



INFRASTRUCTURE WORKGROUP
Ryan Chavez & Brenda Lee Curry, Co-Chairs

Thursday, January 8, 2004
10:00 AM–12:00 PM
Community Resource Exchange
39 Broadway, 10th Floor

Meeting Minutes

Members Present: Randi Baker, Michael Bosket, Joe Bostic, Ryan Chavez, Brenda Lee Curry, Naomi Fatt, Melissa Haithcox, Ron Joyner, Wei Lam, Elizabeth Levine Susan Rhodes
Members Not Present: Ivy Gamble Cobb, M. Saidia McLaughlin, Jairo Pedraza, David Singh
Guests: Petra Berrios, Felicia Carroll, John Hatchett, Stacey Murphy, Daniel Tietz, Denice Williams
MHRA: Bettina Carroll, Judi Verdino
OAPC: Stephen Bailous, Rafael Molina, Robert Shiau

I. WELCOME/INTRODUCTIONS

Ryan Chavez and Brenda Lee Curry opened the meeting. Introductions were made.

II. REVIEW OF MINUTES

The draft minutes from the December 4 meeting were reviewed. The minutes were approved with minor revisions.

III. PROGRAM MONITORING DATA FOR INFRASTRUCTURE PLANNING

Judi Verdino, Director of HIV Care Services/MHRA, gave a presentation that focused on the technical assistance needs of organizations. Ms. Verdino explained that during the contract monitoring process that MHRA performs with all of the Title I-funded agencies, the information that is collected from site visits, program monitoring reports, financial reports, as well as the contract managers can provide a useful measure of the types of issues faced by organizations.

Based upon the data, Ms. Verdino identified 3 areas in which organizations tended to need assistance: basic infrastructure support; Title I contract-specific issues; and program-specific technical assistance. She then further defined six areas of technical assistance need: fiscal systems; resource development; government contracting; program operations; and client recruitment and engagement. Ms. Verdino also identified a growing need for technical assistance as service providers and other organizations address unmet need as well as the challenges of integrating and coordinating HIV prevention and care services into a comprehensive continuum.

Following her presentation, Ms. Verdino shared a draft version of the program descriptions of the new technical assistance providers that were selected during the previous year's RFP process.

She said that the program descriptions are subject to minor revision as the contracts hadn't yet all been fully executed. She also said that the descriptions would be updated once the HOPWA-funded TA programs had completed the contract negotiation process.

IV. TEMPLATE REVIEW: CONSUMER ADVISORY BOARDS

Bettina Carroll, Deputy Director of HIV Care Services/MHRA, provided the workgroup with a snapshot of CABs that currently exist within the Title I funded organizations. Ms. Carroll explained that there had been 8 organizations during the previous year which were not in compliance with MHRA's CAB requirements. She then explained that as of the current date, 7 of those organizations were now in compliance with the MHRA CAB guidelines. The remaining organization no longer had a Title I contract and was not required to have a CAB.

Robert Shiao then walked the workgroup through a detailed analysis of the CAB template compared to the existing MHRA guidelines for CABs. The analysis addressed each section of the CAB template line by line and demonstrated that the existing MHRA guidelines already contained the features that the CAB template was designed to address. There was much discussion during the review of the document which Mr. Shiao had prepared and questions raised about the comparison. After much discussion, the workgroup raised a question about what was the purpose of the comparative review. Mr. Shiao explained that it was an attempt to have the workgroup move forward by addressing some of the major concerns about the CAB template and having the CAB template implemented.

V. CAB TEMPLATE: MOVING FORWARD

After much heated discussion, the workgroup made 2 substantial motions:

Motion: Since the CAB template and the existing MHRA guidelines are equivalent, to withdraw the CAB template from implementation. (*Passed*)

Motion: To explore developing a new service that provides technical assistance in some form that will assist CABs in becoming more effective bodies at the Title I funded agencies. (*Passed*)

VI. ADJOURNMENT

The meeting was adjourned.