

**Andrew J. Spano**  
County Executive

Department of Health

Joshua Lipsman, M.D., M.P.H.  
Commissioner

**TRI-COUNTY RYAN WHITE TITLE I  
STEERING COMMITTEE MEETING**

Thursday, October 21, 2004

Planned Parenthood – White Plains Center  
175 Tarrytown Road

**APPROVED MINUTES**

- Members Present:** V. Alvarez, L. Beal (for H. Fitzgerald), C. Brazil, D. Capasso, G. Diaz, K. Everett, J. Ganapol, L. Hilton, M. Littles, R. Maher, R. Marrero, R. Schiffrin, C. Silva (for G. Moon), M. Sosne (for L. DiPierro), M. Lopez Squillini, A. Straus, S. Sullam (for H. Blecher), P. Taddeo (for S. Levine, MD), G. Yarn
- Members Absent:** L. Bennett, W. Bullock, B. Cauthen, D. Frantzen, R. Glicksman, T. Henriquez, J. Hilger, J. Hornig, B. Ilardi, R. Leandre, J. Levy, J. McGovern, R. Ortiz, A. Paige-Bowman, S. Pemberton, M. Piazza, D. Scholar, K. Scott, K. Slade, L. Tackley, S. Wayne, R. Williams, O. Young
- Guests Present:** M. Hodgson-Vargas, M. Shelley
- Staff Present:** J. Lehane, T. Petro, B. Reyes
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**I. Approval of September 8, 2004 Minutes**

The minutes were unanimously approved.

**II. Announcements**

- In response to the recent flu vaccine shortage, Westchester, Putnam, and Rockland Counties have established hotlines to keep their residents informed. The Flu Info Hotline telephone numbers are: Putnam/845-278-6130, Rockland/845-364-8990, and Westchester/914-813-5609. Two WCDOH press releases about the flu vaccine shortage were distributed.
- Planned Parenthood has received a three-year HRSA grant to provide rapid testing at their five centers in southern Westchester. The program should be operational in January 2005. This is a pilot program and PP hopes to expand rapid testing to all 13 of their centers in the future. The agency is recruiting staff for the project and is looking for a RN and/or CSW to help coordinate the program. R. Schiffrin distributed a “position available” flyer.

- TOUCH of Rockland County has openings in its Positive Teen (Support) Program. The group meets weekly and is open for all teens in the area.
- Westchester AIDS Council health fair, "Staying Healthy and Alive for 2005," which is co-sponsored with Abbot Labs, will be held on November 19<sup>th</sup> at SUNY Westchester Community College in Peekskill. Contact Larry Hilton at 914-667-1010 for more information.
- The Council of Community Services of NYS is hosting a conference, "Strategies for Successful Fund Development" on November 1<sup>st</sup> at the Hampton Inn in Elmsford, NY. Call CCSNYS at 914-375-2646 for registration and more information. In addition, a CCSNYS getting-to-know-you provider luncheon will be held on October 26<sup>th</sup> at Greyston Health Services in Yonkers.
- A save-the-date flyer was distributed advising of the New York AIDS Coalition's statewide conference to be held November 8-9 at Interchurch Center in NYC.

### **III. Updates**

#### Living Together (V. Alvarez)

Victor reported that he recently attended a PLWHA veterans steering committee meeting in Washington. He advised that the federal Department of Health & Human Services is anticipating cuts in services for all VA centers and that the centers were losing staff who provide HIV services. (Tony Galfano from the Montrose VA advised that he should be called if any Tri-County PLWHA was being turned away.) The VA meeting members discussed: a new HRSA policy paper on using Ryan White funds for veterans; if the national prevention-for-positives initiative places too much pressure on PLWHA; and communication issues between providers and patients. Victor also advised that likely reductions in HOPWA funding may impact care. The next LT meeting is scheduled for October 28; members will discuss how better to communicate with partners.

#### Title II (K. Everett)

The Title II Steering Committee and Network will be meeting on Friday, October 29, 2004. The NYSDOH/AIDS Institute contracted with Union University to review the structure of the networks and making suggestions for reorganizing and strengthening them. Everyone is invited to attend and participate in the review that day.

The Mental Health/Substance Use Committee will be holding a breakfast forum on Wednesday, November 3, 2004 at ARCS. The focus will be the barriers and misconceptions of mental health services for PLWHA. Providers and consumers are urged to attend and participate in the discussion.

### **IV. Title I Project Updates**

- Legal Services: Currently there are three Tri-County Title I providers of legal services and WCDOH is reviewing the types of their clients' legal issues and caseloads to assure they are in compliance with HRSA policy. One or more of the programs may have to be pared back or terminated next year at which point cases would have to be closed or transitioned to another agency.
- Unit Cost Project: A training will be conducted on November 4, 2004 (2:00 pm at ARCS) for all Tri-County Title I providers of case management, food, harm reduction (none in Tri-County), housing, mental health, and outreach services to introduce this new project. NYCDOH has contracted with American Express/Tax & Business Services to determine costs for each of the service indicators in these categories in order to better plan and contract for services. Select agencies will participate in a "time" study and all agencies in these categories in NYC and Tri-County will receive a survey with questions regarding the tasks, time, and costs to provide various services to clients.

- Carryover Funds: HRSA approved the carryover (from FY2003) in the amount of \$377,170. The Steering Committee already allocated \$400,000 (including all the carryover) in FY2004 for the pools (ADAP & ADAP-Plus). However, WCDOH suggested that several time-consuming administrative steps (i.e., contracting with NYCDOH and NYSDOH) might be avoided if the pools allocation were reduced to the \$377,170 carryover and incorporated directly by NYC into its contract with NYS. The Steering Committee unanimously agreed.
- Medical Van Purchase Approved: HRSA has approved Title I funds to be used to purchase a new medical van to provide mobile services across the Tri-County region. Westchester Medical Center will complete the purchase by the end of the fiscal year. WMC is exploring additional sites for the van to provide services. The van will continue screenings for cervical (pre-cancerous) dysplasia and will add screenings for anal dysplasia as well.
- PCRS Training: Discussions continue with the AIDS Institute about providing Partner Counseling & Referral Services training for outreach workers and case managers. The training, which will be scheduled in the spring of next year, will increase awareness of partner notification assistance programs provided by the Departments of Health in each county and help outreach workers and case managers talk to clients about the importance of notifying their sex- and needle-sharing partners. (It was noted that WCDOH has already moved to allow current Title I-funded outreach programs to extend their services to partners.)
- Communication Training: The Tri-County recommendation for training of medical and social services providers in communication skills is on hold at the request of the medical director's office of the AIDS Institute. The State is exploring how such trainings might foot with the ongoing quality of care program.
- Ryan White Title I Application: The FY2005 application to HRSA from NYCDOH is due on November 10, 2004. Two drafts have been completed and reviewed. This year the guidelines were changed and the application was limited to 80 pages. Whereas FY2004 saw a substantial increase in the award, next year it is likely that there will be a reduction. The award should be known by February 2005.
- Treatment Adherence: The request for proposals (RFP) for treatment adherence programs is in development. The basic components of the model have been determined through a meeting of the Health Committee. The RFP should be released by the end of this calendar year. It is anticipated that three awards will be made with the total \$225,000 that was prioritized by the Steering Committee, all pending sufficient funding received in the FY2005 award.
- Haitian Needs Assessment: The assessment project to determine HIV-related needs of the Haitian community has been delayed. Staff of the Council of Community Services of NYS and the Haitian American Cultural Social Organization have been unable to meet to discuss some outstanding issues regarding the specific needs of HACSO first. The delay is partly the result of the devastation experienced in Haiti by hurricane Jean. HACSO had been working to provide hurricane relief. (Rob Maher reported that the Haitian conference held in Queens earlier this month was a success.)

## **V. Strategic Planning Presentation**

Matthew McClain of McClain & Associates, Inc. was unable to attend the today's meeting. Julie Lehane provided an overview of the previous 3-year strategic plan and needs assessment, and the plan's monitoring and evaluation report issued this summer. M&A has been retained by NYCDOH to develop the plan for the next three years (i.e., to guide priority-setting from 2006-2008). The Steering Committee, service subcommittees and consumers will be called upon starting next month to develop macro-goals (Tri-County's to merge with NYC's) with measurable objectives which can be specific to this region. The timeline calls for completing the plan by March 2005.

**The next meeting is scheduled for Wednesday, November 10, 2004, 10:00 AM at Planned Parenthood - White Plains Center.**