

**Dutchess County HIV Health Services Planning Council**  
**DCHIVHSPC**  
**Executive Committee Meeting**  
**Draft Minutes**  
**Wednesday, March 4, 2009**

Members in Attendance: Ben Barile; Kathleen Murphy

Grantee Representatives: Jay Landolfi; Lisa Cardinale

Planning Council Staff: Christopher Lee

I. Committee Business:

The monthly Executive Committee meeting was called to order by Ben Barile at 3:30pm. Roll call was done at this time. Two members were in attendance. Ben Barile was proxy for Peggy Patterson-Dennis and Kathleen Murphy was proxy for Brad Berg. A quorum was established. The draft minutes from the February 4, 2009 Executive Committee meeting were reviewed and accepted as is.

II. Committee Reports:

Planning & Allocations Committee:

The Planning and Allocations Committee last met on Wednesday, February 11, 2009 in the Planning Council office. At the meeting, the committee worked on preliminary allocations for the FY2009 MAI Application. Since that meeting, the committee was informed of the exact amount of FY2009 MAI awarded funds. The committee voted to approve the allocations via email. The allocations must be approved by the Executive Committee and the full Planning Council. The next Planning and Allocations Committee meeting will be on Wednesday, March 11, 2009 at 9:30am at the Planning Council office. At the next meeting, the committee will be discussing FY2009 Part A allocations.

PLWH/A Committee:

The PLWH/A Committee did not meet in February. The committee was scheduled to meet on Tuesday, February 2, 2009, but the meeting was canceled due to inclement weather. The next PLWH/A Committee meeting will be on Tuesday, March 24, 2009 at 5:30pm at the Planning Council office.

Evaluation Committee:

The Evaluation Committee did not meet in February. The next Evaluation Committee meeting will be on Monday, March 16, 2009 at 3:30pm at the Planning

Council office. At the meeting, the committee will continue to work on the Standards of Care (SOC) document.

#### Membership Committee:

The Membership Committee met today, Wednesday, March 4, 2009 at 3:00pm at Catharine Street Community Center. At the meeting, the committee approved the membership of Melvin Garrett and discussed recruitment and participation of Planning Council members in recruitment efforts and Membership Committee meetings. Committee member, Ben Barile, will asked Planning Council members to assist with recruitment and encouraged them to attend Membership Committee meetings. The next Membership Committee meeting will be on Wednesday, April 1, 2009 at 3:00pm at Catharine Street Community Center. At the meeting, the committee will continue to work on recruitment.

#### III. Prospective Member:

The Executive Committee discussed the prospective member, Melvin Garrett and reviewed his application. Through unanimous vote, his membership was approved by the Executive Committee. His membership must now be approved by the full Planning Council and then the County Executive. The full Planning Council will vote on his membership at the meeting tonight, Wednesday, March 4, 2009.

The committee also discussed prospective member, Brother James Dowd, from Holy Cross Monastery. The committee discussed the fact that he does not live or work in Dutchess County and therefore, according to our by-laws, is not eligible to become a member. Even though he does provide a service for Dutchess County residents, the by-laws specifically state that a person must live or work in Dutchess County in order to become a member.

#### IV. Grantee Report:

The monthly grantee report was presented to the Executive Committee by Grants Coordinator, Jay Landolfi. The FY2009 Part A awarded funding was discussed. The grantee does not know how much funding we will be awarded or when our Notice of Grant Award (NGA) will be received. Project Officer, Kerry Hill, has given no indication of exactly when we will know. It is known that our area will receive the FY2009 Part A funds in two separate awards; approximately 50% of the formula award will be received first, and the remaining formula and entire supplemental award will be received later in the second award. It was stated that the Planning and Allocations Committee will be discussing and working on the FY2009 Part A allocations at their next meeting on Wednesday, March 11, 2009 whether or not HRSA has informed us of award amount.

The committee reviewed the grantee's Activity Report. Mr. Landolfi informed the Executive Committee that the grantee conducted site visits to the Medical Case Management and Early Intervention service providers, worked on the FY2009 MAI Grant Application, which is due on March 6, 2009, attended Planning Council meetings, and held a Quality Management event at the Department of Health. He also explained

that an objective review panel has reviewed the FY2009 Part A Request for Proposal applications.

Grantee representative, Jay Landolfi, distributed the formula, supplemental, and MAI budget expenditure reports. He stated that there were no concerning issues with the spend down of each service category.

V. FY2009 MAI Allocations:

The Executive Committee discussed the FY2009 MAI allocations proposed by the Planning and Allocations Committee. The FY2009 MAI amount received was \$115,176. Through unanimous vote, the Executive Committee approved the FY2009 MAI Allocations as is. The allocations will be voted on at the full Planning Council meeting for final approval. See the FY2009 MAI Allocations table for a breakdown of the allocations.

VI. Next Meeting:

The next Executive Committee meeting will be held on Wednesday, April 1, 2009 at 3:30pm at the Catharine Street Community Center. The Executive Committee meeting was adjourned at 4:45pm.