



Meeting of the  
**EXECUTIVE COMMITTEE**  
Thursday, November 10, 2011  
3:00-5:00 pm

NYCDOHMH, 2 Gotham Center, 42-09 28<sup>th</sup> Street, Conference Room 19-31  
Long Island City, NY

### MINUTES

**Members Present:** Jan Carl Park (Governmental Co-Chair), Victor Alvarez, Robert Cordero, Gregory Cruz, John Anthony Eddie, JoAnn Hilger, Tom Petro, Charles Shorter, Allan Vergara

**Members Not Present:** Dorella Walters (Community Co-Chair), Victor Benadava, Felicia Carroll, Nancy Cataldi, Joan Edwards, Marya Gilborn, Graham Harriman, Lee Hildebrand

**Staff Present:** Rafael Molina, Nina Rothschild, DrPH, Darryl Wong

**Parliamentarian:** Joan Corbisiero, PRP

**Public Health Solutions:** Bettina Carroll

#### **Agenda Item #1: Welcome & Introductions**

Jan Park, Governmental Co-Chair, opened the meeting with a moment of silence in recognition of World AIDS Day. The minutes of the October 20, 2011 meeting were reviewed and there was consensus by those present to recommend approval, subject to ratification of at the next Executive Committee meeting.

#### **Agenda Item #2 : Public Comment**

There was no public comment.

#### **Agenda Item #3: NYCDOHMH/Planning Council Memorandum of Understanding (MOU)**

Jan Park noted that the current Memorandum of Understanding (MOU) between the NY HIV Planning Council and the Bureau of HIV/AIDS Prevention & Control of the NYCDOHMH has been subject to input from HRSA, review and approval by the Rules & Membership Committee as well as the Law Department of the NYCDOHMH, whose comments will be presented for review by the Committee today. The MOU is a condition of the grant award and is due to HRSA by December 15, 2011.

The basic tenets of the MOU were reviewed, including principles of partnership and mutual goals, shared visions and definition of roles and responsibilities with respect to the priority setting, re-allocation and re-programming of resources, administrative functions, Planning Council operations, grant administration and reporting, quality management, needs assessment, development of the comprehensive plan, EIIHA, evaluation, communication and information sharing and conflict resolution

Comments from the NYCDOHMH Law Department were presented in red line track changes and reviewed sequentially. Specifically, comments that elicited EC members feedback include:

- Pg 3, lines 1-3: retention of the language "...the Planning Council is *solely* responsible for the PSRA process..."

- Pg 5, lines 28-29 & Pg 6, lines 1-2: retention of the language "...the Grantee does not play any role in Council member selection..."
- Pg 23, Item 16: re-insertion of " '...current and' proposed new service models..."

These recommendations will be shared with the grantee. As the Planning Council has the adopting authority and given the lack of quorum at the current meeting, there was consensus by those present to recommend these changes to the Planning Council, subject to the approval of the full Planning Council.

#### **Agenda Item #4: Committee Updates**

**Consumer Committee:** Gregory Cruz reported on behalf of the Committee, which will meet on November 16, at which there will be updates on the PC/Grantee MOU, HRSA Monitoring Standards Task Force and an overview of the Needs Assessment process.

**Integration of Care Committee:** Charles Shorter reported that the Committee met at which an orientation and presentations of HOPWA-funded housing services, Part A housing contracts and HASA benefits and services were conducted. The development of a revised housing service directive will begin in November

**Needs Assessment Committee:** Dr. Rothschild reported that at the last meeting REU staff member Stephanie Chamberlin presented on the Client Satisfaction Survey, the discussion on the purpose statement of the Needs Assessment the use of US census data

**Policy Committee:** Dr. Rothschild reported that the Policy Committee met on October 18 during which the orientation, a structured Q/A session regarding the Kaiser Foundation report on HIV and Medicaid and an overview of HRSA Monitoring Standards by JoAnn Hilger were conducted.

**HRSA Monitoring Standards Task Force:** Jan Park reviewed the issues identified during the Monitoring Standards Task Force which convened a conference call on November 9. Issues included the requirements of income and eligibility requirements, Medicaid certification requirements and the re-definition of program and administrative costs, as well as the longer-term implications of these changes on service models and service delivery.

#### **Agenda Item #5: Planning Council Update**

The agenda for the November 17, 2011 full Planning Council meeting was reviewed and approved with the inclusion of the vote on the proposed amendments to the Council Bylaws.

Mr. Park provided an update on Mayoral Executive Order 28, noting that it is being reviewed by staff of the Law Department, particularly with respect to non-voting ex-officio members.

Mr. Wong reminded members that the Team Building Retreat will be conducted on November 15, 2011 at the Isamu Noguchi Museum. NYCDOHMH vans will transport retreat participants to the meeting site to and from Gotham Center at various times during the morning and in the afternoon.

Robert Cordero suggested that the agenda be condensed into a more prioritized, action-oriented agenda so that meetings are more substantive and allow for more time for discussion and strategy development of important issues. It was also suggested that minutes be reviewed in advance and be presented to the group for approval and that Committee updates be presented in written and Powerpoint formats.

#### **Agenda Item #7: Public Comment II**

There was no public comment.

There being no further business, the meeting was adjourned at 5:00PM.