

Dutchess County HIV/AIDS Health Services Planning Council
Evaluation Committee Meeting
Minutes
Monday, September 15, 2008
3:30PM

Members in Attendance: Brad Berg, Co-Chair; Gail Williams, Co-Chair; Carrie Cocurullo; Jennifer Palecek; Marilyn Rivera; Robert Selcov; Ellen Spagnoli

Planning Council Staff: Christopher Lee

I. Committee Business:

The monthly meeting of the Evaluation Committee was called to order by Brad Berg at 3:30 pm on Monday, September 15, 2008 in the Planning Council office. Roll call was done at this time. Seven members were present at the meeting. A quorum was established.

The draft minutes from the August 25, 2008 Evaluation Committee meeting were reviewed and edited. There were two changes made. In the third sentence of section II, the words 'committee co-chair' were deleted. Also, in that same sentence the words 'and Robert Selcov' were added. The sentence now reads, "Brad Berg and Robert Selcov will finalize the evaluation and write a narrative about the committee's findings". With the edits, the minutes were approved by unanimous vote.

The committee discussed the evaluation of the grantee's administrative mechanism. It was finalized and submitted to the grantee prior to the submission of the FY 2009 Ryan White Part A Grant Application. The final evaluation will be sent to committee members via email.

II. Updating the Standards of Care (SOC):

The Evaluation Committee discussed the process of updating the SOC document. Committee co-chair, Brad Berg, informed the committee about the SOC. He stated that it is a HRSA required document and that updating and creating the standards of care is the responsibility of the Evaluation Committee. The SOC document includes principle standards that each service provider is responsible for carrying out. The document includes two sections, one includes general standards that are to be followed by any of the funded service providers and the other includes specific standards listed for each particular service category.

The committee plans to review the current standards and make any necessary changes and also create new standards of care for the newly funded service category, Health Insurance Premium and Cost Sharing Assistance. The committee discussed the standards for the newly funded category. The committee reviewed the definition of the service category and was not completely clear as to the responsibilities and objectives of the Health Insurance Premium and Cost Sharing Assistance category. It was stated that it

is difficult for the committee to create standards for a service category that they are not absolutely clear as to its objectives.

The committee reviewed the current SOC document and began to make edits. See the *Standards of Care-Work in Progress* document to see suggested changes as of date.

IV. Next Meeting:

The next Evaluation Committee meeting will be held on Monday, October 20, 2008 at 3:30 pm at the Planning Council office. At the next meeting, the committee will continue to work on updating the SOC. The meeting was adjourned at 5:00pm.