

Meeting of the  
**EXECUTIVE COMMITTEE**  
Thursday, October 30, 2008  
3:00-5:00 pm  
Cicatelli Associates, 505 Eighth Avenue, 2<sup>nd</sup> Fl., NY, NY

**MINUTES**

**Members Present:** Jan Carl Park (Governmental Co-Chair), Soraya Elcock (Community Co-Chair), Antionettea Etienne, Alexander Hardman, Fabienne Laraque, MD, MPH, Juana Leandry-Torres, Julie Lehane (alt for Tom Petro), Matt Lesieur, Darryl Ng, Diane Rudnick (alt for J. Edwards)

**Members Not Present:** Jennifer Irwin, Alvin Perry

**Staff Present:** NYCDOHMH: David Klotz, Rafael Molina, Jessica Wahlstrom, Darryl Wong.  
Public Health Solutions: Bettina Carroll, Gucci Kaloo, Rachel Miller

**Guests:** Victor Benadava, Gregory Cruz, Yves Gebhardt, Marcelo Maia, Charles Shorter

**Material Distributed:** Agenda; July 17, 2008 Executive Committee Minutes; November 20, 2008 Planning Council Draft Agenda, November 2008 Draft Calendar, MAI Year 1 Closeout Report; Proposed Plan for 2007 MAI Carryover Funds, Draft Comprehensive Strategic Plan for HIV/AIDS Services 2009-12

**Welcome:** Soraya Elcock and Jan Carl Park opened the meeting. While the Planning Council has not yet received confirmation of new appointments in the 2008-10 planning cycle, the Executive Committee is meeting in a special session, per Section 5, Part I, Subsection 1, Clause (iv) of the Bylaws, in order to address a financial issue with funder-imposed time constraints. Mr. Park led the moment of silence with recognition of all PWAs, living and deceased and their many allies.

**Review of Agenda/Minutes:** Mr. Park reviewed the draft agenda for the meeting, encouraging participants to become familiar with the draft Comprehensive Strategic Plan. The calendar for November's meetings was reviewed. It was recommended that voting at this meeting be by consensus. Ms. Elcock reviewed the July 17, 2008 Executive Committee minutes. By consensus, the minutes were approved. Mr. Park reviewed Article IX of the Bylaws addressing Conflicts of Interest. Members were reminded to select an alternate for their Committee work

**2009-12 Comprehensive Strategic Plan for HIV/AIDS Services:**

Jessica Wahlstrom of the Bureau's Policy, Planning and Implementation Unit provided an overview of the 2009-12 Comprehensive Strategic Plan, noting the four (4) sections of the plan. Members were asked to focus their review on Sections II, III and IV. Section II addresses Vision & Values, Section III addresses the changes needed to assure availability and accessibility of services and Section IV addresses the monitoring and evaluation of our efforts. After several meetings soliciting feedback and input from Planning Council committees, changes have been incorporated into the draft being distributed at this meeting; submission of additional comments is requested by 11/21/08. Mr. Lesieur asked whether there will be additional opportunities to perform a group review after individual reviews; Ms. Elcock echoed the importance of that process. Dr. Laraque supported that meetings scheduled before the 11/21 deadline, e.g., 11/6/08 and 11/13/08, should include time for such discussion and be based on measurable and achievable goals.

**MAI Spending Plan:**

Mr. Park led the Committee through a review of the Year 1 MAI Spending Plan, calling attention to the 2007 unobligated, or unspent, balance of \$304,464, which represents 3.26% of a grant award of \$9,347,777. This discussion will focus on Executive Committee approval to carry-over these funds into the current grant year, by apportioning \$163,149 for Medical Case Management and \$141,315 for ADAP. If approved, these funds need to be spent by 7/31/09.

With respect to Medical Case Management, these funds would be used to increase the reimbursement rates for existing maintenance in care programs and to enhance a treatment adherence pilot project that includes directly observed therapy. The remaining funds, \$141,315, would be used to reimburse approximately 363 prescriptions, representing one month's supply of drugs for 121 participants through 7/31/09. The Executive Committee would need to approve the proposed plan being discussed today in order for this carryover request to be filed with HRSA by the 10/31/08 deadline.

In response to Mr. Ng's request for clarification regarding increase to reimbursement rates, Ms. Hilger added that the costs associated with return to care activities are higher than planned. Through reimbursement increases, staffing configurations can be adjusted, helping programs achieve greater success. These are ongoing costs and in the future should be covered by the consolidation of the medical case management model. If these funds are not needed, they could be shifted to ADAP.

Because the Treatment Adherence pilot project model utilizes a more labor-intensive service model than originally conceived and is based on directly observed therapy; additional funds can be used to meet the increased staffing standards of this model by fully funding this project. Ms Hilger also offered modified language to the proposal, by acknowledging that Medical Case Management, Treatment Adherence and Maintenance in Care allocations were the highest priority and should therefore be fully-funded first, with the remainder to be given to ADAP. Dr. Lehane re-iterated that the increased reimbursement rates for Medical Case Management are ongoing and should be included in the motion. In response to Ms. Elcock's request for consensus, the Committee agreed to support the motion.

#### **Committee Updates:**

**Policy Committee:** Mr. Lesieur reported that the Committee conducted an orientation with a review of last planning year's accomplishments. The next meeting will focus on developing an EMA position on Ryan White re-authorization. Outstanding issues include the State and City budgets, the PWA travel ban and 30% rule for those living in HASA housing.

**Needs Assessment Committee & Integration of Care Committee:** Mr. Park reported that both Committees have been reviewing the Comprehensive Strategic Plan.

**Consumer Committee:** Mr. Wong reported that Planning Council appointment and meeting processes, Advisory Group and the Part B HIV CARE Network updates were provided, feedback on the Comprehensive Plan was solicited and there was discussion of various methods, i.e., CAB survey, focus groups, for collecting data on consumer needs this coming year.

**PWA Advisory Group:** Ms. Etienne reported that elections for the Community Co-Chair were held (F. Carroll elected), outreach strategies to elected officials were discussed and advocacy and education efforts for women are being discussed/planned. Iris House has offered its space for future meetings in the coming year.

**Finance Committee:** A conference call was recently convened, during which a review of 1<sup>st</sup> quarter of base spending and the MAI closeout was conducted.

**Priority Setting/Resource Allocation Committee:** The discussion focused on how carryover funds should be used, leading to today's decision-making process.

**NYCDOHMH Grantee Update:**

Ms. Hilger that the Part A grant application was submitted at the end of September; we do not expect information on our EMA's award until early 2009. NYCDOHMH has been expanding its efforts to provide technical assistance to contractors, particularly in the Maintenance in Care, Harm Reduction and Mental Health service categories. Site visits have been conducted and will continue until late 2008/early 2009, with NYCDOHMH technical assistance staff continuing to work with contractors throughout the year. A mid year progress report on this initiative was offered.

Following the recommendation of the Finance Committee to more actively track the spending of grant funds, a full day meeting, including PHS Community Advisory Group and providers, was convened to exchange experiences regarding the challenges, as well as best practices of our prevention and Ryan White performance-based contractors. There will be follow-up meetings scheduled in response to issues raised. Contract renewal discussions for 2009 will be occurring shortly and the modification process for performance-based contractors has begun.

**Tri-County Update:**

Ms. Lehane reported that meetings were held on the transition to fee for service contracting and are continuing. The Medical Case Management program was implemented and (13) new contracts are operational; additional meetings are planned to meet ongoing challenges. The NYSDOH AI has formed a Quality Learning Network for Tri-County Medical Case Management providers and trainings on primary care status measures have been implemented.

**Review of November 2008 Calendar & November 20, 2008 Agenda:**

It was suggested that the video segment "We are Ryan White" should be removed from the full meeting agenda, allowing for more time for more in-depth discussion of other issues. The video will be shown instead at the Planning Council New Members' Orientation.

**Public Comment:**

V. Benadava reminded that there was consensus by the Consumers Committee to utilize other methods, besides Focus Groups, for collecting information on consumers' needs. M. Soares suggested that consumers should be empowered to become part of the planning process, through the Advisory Group and the Consumers Committee and that there should be greater examination of CAB structure and facilitation of consumers' participation on the CABs to which they belong.

**New Business:**

Iris House, GMHC, Harlem United and other agencies will be conducting a World AIDS Day event. On 11/30/08. The Planning Council AG will be participating in the 12/3/08 Bronx AIDS Services World AIDS Day event. Iris House will host an event for the Planning Council and the PPG on 12/7/09. Members were reminded of an open invitation to attend the Advisory Group's Saturday meetings.

The meeting was adjourned at 5:00PM.