

**Dutchess County HIV Health Services Planning Council**  
**DCHIVHSPC**  
**Planning and Allocations Committee**  
**Minutes**  
**Monday, September 10, 2008**

Members in Attendance: Kathleen Murphy, Chair; Ben Barile; Trina Hiemcke

Grantee Representatives: Jay Landolfi; Lisa Cardinale

Planning Council Staff: Christopher Lee

I. The Planning and Allocations (P&A) Committee meeting was called to order by Kathleen Murphy at 9:40am. Roll call was performed. There were three (3) members present at meeting. Ben Barile was proxy for Peggy Patterson-Dennis and Lisa Reid. A quorum was not established, therefore, the draft minutes from the August 13, 2008 meeting were not reviewed. The draft minutes from the August 13, 2008 meeting will be reviewed at the next meeting.

II. The committee worked on the process of updating the Comprehensive Services Plan (CSP). The committee reviewed the letter from HRSA regarding guidance for the CSP. The letter explains the necessity of the CSP and outlines its needed components. The committee discussed the necessary components of the CSP and where each piece will be developed from. It was stated that the epidemiological profile needed for the CSP is already in the process of being completed for the FY 2009 Ryan White Part A Grant Application. It was also stated that needs assessment (NA) is being done continuously. The committee discussed the description of the current continuum of care section needed for the CSP. Grantee representative, Jay Landolfi, stated that this section will include an explanation of why our PC has chosen not to fund certain core services. The committee discussed the resource inventory section of the CSP. It was stated that the resource inventory section will include contact information and a summary description of the service providers. The committee also discussed barriers to care versus gaps in services. It was stated that the CSP will not address prevention needs.

The committee discussed the CSP of the state of New York. The committee agreed that it is important to know what our areas plan is on the state level. The committee discussed looking into receiving Part B funding. The committee talked about the fact that we do not know what is going to happen to the funding that our TGA receives. Therefore, our CSP should also include a plan for the future of our Transitional Grant Area (TGA) with funding cuts and eventually the loss of Ryan White Part A awarded funding.

Grantee representative, Lisa Cardinale, explained to the committee the need for the CSP and the process of updating it. She stated the CSP is a plan for Dutchess County and that it should be followed. It was stated that in the past we have carried out many aspects of our CSP, but rarely refer back to the document in recognition that the plan is being implemented. She stated that in the past our Planning Council had planned for the growth of services in our TGA. However, the updated CSP should include ideas of how to maximize the capability of current services with the funding we currently have or less. The committee also discussed getting assistance with the process of updating the CSP and NA from funded service providers.

Guest, Michael Reynolds, stated that the Planning Council (PC) should make it clear of why certain decisions are made. He used the example of the Planning Council's decision to increase the funding for the medical transportation service category. He stated that infected and affected people in the community cannot relate to the decision making process if the reasoning behind the decisions is not clearly stated. He also stated that people in the community who are not infected or affected by HIV/AIDS are unclear of why they cannot receive some of the services that are offered to those who are infected and affected. He concluded that the community should not only be informed of the decisions made by the PC and its committees, but also the reasons why the decisions were made. The committee discussed having a column in the upcoming newsletter directed towards PLWH/A in our community. The column would explain some of the decisions made and reasons why those decision were made by the PC.

The committee discussed the fact that those infected and affected in our community do not realized what the cut in Ryan White Part A funding will result in. It was agreed upon that the urgency of this issue should be reiterated to emphasize the importance. The committee discussed getting more PLWH/A participation in and awareness of PC activities. The committee discussed advertisements and incentives to get PLWH/A interested in the work of the PC. It was suggested that getting PLWH/A participation is easier if it's done at public events, such as an ice cream social or a trip to the movies, instead of meeting at the PC office.

The P&A Committee discussed the AIDS Institute Listening Forum. The forum is being held on Wednesday, September 17, 2008 at 2:30pm at the Holiday Inn in Fishkill, NY. It was stated that transportation is provided to those who need it. The committee discussed the fact that some people have received further invitation requesting RSVP while others have not. As of date, the members of the grantee team have not received a formal invite.

- III. The next Planning and Allocations Committee Meeting will be held on Wednesday, October 8, 2008 at 9:30am in the Planning Council office. At the next meeting, the committee will continue to work on updating the CSP. The meeting was adjourned at 11:20pm.