



CONSUMERS COMMITTEE

Friday, October 15, 2010, 1:00 – 3:00PM

Cicatelli Associates, 505 Eighth Avenue, Lavender Room, New York, NY

Planning Council Members Present: Victor Benedava (Co-Chair), John-Anthony Eddie (Co-Chair), Kareem Clemons, Gerald DeYounge, Yves Gebhardt (for E. Viera, Jr.), Munying Hunt-Chena, Keith Kaiman

Planning Council Members Absent: Brent Backofen, Felicia Carroll, Alexander Hardman, Steve Hemraj, Hilda Mateo, Pastor Jerome Payne

Community Members Present: Gregory Cruz (Consumer At-Large), Manuel Ducret III, Delores Henley, Escott Solomon

DOHMH: Jennifer Cantrell, Jan Carl Park, Darryl Wong

MEETING MATERIALS DISTRIBUTED:

- Meeting Agenda;
- Planning Council Ground Rules of Respectful Engagement/Rules for Public Comment;
- June 16, 2010 Draft Meeting Minutes;
- NASTAD Update on ADAP;
- Institute of Medicine, Brief on HIV & Disability;
- POZ AIDS Meds, Sept 21, 2010, Revise Social Security HIV Disability Requirements;
- Focus on Health Reform, Health Reform Implementation Timeline, June 15, 2010, Kaiser Family Foundation;
- Implementing Federal Health Care Reform: An Implementation Timeline for New York State, NYS Health Foundation;
- HRSA CARE Action Bulletins, A Commitment to Quality Care, August 2010, Workforce Capacity in HIV;
- NYSDOH Letter announcing dissolution of HIV CARE Networks;
- HASA Community Advisory Board Recruitment Letter;
- NYSDOH Stakeholders Meeting Announcement;
- NYSDOH Quality of CarePilot Lab Survey;
- NAPWA Positive Voice Newsletter;
- October 2010 HIV Planning Council calendar;
- The Body, To Start or Not to Start;
- NYAM, Faces of Urban Health Conference Announcement;
- NYCDOHMH CAB Operations & Functioning Project Plan;
- NYCDOHMH CAB Operations & Functioning DRAFT Survey

INTRODUCTIONS:

John A. Eddie welcomed participants, Munying Hunt-Chena led the moment of silence and Mr. Eddie reviewed the Rules of Respectful Engagement and Rules for Public Comment.

Darryl Wong reviewed the meeting agenda and meeting materials. The minutes of the June 16, 2010 meeting were reviewed and approved after the presentation.

NYCDOHMH CAB OPERATIONS & FUNCTIONING PROJECT

Mr. Wong introduced Jennifer Cantrell, Ph.D., who will be the project's director and principal consumer liaison. Dr Cantrell has a background in examining health disparities among HIV-affected communities, including immigrants, as well as community-based participatory research and has worked in both research and public policy.

The objectives of the survey were reviewed, which included 1) identifying and describing operational aspects of CABS and Board composition, 2) identifying best practices for CAB recruitment, engagement, input and feedback process and 3) assessing CAB members' perceptions of Board effectiveness, communication, leadership, coordination and conflict management skills.

There will be two surveys that will be distributed online: the first will be conducted with the agency CAB staff liaison and the consumer chairperson/leader and the second will address team processes and be distributed among at least two, if not more, CAB members who attend and participate in CAB meetings. The target total sample size is ~ 400, with 200 completing the longer survey and 200 completing the shorter survey. If this latter group is not reached, a Consumer Committee member and a NYCDOHMH Planning Council staff member will attempt to attend CAB meetings of non-responsive agencies in person in an attempt to assure representation of all agencies involved. The draft survey being presented for review is an amalgamation of the original survey with previous comments incorporated, surveys available publicly and in the literature. There was a stated concern that literacy issues may be a barrier.

Some concerns were voiced regarding some consumers' access to computers in order to complete the online surveys and the ability to verify the identity of those completing the surveys. Due to confidentiality, names and addresses of the participants cannot be divulged to NYCDOHMH; the agencies would be responsible for disseminating the survey using their mailing lists and list serves. These approaches should be discussed with the agency staff liaisons when initial contact is made.

It was suggested that agencies might be able to provide the space for their consumers to complete the survey. The proposed timeline for the project is November/December 2010 for Institutional Review Board (IRB) and Departmental Legal review and approval and implementation throughout the Spring/Early Summer, with analysis and presentation of the data following.

Questions were reviewed and comments were solicited sequentially.

Committee members were asked for approval of the draft survey; consensus was reached. Members were given an additional week, by COB 10/22/10, to submit comments.

NEW BUSINESS:

There was no new business.

PUBLIC COMMENT & ANNOUNCEMENTS:

There were no public comments or announcements.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:30PM.