



Meeting of the  
**EXECUTIVE COMMITTEE**

Thursday, May 13, 2010

3:00-5:00 pm

Cicatelli Associates, 505 Eighth Avenue, Oak Room, 2<sup>nd</sup> Fl., New York, NY

**MINUTES**

**Members Present:** Jan Carl Park (Governmental Co-Chair), Charles Shorter (Community Co-Chair), Steve Hemraj (Finance Officer), Victor Benadava, Felicia Carroll, Gregory Cruz, Joan Edwards, Marya Gilborn, Alexander Hardman, Lee Hildebrand, JoAnn Hilger (for F. Laraque, MD), Julie Lehane (for T. Petro), Matthew Lesieur, Darryl Ng, Jim Shields (for Dorella Walters)

**Members Not Present:** Damian Bird, John-Anthony Eddie, Maria Irizarry, Gonzalo Mercado

**Staff Present:** NYCDOHMH: David Klotz, Nina Rothschild, DrPH, Darryl Wong

**Public Health Solutions:** Rachel Miller, Gucci Kaloo

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

Charles Shorter opened the meeting, members introduced themselves and Gregory Cruz led the moment of silence. Jan Carl Park reviewed the Rules of Respectful Engagement and the meeting agenda and materials. The minutes of the March 11, 2010 meeting were approved.

**Agenda Item #2: Public Comment**

There was no public comment.

**Agenda Item #3: FY 2010 Base & MAI Spending Plans**

Mr. Park introduced the FY 2010 Part A Base and MAI spending plans which were approved at the May 4, 2010 meeting of the Priority Setting and Resource Allocation (PSRA) Committee and are under consideration for approval today. In addition to these spending plans, the 2010 Reprogramming Plan and the Tri-County Base and MAI spending plans will be presented.

Noting that the EMA's base award increased by \$10.5M (including the increase of \$311K for Tri-County) while the MAI award decreased by \$1.1M, resulting in a net gain to the EMA of \$9.4M, the PSRA Committee was acknowledged for the rigorous process undertaken in developing a plan for the increase in the award, using the priority setting tool as a basis for applying proportionate increases to the service portfolio, with the following adjustments:

- Shift \$952,443 from MAI to base in ADAP+ in order to offset the decrease in the MAI award;
- Allocate \$3M in additional funds to ADAP. This is the amount that the AIDS Institute said they needed to help offset the cut of \$6M in Part B funding to the program and is slightly less than what the category would have received under a strict application of a proportionate increase. Unobligated funds from FY10 Reprogramming will be made available to ADAP before the end of the FY10 budget year;

- Allocate \$1.5M in additional funds to Medical Case Management to pay for 1) additional care coordination programs, which will address needs in geographic areas not having previously received care coordination funding and 2) printing of educational materials in English, Spanish and Haitian Creole. This amount is about one half of what this category would have received under a strict application of a proportionate increase. Discussion ensued regarding the allocation directives of the PSRA Committee focus on service categories and not specific contracts, possible funding cuts in coming years and the financial impact on newly-funded contracts and the inclusion of other languages in the development of educational materials;
- Allocate \$800,000 in additional funds to Harm Reduction, to be used to increase contract budgets to retain service targets after rate increases. Funds may also be used to purchase rapid test kits for Harm Reduction programs. While this is less than what the category would have received under a strict application of a proportionate increase, it is the amount that the category could absorb and will help increase services.
- No increase to Mental Health services, as contract budgets can be increased without increasing the category's allocation, due to underperformance of the service category and/or contract takedowns.
- Allocate the remainder of the increase (~\$3.5M) proportionately to the following service categories:
  - *Housing - \$1,517,513.* The category includes transitional housing, housing placement assistance and emergency rental assistance. Criteria for contract increases will be established by the grantee and increases will be directed to the entire portfolio of contracts.
  - *Early Intervention - \$660,108.* Funds will be used to purchase rapid test kits, to provide HIV education & support to newly diagnosed PLWHAs and to increase contract budgets after rate increases. While the HIV education and support curriculum is currently in development, it will be based on a peer-led discussion group model, employing ~ twenty (20) peers.
  - *Legal Services - \$505,941.* Consistent with the 4/8/10 HRSA policy, permanency planning services will be added to contracts. Budgets and service targets will be increased for high-performing contracts.
  - *Food & Nutrition - \$693,258.* Funds will be used to increase capacity for programs with waiting lists and/or to pay for increased food and personnel expenses. It was noted that food costs may comprise only ~20% of operating budgets; the remainder of funds are often used for administration, infrastructure, transportation and delivery.
  - *Supportive Counseling - \$253,130.* Funds will be used to increase planned service targets and budgets for high-performing contracts.
  - *Outpatient Medical Care - \$40,353.* Funds will be used to pay for laboratory costs that are not included in the reimbursement rate in connection with the Outpatient Bridge Care program for individuals in transitional status/settings.
  - *Outreach - \$142,296.* The grantee will be establishing criteria for contract increases.
  - *Home Care - \$120,060.* The grantee will be establishing criteria for contract increases.

***ACTION:*** A motion was made, and seconded, to approve the FY2010 Base Spending Plan, as presented. A roll call vote was taken and the motion passed unanimously.

Mr. Park reviewed spreadsheet showing the FY 2010 MAI budget.

***ACTION:*** A motion was made, and seconded, to approve the FY2010 MAI Spending Plan, as presented. A roll call vote was taken and the motion passed unanimously.

Mr. Park presented the FY 2010 Reprogramming plan approved by the PSRA. As in the FY09 reprogramming plan, funds will be used to:

- Restore \$2M to ADAP that was withheld at the beginning of the year;
- Give the grantee flexibility to move funds between service categories up to 15% to enhance high performing contracts;
- Provide funds for the purchase of rapid test kits; and
- Provide additional funds for ADAP.

***ACTION:*** A motion was made, and seconded, to approve the FY 2010 Reprogramming plan, as presented. The motion passed unanimously.

Dr. Lehane presented the Tri-county FY 2010 Base and MAI spending plans, which applies the increase in the award to ADAP, Early Intervention Services, Medical Case Management, Mental Health, Food Bank and Transportation services.

***ACTION:*** A motion was made, and seconded, to approve the FY2010 Tri-County Base and MAI budgets, as presented. A roll call vote was taken and the motion passed unanimously.

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

Felicia Carroll reported on behalf that the *PLWHA Advisory Group* met 4/12/10, requesting resolution of the Board of Directors' Task Force. The full meeting will be held on May 18 from 5:30-7:30PM at 40 Worth St.

Darryl Ng and Matthew Lesieur, on behalf of the *Policy Committee*, presented two letters for Planning Council support, which addressed 1)the FDA categorical ban on MSM blood donations and 2) the 30% rent cap bill which is awaiting NYS Governor Paterson's signature. It was noted that the cost of passing the Rent Cap Bill would have a financial impact on the City of ~\$150M and \$30M on New York State. A motion was made to support the letters as presented. The motion passed.

Lee Hildebrand reported that the *Needs Assessment Committee* recently convened a series of meetings, at which AOD and Immigrant issues were addressed.

The *Integration of Care Committee* will be meeting at the end of May, at which the current Harm Reduction service model will be reviewed and the development of the new directives of the service model for the upcoming RFP for harm reduction programs will commence.

Victor Benadava reported that the *Consumers Committee* met recently where Public Health Solutions presented on the current CAB guidelines in order to inform the ongoing planning/ implementation of the CAB effectiveness survey/project which will begin later this summer.

On behalf of the *Priority Setting/Resource Allocation Committee*, Marya Gilborn acknowledged the work of committee members, resulting in the FY10 Spending Plans which were approved today.

On behalf of the Co-Chairs of the *Rules & Membership Committee*, David Klotz reported that the Committee has met to review Planning Council attendance and to review the motion made at the February 2010 Planning Council meeting to reconvene the Board of Directors Task Force. The Committee will be meeting shortly to consider new applications for the 2010-11 Planning Council cycle.

Jan Park reviewed the 2009-2010 timeline of activities related to Task Force, including the determination by the Task Force that the resolution was not enforceable and that the Planning Council motion to permit the Consumers Committee and PLWHA Advisory Group to elect members to the Task Force was determined to be out of order and invalid, as supported by the Planning Council Bylaws and Robert's Rules of Order.

The motion was made and seconded to re-affirm the Task Force's finding that the original resolution is unworkable. The motion passed, with one abstention.

#### **Agenda Item #5: Grantee Report**

Jan Park reported that the request to HRSA for technical assistance has been granted and that Emily Gantz-McKay will be meeting with the Planning Council within the next few months.

JoAnn Hilger reported that NYCDOHMH is in the process of compiling Base end of year closeout information, including underspending data and that the Ryan White Service Directory has been updated and is accessible at [www.ryanwhitenyc.org](http://www.ryanwhitenyc.org). NYCDOHMH also convened the first Care Coordination Provider meeting.

There was no report given by the Tri-County region. It was noted that the Tri-County region spends less than one-sixth (1/6) per client than NYC in delivering Part A services.

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