



Consumers Committee Meeting Minutes

November 18, 2009 12:30 – 2:30PM

Housing Works, 57 Willoughby Street, Brooklyn, NY

Members Present: Victor Benadava (Co-Chair), John A. Eddie (Co-Chair), Felicia Carroll, Gregory Cruz, Gerald DeYounge, Linder Ford, Myron Gold, Keith Kaiman, Glen Phillip, Marcelo Soares, Ed Viera, Jr.

Members Absent: Brent Backofen, Billy Fields, Escott Solomon

Guests Present: Randall Bruce, Mallory Marcus, Juanita Owens, Joseph Sellman, Carroll Vaughn

DOHMH: David Klotz

Meeting Materials Distributed:

- October 21, Draft Meeting Minutes
- Rules of Respectful Engagement
- Materials related to Ryan White Legislation Reauthorization
- Announcement of the White House Office of National AIDS Policy (ONAP) Town Hall
- H1N1 Influenza (Swine Flu) Information
- Sample Questions from an AIDS Institute Survey on Obtaining Consumer Input

WELCOME & INTRODUCTIONS

Victor Benadava and John Eddie welcomed participants, followed by member and guest introductions, the moment of silence, the Rules of Respectful Engagement and a review of the agenda and meeting materials.

The minutes from the October 21, 2009 meeting were reviewed and approved with no changes noted.

ELECTION OF AT-LARGE REPRESENTATIVE

Gregory Cruz and Myron Gold gave brief presentations on why they wanted to be at-large representative. A ballot was held and Gregory was elected to another term. David congratulated both candidates for their leadership.

HIV PLANNING COUNCIL UPDATES:

David Klotz reported on the following:

- The President signed an extension of the Ryan White legislation. Some details of changes to the legislation were presented.
- A review of the agenda of the upcoming Planning Council meeting.

SURVEY ON OBTAINING CONSUMER INPUT:

A set of sample survey questions was presented from an AIDS Institute survey that was used to measure how consumer input was obtained. The questions were presented to the committee for input for possible use of a new survey tool to measure the effectiveness of consumer advisory board. The following comments were made:

Q4. What program staff routinely attend meetings?

Question should be broken up into the following components:

- Who runs/facilitates the meetings?
- How is the CAB leadership chosen?
- Who participates in general (profile of membership – program clients, agency staff, outside people, etc.)?
- Who is responsible for giving the CAB's feedback to the agency program directors/ED?

Q6. Which of the following strategies are used to facilitate consumer involvement?

Add:

- Provide records/contact info of who is on the CAB to the members?
- Recognize CAB members for their service?
- Also, add an open-ended question 6A: What barriers are there in general to client participation on your CAB?

Q7. Does your CAB ...?

Add:

- Have minutes that are circulated in advance of the next meeting to members?
- Have input into the CAB's budget?

Q8. Please provide an example of how an issue was resolved.

- A question should be included before this about what the process is generally for resolving issues brought to the CAB, including how the resolution is communicated back to the CAB.

Community Updates/Public Comment/New Business: Announcements were made concerning various meetings.

Adjournment: There being no further business, the meeting was adjourned.