



Meeting of the  
**EXECUTIVE COMMITTEE**

Thursday, June 16, 2011

3:00-5:00 pm

NYCDOHMH, 2 Gotham Center, 42-09 28<sup>th</sup> Street, Conf Rm 14-43, Long island City, NY

**MINUTES**

**Members Present:** Jan Carl Park (Governmental Co-Chair), Matthew Lesieur (Community Co-Chair), Victor Benadava, Gregory Cruz, John Anthony Eddie, Joan Edwards, Marya Gilborn, Alexander Hardman, Steve Hemraj, Lee Hildebrand, Fabienne Laraque, MD, MPH, Kali Lindsey, Tom Petro, Allan Vergara, Dorella Walters

**Members Not Present:** Sean Cahill, Damian Bird, Gonzalo Mercado, Miriam Piñon, Charles Shorter

**Staff Present:** David Klotz, Graham Harriman (by phone), JoAnn Hilger, Rafael Molina, Nina Rothschild, DrPH, Darryl Wong

**Parliamentarian:** Joan Corbisiero

**Public Health Solutions:** Rachel Miller

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**Agenda Item #1: Welcome/Minutes:**

Jan Park opened the closed session during which Ms. Walters facilitated the discussion regarding 2011-13 Planning Council recommended new appointments and re-appointments. **[Please note that proceedings from the closed session are confidential and are therefore excluded from these minutes.]** Matthew Lesieur, Community Co-Chair, opened the meeting and members introduced themselves. Jan Park referred to the Rules of Respectful Engagement, Joan Edwards led the group in a moment of silence and Darryl Wong reviewed the meeting agenda and materials. Joan Corbisiero, a registered Parliamentarian who has been retained to help insure the Planning Council's adherence to Robert's Rules of Order introduced herself. The minutes of the April 14, 2011 meeting were reviewed and approved, with changes noted.

**Agenda Item #2: Public Comment**

There was no public comment.

**Agenda Item #3: FY 11 Spending Plan**

Marya Gilborn, Co-Chair of PSRA, began the discussion by noting that normally, the EMA's final award would be applied to the PSRA-approved spending scenario, which considered the full award as one unified grant, rather than Base or MAI funded. The PSRA Committee and the Planning Council would then subsequently approve a final spending plan, allowing the grantee and master contractor to proceed with contract renewals. Because the notification of award is not expected until early July, Public Health Solutions has been executing 4 month contracts for the period from March 1, 2011 through June 30, 2011. In order for services not to be interrupted, the Executive Committee is being asked to consider authorizing DOHMH to apply the final award based on the PSRA's methodology so that ~150 contract renewals can be executed expeditiously and in place by the end of August 2011. David Klotz presented draft scenario combined spending plans with 0%, 5% and 8% cuts, reminding the Committee that the

NYSDOH AIDS Institute had agreed that the first \$3million of any cut will go towards the reduction of the allocation to ADAP, with an additional \$1 million to be deducted from the ADAP allocation at the beginning of the year, to be restored through reprogramming, thereby mitigating possible cuts to all other service categories.

It was reiterated that combining the base and MAI grant awards only applies if both receive reductions or both receive increases; if one is increased and the other decreased, then any reductions will be applied separately according to the priority ranking scores. If we were to receive an unlikely increase in award, such increase would be applied according to the application spending plan approved last July, with any increase in base funding going to ADAP.

It was proposed that there be a ceiling to the amount of the anticipated cuts which would allow the grantee to proceed to with the PSRA methodology. If there were a more drastic reduction, i.e., greater than 8%, the Council would have to convene a special session after the notice of grant award to consider other options for a final spending plan, such as targeted reductions to service categories. Noting that many Council members are on vacation during the month of July, the Committee asked if participation through conference call would be acceptable. Joan Corbisiero clarified that unless such practice is authorized in the Bylaws, participation via conference call is not permitted.

***ACTION:*** ***A motion was made, seconded and approved to authorize the grantee to apply the final grant award to the spending scenario up to a reduction no greater than 8%.***

JoAnn Hilger presented the FY2010 Carryover Request reflecting total underspending of \$240,549, which is comprised on \$177,244 of Base carryover and \$63,305 of MAI carryover. Of this amount, \$77,263 would be allocated to ADAP, with the remaining \$163,286 Tri-County carryover to be allocated to services in the Tri-County region, namely food, housing and/or transportation services or EIS programs.

***ACTION:*** ***A motion was made, seconded and approved to authorize the grantee to submit the FY 2010 Carryover Request to HRSA, pending full Palnning Council approval.***

Tom Petro noted that the allocation for Tri-county has been reduced from 4.9% to 4.71% to reflect current State-reported data on the Tri-county's proportion of living AIDS cases in the EMA; this reduction would pose a hardship in the Tri-County region, where fewer services, including City-Tax Levy funded HASA programs, are available. Many years ago, an intra-governmental agreement between NYCDOHMH and WCDOH dictated the amount allocated to the Tri-County region. More recently, however, the agreement has evolved into a mutual understanding of the allocation being based on the total number of State-reported cases.

#### **Agenda Item #4: Planning Council Training Plan**

Darryl Wong presented the draft Planning Council Training Plan, which comprises a mandatory Orientation for new members, ongoing small group trainings, an online training component and a full-day team-building retreat. It was noted that the timeline of training activities is predicated upon timely appointment of new members in September/October 2011.

#### **Agenda Item #5: Planning Council Support Unit Budget**

Steve Hemraj, Chair of the Finance Committee, presented the closed-out Year 20 (FY11) and proposed Year 21 (FY12) Planning Council Support Budget, which supports the salaries of the Planning Council staff and all related OTPS expenses, including consultants and other contractual services needed for the Council to perform its work. There are several items in contractual services, including the Leadership Training Institute (LTI) and the CHAIN project which were formerly included under the grantee administrative budget. Specifically, the principal investigators of the CHAIN Project have appealed to the

grantee for an increase of \$150,000 to support their research studies of NYC & Tri-County's cohort of PLWHAs; this request had been previously rejected by the grantee.

***ACTION:*** ***A motion was made, seconded and approved to accept the proposed budget as the basis of negotiations between the Planning Council and the Grantee.***

It was proposed that the negotiation team would include the Finance Chair and Community Co-Chair. Grantee. Such negotiations would not commence until the EMA is notified of its award.

***ACTION:*** ***A motion was made, seconded and approved for the negotiation team to be comprised of the Governmental Co-Chair, the Community Co-Chair and the Finance Officer.***

#### **Agenda Item #6: Committee Updates**

Consumer Committee: Benadava reported that last month the Committee received an extensive Federal policy update and a presentation on process outcomes of the Care Coordination program from CTHP.

Integration of Care Committee: Nina Rothschild reported that the Committee continued its work in refining the Substance Use service guidance, continuing its review of evidence-based interventions.

Needs Assessment Committee: Dr. Hildebrand reported that NAC discussed an outline for a formal EMA needs assessment, with additional material, including CHAIN reports, on special populations.

Policy Committee: Kali Lindsey reported that the Committee identified several policy issues to be discussed, including organ transplantation and Medicaid re-design.

Rules & Membership Committee: Dorella Walters announced the vacancy of the Community Co-Chair, who will be elected at the July full Planning Council meeting.

#### **Agenda Item #6: Grantee Update**

Jan Park reported that, in accordance with HRSA's suggestion, the Planning Council Staff has been moved from the Bureau of HIV/AIDS Prevention & Control in the Division of Disease Control to the Division of Policy and External Relations, under the leadership of Deputy Commissioner Christina Chang.

The agenda for the June 23, 2011 full Planning Council meeting was reviewed and approved.

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

There was no public comment.

There being no further business, the meeting was adjourned at 5:15PM.