

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

Thursday, December 4, 2003
10:00 AM–12:00 PM
2 Lafayette Street, 11th Floor

Draft Meeting Minutes

Members Present: Randi Baker, Joe Bostic, Ryan Chavez, Ivy Gamble Cobb, Brenda Lee Curry, Naomi Fatt, Melissa Haithcox, Ron Joyner, Elizabeth Levine, Christina Kazanas, Wei Lam, Susan Rhodes

Members Not Present: Michael Bosket, M. Saidia McLaughlin, Jairo Pedraza, David Singh

Guests: Stacey Murphy

OAPC: Robert Shiau

I. WELCOME/INTRODUCTIONS

Ryan Chavez and Brenda Lee Curry opened the meeting. Introductions were made. Ryan Chavez announced the appointment of new workgroup member Melissa Haithcox.

II. REVIEW OF MINUTES

The draft minutes from the previous month's meeting were reviewed. A request was made to revise the minutes so that they included additional details on the discussion regarding the Consumer Advisory Board template. reflect the workgroup's discussion of the CAB template. The minutes were approved. Robert Shiau quickly reviewed the contents of the meeting packet.

III. INFRASTRUCTURE/HOUSING WORKGROUP COLLABORATION FOLLOW-UP

Following a request for some clarification on the HOPWA funds that are to be used to fund some additional TA programs for a year. The discussion was a follow-up to the motion made by the Infrastructure Workgroup to collaborate with the Housing Workgroup to explore if HOPWA funding could be allocated to fund the TA proposals from the recent RFP that were fundable but not funded.

At the November meeting of the Planning Council, Frank Oldham, Jr. announced that a pool of unspent HOPWA administrative funds from the Office of AIDS Policy Coordination would be used to fund a number of the fundable, but unfunded TA proposals. OAPC had been exploring various ways of using the funds and decided to use the funds in a way to benefit the HIV/AIDS community. Mr. Shiau said that he did not know any additional details concerning the HOPWA/TA project and referred workgroup members to speak with Gary Sutnick or Frank Oldham if they had any additional questions.

IV. DATA SOURCES FOR PLANNING

Dr. Susan Abramowitz, PhD, Co-Chair of the Data Committee, explained that one of the Co-Chairs had invited her to address the workgroup in order to explore how the Data Committee might assist the Infrastructure Workgroup with finding additional data resources for the planning process. Discussion focused on the issue of the measuring the effect or outcome of technical assistance services—a problem that is further compounded by the broad range of services covered by the term “technical assistance.”

The workgroup also discussed with Dr. Abramowitz the issue of not having applicable TA service utilization data. Workgroup members explained that the service category was re-RFPed earlier in the year and most of the contracts are brand new. As a result, the data in MHRA's most recent Program Monitoring Report would not be entirely applicable. Dr. Abramowitz suggested that the workgroup could review the types of services currently available from the new TA programs as well as examine the types of TA that are needed by Title I-funded agencies. From that information, the workgroup could then choose to review and refine the template with more narrowly defined TA service types to better meet the TA needs of agencies in New York City .

There was general agreement that infrastructure services present rather unique issues that complicate the Title I portfolio re-assessment and the planning process. Dr. Abramowitz felt that the discussion may not have produced any easy answers or solutions to the workgroup's data needs, but it was an important and useful discussion that was started at the meeting and one that she hoped would be continuing.

V. RE-ASSESSMENT OF THE TITLE I SERVICE PORTFOLIO

The workgroup members again reviewed the "Work Group Principles for Assessing the Title I Service Portfolio" and Tables 10 & 11 from the Title I Application as a reminder of the workgroup charge and the reassessment process that they must accomplish this planning year. Following the review of the documents to provide a context for reviewing the templates, Mr. Chavez led the group in beginning the process by opening a discussion of the Leadership Training Institute (LTI) template. There was concern expressed about the process and the possible decision to make significant cuts or changes any of the service priorities. A number of workgroup members expressed that while they understood and were comfortable with the *Guiding Principles* and the other context documents, they were not entirely sure how to actually go through the process of reassessing the templates with the guidance from the Planning & Evaluation Committee. Mr. Shiao gave a brief explanation of how the process might be set up for the workgroup and promised to provide some additional documents that would make the procedure clearer and more understandable.

VI. ANNOUNCEMENTS

There were no announcements.

VII. ADJOURNMENT

The meeting was adjourned.