

**DCHIVHSPC**  
**Dutchess County HIV/AIDS Health Services Planning Council**  
**Full Planning Council Meeting**  
**Minutes**  
**Wednesday, September 3, 2008**

Members in Attendance: Brad Berg; Ann Burnett; Derrick Ensley; Charles Flynn; Elliot Lewis; Kathleen Murphy; Jennifer Palecek; Peggy Patterson-Dennis; Lisa Reid; Robert Selcov; Juanita Thomas; Gail Williams

Grantee Representatives: Jay Landolfi; Sabrina Marzouka

Planning Council Staff: Christopher Lee

Guests: Joyce Slater; Venita Sadler; Barbara Bennet; Roland Marrero; Katrina Belding; Joan Sherman; Bill Gallagher

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 Kathleen Murphy. Roll call was done at this time. Twelve (12) members were in attendance. Kathleen Murphy was proxy for Ben Barile, Gail Williams was proxy for Shirletta Lyons, and Peggy Patterson-Dennis was proxy for Mary Spriggs. A quorum was established. Introductions and conflict of interest disclosures took place.

The draft minutes from the August 6, 2008 full Planning Council meeting was reviewed. There were three revisions made in section X. In the second sentence of section X the number '40,000' was replaced with '56,000'. The sentence now reads "It states that 56,000 new cases are found each year". In the first sentence of the fourth paragraph of that section the word 'funding' was replaced with 'county funds to provide transportation services for the cancer program'. The sentence now reads "Sabrina Marzouka stated that the American Cancer Society has received \$9,000 in county funds to provide transportation services for the cancer program". In the first sentence of the fifth paragraph of that section the term 'received' was replaced with 'issued a request for proposal for'. The sentence now reads "Lisa Cardinale stated that United Way has issued a request for proposal for a \$30,000 grant to help with cultural competence. With the changes made, the full Planning Council unanimously voted to accept the minutes.

### III. Committee Reports:

#### Planning and Allocations Committee:

Kathleen Murphy presented the Planning and Allocations Committee report for the month of August to the full Planning Council. The Planning and Allocations Committee met on Wednesday, August 13, 2008 at the Planning Council office. The committee discussed FY2009 Part A preliminary allocations. Kathleen Murphy described the funding scenarios and explained the reasoning behind the committee's decisions. The committee discussed cuts in the outreach service category. This category will receive a large cut in funding if our TGA receives a cut. It was stated that outreach services are currently available through non-Ryan White funded agencies including the Department of Health. The committee agreed that reducing funding in this service category will have the least effect on current services that current clients are receiving. Kathleen Murphy stated that the committee has also agreed to allocate a certain amount of the funding used for medical transportation for emergency rides.

The next Planning and Allocations Committee meeting will be held on Wednesday, September 10, 2008 at 9:30am at the Planning Council office.

#### Evaluation Committee:

Brad Berg presented the Evaluation Committee report for the month of August to the full Planning Council. The Evaluation Committee met on Monday, August 18, 2008 at 3:30pm at the Planning Council office. At the meeting, the Evaluation Committee continued to work on the evaluation of the grantee's administrative mechanism for the 2009 Part A Grant Application. The committee will finalize the evaluation before the 2009 grant application is due.

The next Evaluation Committee meeting will be held on Monday, September 15, 2008 at 3:30pm at the Planning Council office. At the meeting, the committee will be reviewing the Standards of Care (SOC) document. The committee will be working on updating the current SOC and creating a new section for the newly funded service category, Health Insurance Premium and Cost Sharing Assistance.

#### PLWH Committee:

The PLWH did not meet in the month of August. The next PLWH Committee meeting will be held on Tuesday, September 23, 2008 at 5:30pm at the Planning Council office. At the meeting, the committee will be working on creating a panel for the AIDS Memorial Quilt.

#### Membership Committee:

The Membership Committee did not meet on the scheduled date of September 3, 2008. The next Membership Committee meeting will be held on Wednesday, October 1, 2008 at 3:00pm at the Catharine Street Community Center.

#### Executive Committee:

The Executive Committee met today, September 3, 2008 at 3:30pm at the Catharine Street Community Center. The committee voted on the FY09 Part A Preliminary Allocations presented by the Planning and Allocations Committee Chair,

Kathleen Murphy. The Executive Committee unanimously voted to approve the FY2009 Part A Preliminary Allocations. The allocations will be voted on by the full Planning Council. The Executive Committee also has continued to work on the World AIDS Day event.

The next Executive Committee meeting will be held on Wednesday, October 1, 2008 at 3:30pm at the Catharine Street Community Center.

#### IV. Grantee Report:

Jay Landolfi presented the Grantee report to the full Planning Council. He informed the Planning Council about the 2008 Ryan White HIV/AIDS Program Grantee Meeting. Project Director Sabrina Marzouka, Quality Management Coordinator Lisa Cardinale, and Grants Coordinator Jay Landolfi attended the meeting, which was held in Washington D.C. Mr. Landolfi stated that the grantee submitted a carryover request for FY2007 funds to HRSA in the amount of \$6,061. The grantee also submitted a final Financial Status Report (FSR) for FY2007 to HRSA. He discussed the current contracts with the FY2008 Part A service providers. Jay Landolfi stated that all of the FY2008 Part A contracts have been fully executed, including the contract with the newly funded service category, Health Insurance Premium and Cost Sharing Assistance.

The grantee representative stated that the MAI 2007 fiscal year ended on July 31, 2008 and that annual reports were received by the grantee from MAI funded service providers. He also stated that the 2008 fiscal year began on August 1, 2008.

The new mandated AIRS reporting system was discussed. It was stated that all funded agencies are required to begin using this system. Lisa Reid stated that the data reporting system is very beneficial once it is learned.

Mr. Landolfi discussed the FY2009 Ryan White Part A Grant Application. He stated that the grantee has continued to work on the application and it is due by Monday, September 29, 2008. He stated that our Project Officer has asked many questions regarding the conditions of award. The Planning Council also discussed the 2006 Treatment Modernization Act. It was stated that the terms of the Act are done after 2010. However, the law can be reauthorized.

The grantee representative discussed the 2008 budget expenditure reports for the MAI, formula, and supplemental funds. The FY2008 MAI funds were spent completely. Also, the service providers who receive formula and supplemental funds are on track to spenddown. The grantee had no concerning issues to report to the Executive Committee concerning the expenditure reports.

#### V. FY2009 Part A Preliminary Allocations:

The full Planning Council discussed the FY2009 Part A Preliminary Allocations presented by the Planning and Allocations (P&A) Committee. P&A Committee Chair, Kathleen Murphy, presented the proposed allocations to the full Planning Council. Kathleen Murphy discussed the funding scenarios and explained the reasoning behind the committee's decisions. She explained that we will be applying for an increase in funding and will use the 5% increase scenario for the FY2009 Part A Grant Application. She explained that the committee set aside part of the funding allocated for medical

transportation to be used for emergency rides. She explained that the P&A Committee does not plan on funding mental or oral health services because these services can receive funding from other sources and Ryan White funding is to be used as the payer of last resort. The full Planning Council discussed the cut in funding for outreach and early intervention services. Kathleen Murphy explained that the committee agreed that if our TGA received a cut in funding then those two service categories will receive a cut too. The committee agreed that a cut to those two categories will have the least effect on current services. The allocations have been approved by the Planning and Allocations Committee and the Executive Committee. The full Planning Council voted and approved the FY2009 Part A Preliminary Allocations as is with one abstention, Ann Burnett.

VI. Update on Part B Network:

Barbara Bennett updated the Planning Council on the Part B Network. She discussed the Lower/Mid Hudson Valley Listening Forum. It is being held on Wednesday, September 17, 2008 at the Holiday Inn in Fishkill, NY. She explained that it is very important for consumers to attend the forum and that transportation can be provided if needed.

The Planning Council discussed the AIDS Walk hosted by ARCS. The AIDS Walk is being held on Saturday, September 27, 2008 at Warways Park in Poughkeepsie, NY. The event will take place from 9:00am to 1:00pm.

VII. Public comments / Announcements:

Sabrina Marzouka discussed the World AIDS Day event with the full Planning Council. She informed the council of the Executive Committee's plan for the event. She explained that a panel from the AIDS Memorial Quilt will be brought down from the NAMES Project in Albany and will be displayed at our event. The full Planning Council also discussed creating a panel to remember those in Dutchess County who have passed away due to HIV/AIDS. The Planning Council discussed getting materials and who would participate in the project. The confidentiality of those being remembered was discussed.

Bill Gallagher stated that he is starting a group to assist with mental health problems. The group will begin on Thursday, September 18, 2008 at 1:00pm on the 4<sup>th</sup> floor of St. Francis Hospital. The group will meet every Thursday. Planning Council Staff Member, Chris Lee, will help create a flyer for the group's meetings.

The meeting was adjourned at 6:45pm.