The draft minutes from the September 3, 2008 meeting were reviewed and accepted as is.

III. Committee Reports:

Planning and Allocations Committee:

Kathleen Murphy presented the Planning and Allocations Committee report for the month of September. The Planning and Allocations Committee met on Wednesday, September 10, 2008 at the Planning Council office. The committee continued to work on the process of updating the Comprehensive Services Plan (CSP). The committee reviewed the CSP and discussed what changes will be made and what areas of the CSP the committee will be focusing on.

The committee will continue to work on updating the CSP for the next few meetings. The next Planning and Allocations Committee meeting will be held on Wednesday, October 8, 2008 at 9:30am at the Planning Council office.

#### Evaluation Committee:

Brad Berg presented the Evaluation Committee report for the month of September to the full Planning Council. The Evaluation Committee met on Monday, September 15, 2008 at 3:30pm at the Planning Council office. At the meeting, the Evaluation Committee began the process of reviewing and updating the Standards of Care (SOC) document. Brad Berg explained the contents of the document and why it is necessary. He also stated that the committee will not only be updating the current SOC, but will also be creating new standards for the newly funded service category, Health Insurance Premium and Cost Sharing Assistance.

Brad Berg also thanked the grantee for their exceptional work with submitting the FY2009 Ryan White Part A Application. He stated every year they do an excellent job on the application and it is always submitted on time.

The next Evaluation Committee meeting will be held on Monday, October 20, 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 full Planning Council. He stated that the Membership Committee met today, Wednesday, October 1, 2008. The committee discussed the current membership roster and matrix requirements. The committee discussed the unmet matrix requirements and getting those vacancies filled. The committee also discussed the lack of participation from PLWH/A and ways to increase their involvement. Also, the committee discussed the AIDS Memorial Quilt and the agenda for the annual World AIDS Day event. The next Membership Committee meeting will be held on Wednesday, November 5, 2008 at 3:00pm at the Catharine Street Community Center. At the next meeting, the committee will continue to discuss recruitment and the World AIDS Day event.

#### PLWH/A Committee:

Ben Barile presented the PLWH/A Committee report. The PLWH/A Committee last met on Monday, September 29, 2008. At the meeting, the committee worked on the creation of a panel for the Names Project's AIDS Memorial Quilt. He stated that the committee is still collecting names to include on the panel and volunteers who would like to help. The committee is meeting again on Monday, October 6, 2008 at 5:30pm at the Planning Council office. At the next meeting, the committee will continue to work on creating the quilt panel.

#### IV. Grantee Report:

Jay Landolfi presented the Grantee report for the month of September to the Executive Committee. He stated that the newly funded service, Health Insurance Premium and Cost Sharing Assistance, began serving clients. The new program was explained to the Planning Council. It was stated that this new program signs people up for commercial insurance and pays their first month's premium. After the first month's premium is paid, the client is eligible for ADAP. The council discussed having the

provider of the new category attend an upcoming meeting to discuss the program in detail.

Mr. Landolfi stated that the grantee has worked on responding to the Project Officers questions regarding the FY 2008 Implementation Plan and Budget. The grantee has submitted the FY2008 MAI Planned Allocations Table to HRSA via the Electronic Handbook. The FY2009 Part A Application was submitted on time. The grantee has received and reviewed FY2008 semi-annual reports from all Part A service providers. Mr. Landolfi also stated that he attended the Listening Forum. He presented the FY2008 Budget Expenditure Report to the Executive Committee and stated that there were no concerning issues to report regarding the expenditures of the service providers.

V. World AIDS Day Event:

Planning Council Support Staff member, Chris Lee, distributed award nomination forms for the event. Gail Williams informed the full Planning Council about the progress of the PLWH/A Committee regarding the panel for the AIDS Memorial Quilt. She stated that the committee is looking for names to include on the quilt and donated materials to put the panel together. Lisa Cardinale discussed the planned agenda for the event. She stated that the morning session will be about Medicaid, Medicare, and ADAP. Award winners will be honored during lunch and Dr. Gary Blick will speak afterwards.

VI. Public comments / Announcements:

Kathleen Murphy announced that Holy Cross Monastery is hosting another Quiet Day Retreat. The next retreat is being held on Wednesday, October 15, 2008 at the Holy Cross Monastery in West Park, NY. She stated that the monastery plans to host the retreat on a monthly basis. The retreats will most likely be on the third Wednesday of every month.

It was stated that there is an upcoming general membership meeting for the Part B network. The meeting is being held at the Holiday Inn in Fishkill, NY. The meeting is being held on Friday, October 24, 2008.

Gail Williams announced that there is a gospel concert taking place in Poughkeepsie, NY. Alvin Slaughter will be singing and the concert will take place on Saturday, October 11, 2008. Tickets are still available and cost \$12.

The meeting was adjourned at 6:50pm.