

DCHIVHSPC
Dutchess County HIV/AIDS Health Services Planning Council
Full Planning Council Meeting
Minutes
Wednesday, February 4, 2008

Members in Attendance: Ben Barile, Chair; Brad Berg; Ann Burnett; Carrie Cocurullo; Kathleen Murphy; Jennifer Palecek; Lisa Reid; Robert Selcov; Juanita Thomas; Gail Williams

Grantee Representatives: Jay Landolfi; Lisa Cardinale; Sabrina Marzouka

Planning Council Staff: Christopher Lee

Guests: Venita Sadler; Ellen Spagnoli; Juliet Thigpen; Bill Gallagher; 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. Ten (10) members were in attendance. Gail Williams was proxy for Shirletta Lyons. A quorum was established. Introductions and conflict of interest disclosures took place.

The draft minutes from the November 5, 2008 meeting were reviewed. There was one change made. In the last sentence of section VI the word 'in' was replaced with 'and'. The sentence now reads, "The council agreed that it would be beneficial for agencies to collaborate and even establish co-locations". With the one change, the minutes were accepted through unanimous vote.

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 January. She stated that the Planning and Allocations Committee did not meet in January. The committee is meeting again on Wednesday, February 11, 2009 at 9:30am at the Planning Council office. At the meeting, the committee will work on FY2009 MAI allocations.

Evaluation Committee:

Brad Berg presented the Evaluation Committee report for the month of January to the Planning Council. The Evaluation Committee met on Monday, January 26, 2009 at

3:30pm at the Planning Council office. At the meeting, the Evaluation Committee finished updating the Standards of Care (SOC) document. The Executive Committee will not meet in February. The next Evaluation Committee meeting will be held on Monday, March 16, 2009 at 3:30pm at the Planning Council office.

PLWH/A Committee:

Ben Barile presented the PLWH/A Committee report to the full Planning Council. The PLWH/A Committee last met on Tuesday, January 13, 2009 at 5:30pm at the Planning Council office. At the meeting, the committee discussed consumer involvement in the Planning Council. The committee planned to meet on Tuesday, February 3, 2009, but the meeting was cancelled due to inclement weather. The date of the next PLWH/A Committee is meeting still to be determined.

Membership Committee:

Ben Barile presented the Membership Committee report to the Planning Council. The Membership Committee met today, Wednesday, February 4, 2009 at 3:00pm at the Catharine Street Community Center. The committee discussed the current membership roster and matrix. The Membership Committee also discussed the responsibility of all Planning Council members to help with recruitment efforts. The next Membership Committee meeting will be held on Wednesday, March 4, 2009 at 3:00pm at the Catharine Street Community Center. At the next meeting, the committee will continue to work on recruitment.

Executive Committee:

Ben Barile presented the Executive Committee report to the full Planning Council. The Executive Committee met today, Wednesday, February 4, 2009 at 3:30pm at the Catharine Street Community Center. He stated that the committee discussed vacancies in the HRSA mandated matrix requirements. The committee also discussed the CSP and voted on the final FY09 Part A re-allocations. The next Executive Committee meeting will be on Wednesday, March 4, 2009 at 3:30pm at Catharine Street Community Center.

IV. Grantee Report:

Jay Landolfi presented the Grantee report for the month of January to the full Planning Council. He stated that the grantee conducted site visits to the Outpatient/Ambulatory Care, Medical Case Management/Treatment Adherence, and Substance Abuse providers. The grantee sent a request to HRSA for the FY2008 carry over amount of \$3,500. The FY2009 MAI Grant Application Guidance was received; the FY2009 MAI Application is due by March 6, 2009. He also informed the Planning Council that applications were received for the FY2009 Part A request for proposal (RFP) for Medical Case Management, Medical Case Management/Treatment Adherence, Outpatient/Ambulatory Medical Care, Substance Abuse, Early Intervention Services, Home Delivered Meals, Emergency Financial Assistance, Outreach Services, and Transportation services. An Objective Review Panel (ORP) is in the process of reviewing the RFP applications and will make recommendations to the grantee.

Mr. Landolfi distributed and reviewed the FY2008 budget expenditure reports for the formula, supplemental, and MAI funds. He stated that there were no concerning issues with the budget expenditures.

V. FY2008 Part A Re-allocation:

The Planning Council discussed the FY2008 Part A re-allocations. Through unanimous vote, the Planning Council agreed to allocate the carry over amount of \$3,500 to ADAP.

VI. Comprehensive Services Plan (CSP):

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, but this time the CSP was done by the Department of Health. The CSP is a plan or road map for the next couple of years; the plan extends from December 2008 through December 2010. The document is 73 pages and will be available on the Planning Council website.

The main idea of the CSP is to make our HIV/AIDS health care services the best they can be. The plan explains our vision and mission of how to do so, including our goals. Some of the necessary information need for the CSP came from the needs assessment and consumer and provider surveys.

The Planning Council received and reviewed the Executive Summary section of the CSP. It was stated that this section is a summary of the entire document. It is the responsibility of the committees and committee chairs to help ensure that the goals and responsibilities listed in the CSP are carried out.

VII. Letters to congress:

The Planning Council discussed the template letters to congress. The letters are for individuals and agencies to send to the congressmen and woman who represent our area. The letters address the concern of the possibility of our area losing Ryan White funding after the 2010 fiscal year. The letters, along with the addresses of our congressmen and woman, will be distributed electronically to all Planning Council members to use.

VIII. Public comments / Announcements:

Bill Gallagher announced that the Turning Point program is moving to St. Francis Hospital. The transition is planned to take place on March 15, 2009. He also announced that there will be LTI meetings next week at 9:00am, 10:00am, and 11:00am and there are still openings available. Also mentioned was the Latino HIV/AIDS Conference. The conference is being held on March 11, 2009 through March 13, 2009.

Kathleen Murphy reminded the Planning Council that the next Quiet Day retreat is being held on Wednesday, February 18, 2009 at Holy Cross Monastery. The retreats have been very successful and will be held monthly.

A flyer for the Hudson Valley HIV Care Network general membership meeting was distributed. The meeting is on February 27, 2009 at 10:00am at the Holiday Inn in Fishkill, NY. Also, the Planning Council received a registration form for the Albany AIDS Awareness Day. The event is taking place on Tuesday, February 24, 2009.

The meeting was adjourned at 6:45pm.