

# *HIV Health and Human Services Planning Council of New York*

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## **ALCOHOL & OTHER DRUG USE WORKGROUP**

Tuesday, November 18, 2003

10:00 AM–12:00 PM

2 Lafayette Street, 11<sup>th</sup> Floor Conference Room

### **Minutes**

**Members Present:** Leslie I. Glenn, Guillermo Garcia-Goldwyn, Edwin Santiago

**Members Not-Present:** Sallie Adams, Retha Boston, Robert Busan, Antoinetta Etienne, Matt Hamilton, Michelle Lee Heung, Acquanitta Martin, Jose Quinones, Orlando Roman, Leanne Savola, Sharon Stancliff, Selma Torres, Patricia Williams

**Guests:** Michael Carden, Warren Nadel, Ted Weston

**OAPC/Planning Council Staff:** Robert Shiau

#### **I. WELCOME/INTRODUCTIONS**

Co-Chair Edwin Santiago opened the meeting. Introductions were made.

#### **II. REVIEW OF MINUTES**

The minutes from the October 21 meeting were reviewed. A quorum was not present so a vote was not taken to approve the minutes.

#### **III. NEW TEMPLATE: ALTERNATIVE & COMPLEMENTARY THERAPIES**

Orlando Roman was not present due to jury duty so the presentation and discussion of the proposed template was deferred and will be re-scheduled for a future meeting.

#### **IV. REVIEW OF YEAR 14 TEMPLATES/ DISCUSSION OF DATA NEEDS**

Robert Shiau briefly reviewed the “*Work Group Principles for Assessing the Title I Service Portfolio*” as well as *Tables 10* and *11* from the Title I application. He explained that the purpose of reviewing the documents was to provide workgroup members with an understanding of AOD services within the entire NYC Title I service portfolio as well as provide a contextual framework for re-assessing the workgroup’s service priorities and their respective templates.

Following the review of the “*Work Group Principles*” and *Tables 10 & 11*, the workgroup members also discussed the available P&E Initiatives and CHAIN Reports. R. Shiau asked workgroup members to forward any reports, studies, or data sources related to AOD services to him for distribution to the entire workgroup.

The workgroup members then began the process of re-assessing the entire portfolio by developing a preliminary schedule for the review of the existing service templates. As a part of the process, all the templates were reviewed and similar templates were identified and scheduled for review during the same meeting. Please see attached document for details of the review schedule/portfolio re-assessment plan.

#### **V. ANNOUNCEMENTS**

There were no announcements.

#### **VI. ADJOURNMENT**

The meeting was adjourned.