

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**

Wednesday, November 10, 2004
Planned Parenthood – White Plains Center
175 Tarrytown Road

APPROVED MINUTES

- Members Present:** V. Alvarez, C. Archbald MD, R. Birchard (for C. Brazil), G. Diaz, K. Everett, D. Frantzen, J. Ganapol, L. Hilton, S. Levine MD, M. Littles, J. McGovern, S. Pemberton, D. Scholar, C. Silva (for G. Moon), K. Slade, M. Sosne (for L. DiPierro), M. Lopez Squillini, A. Straus, S. Sullam (for H. Blecher), S. Wayne, O. Young
- Members Absent:** L. Bennett, W. Bullock, D. Capasso, , H. Fitzgerald, J. Hilger, J. Hornig, B. Ilardi, R. Leandre, J. Levy, R. Maher, R. Marrero, A. Paige-Bowman, M. Piazza, R. Schiffrin, K. Scott, L. Tackley, R. Williams, G. Yarn
- Guests Present:** D. Abramson, G. Avila, L. Jewell, L. Lucey, M. Shelley
- Staff Present:** J. Lehane, T. Petro, B. Reyes
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I. Approval of October 21, 2004 Minutes.

The minutes were unanimously approved as presented.

II. Announcements

- Cheryl Archbald, MD, who recently replaced Roz Glicksman, MD, as the WCDOH's new Deputy Commissioner of Community Health Services was introduced. She replaces Dr. Glicksman as a member of the Steering Committee.
- As World AIDS Day is December 1st, organizations were asked to submit plans for activities to Basil Reyes by November 15th for incorporation into a World AIDS Day events list to be e-mailed to the community before the end of the month.

- A November 8 press release from WCDOH about the flu vaccine shortage was distributed as well as a NYSDOH advisory flyer on how to avoid contact with germs.
- WCDOH is hosting a World AIDS Day conference on Friday, December 3rd. The topic will be women's health issues with a focus on men who are on the "down low."
- M. Littles advised that he attended a community advisory board meeting at which guidelines were presented by a rep from Boehringer-Ingelheim, the manufacturer of Viramune, who stated that the drug should not be taken by those whose T-cell count is above 250 nor by those with Hepatitis B and/or C.
- L. Lucey from Legal Services of the Hudson Valley announced that Mary E. Mahoney, Esq. has filled a new staff position established with Ryan White Title II funds. LSHV intake procedures have been streamlined and can be completed by calling Mary Grace Ferone at 914-949-1305 ext. 135. If there is an emergency, clients can "walk-in" for an intake.

III. Updates

Living Together: (V. Alvarez)

Victor reported that Gerald Yarn's mother passed away and that condolence cards may be sent to the LT office. He also announced that 14 LT members are currently hospitalized for various reasons and that more severe illnesses often appear during the holiday season, possibly influenced by stress and depression. The next LT meeting, scheduled for November 18, will focus on the new federal Public Health Services' HIV treatment guidelines.

Title II: (K. Everett)

Kelli reported that she attended the New York AIDS Coalition conference on November 8 and 9 in NYC at which the main agenda topic was the reauthorization of the Ryan White CARE Act which expires on September 30, 2006. Representatives of the southern states believe that New York and California receive a larger portion of the funds than deserved. They would like to see a redistribution of the funds in which the southern states receive more money. They argue that the number of new cases in NY and CA has stabilized in the past few years while increasing in the south. One suggestion to even out the funding is to take the yearly carryover money from Title I EMAs (Eligible Metropolitan Areas) that historically allocate carryover to their states' ADAPs and redistribute those funds south. But reps from NY and CA argue that whereas the numbers of HIV/AIDS cases has stabilized in their states, there are now many more people to serve in NY and CA than in other regions of the country. They say that NY and CA are being penalized for success in stabilizing the spread of the virus.

Concerns were also raised at the conference about the direction the new federal administration is taking on "medicalization" of the CARE Act. Conference participants were afraid that this new focus will decrease the planning roles held by Title I EMAs and consumers. A NYAC position paper will be issued in January 2005 which will advocate maintaining the current Title I structure and funding formulas.

Kelli also reported that people living in northern and western areas of NYS felt that their concerns were not being fully addressed by the NYSDOH/AIDS Institute.

IV. Title I Project Updates

- Legal Services: WCDOH announced that one of the Title I-funded legal services contracts will not be renewed next year. Clarification of HRSA policy precipitated changes to programs currently providing legal services to Tri-County residents. According to HRSA policy, besides wills and bankruptcies, only cases involving discrimination and denial of services because of HIV status can be covered.

- Unit Cost Presentation: A training for some Title I providers to introduce the new Unit Cost Project was held on November 4, 2004. Consultants from American Express Tax and Business Services Division explained how per unit costs for indicators (i.e., the cost of providing Title I services) will be developed in six service categories: case management, food, harm reduction (NYC only), housing, mental health, and outreach. A sample of providers was selected to also participate in a time study and TOUCH of Rockland will represent the Tri-County region in this part of the project. The providers who attended the meeting expressed some concern that funding allocations may be affected based on the results of this unit cost development project. The consultants indicated that the purpose of the study was to provide another source of data and a possible tool to be used in future planning processes.
- CCSNYS' Fund Development Forum: CCSNYS held a full-day Fund Development Forum on November 1, 2004 at the Hampton Inn in Elmsford for all Tri-County HIV/AIDS providers and those looking to provide such services. The attendance was less than expected with only 13 participants representing eight agencies present. However, those attending received important information on how to research funding sources and what funders look for in an applicant. Plans are in the works for smaller half-day training sessions for the future.
- \$134 Million Title I Application: The New York Title I EMA's Year 15 (3/1/05-2/28/06) application in the amount of \$134 million was delivered today (November 10th) to HRSA by NYCDOHMH. The Tri-County region will receive about \$6 million if the total amount requested is awarded. The guidelines for the application were changed this year and the entire story of services in NYC and the Tri-County region had to be told within only 80 pages. Mike Isbell, the application writer, did a great job in pulling together all of the needed materials and making sense out of a tremendous amount of information. The awards will be announced most likely in February 2005. An increase in the award is not anticipated. There may even be cuts in the award which means that funding priorities may have to be revisited. NYC is already planning for cuts in its portfolio just in case.
- Year 13 Carryover Delay and Year 14 Unspent Funds: HRSA verbally approved the Year 13 (3/1/03-2/29/04) carryover in the amount of \$377,170. However, due to technical difficulties with the NYC payment management system, the actual transfer of funds has not yet been completed. The Steering Committee had previously voted to allocate the carryover to the HIV uninsured care pools (ADAP, ADAP+). Though NYC was considering allocating its unallocated Year 14 unspent funds also to the pools, the Steering Committee was reluctant to do the same for Tri-County since unspent Year 14 funding may be needed to float advances to Title I providers if the NYC/Tri-County Year 15 contract is not executed expeditiously.
- Additional Resource Cards & Directories: Requests for additional wallet-size resource cards have come from Living Together, CHAIN and others. Since all of the current year's lot has been distributed, in order to fill these requests, more cards must be printed. Needed is a minimum of 2000 Westchester, 400 Rockland, and 200 Putnam cards at a cost of approximately \$700. The new cards will have a few minor revisions of information and may be distributed to all counseling and testing programs as well. The Steering Committee asked WCDOH staff to explore having additional printings done at a copy-shop rather than at the original printers in order to save money. (Requests for the resource directories have all been filled and there are still 840 copies left in house.)
- Assessing Clients for HIV Primary Care Utilization: Prompted largely by HRSA and the desire to hold providers more accountable, the NYCDOHMH is taking steps to ensure that all Title I programs assess clients for whether they are in HIV primary care, on antiretrovirals, and have had recent CD4 and viral load counts taken. Beginning next year all Title I providers in the EMA will be obligated to address these issues which will be a first phase towards collecting primary care outcome measures and reporting them monthly. Outcome measures are being incorporated into the newly released Title I RFPs in NYC and are being added to the soon-to-be-released Tri-County treatment adherence services RFP.

V. New Strategic Planning Goals and Objectives

As a new three-year strategic plan (2006-2008) is to be developed, the Steering Committee reviewed the Tri-County goals and objectives from the previous plan. This year the entire EMA will develop broader goals and more specific and measurable objectives. The Steering Committee, through the service subcommittees and consumer groups, will develop goals with the help of the consultant group McClain and Associates, Inc. Committee members suggested that the goals for the next three years should be “client-focused” rather than “system-oriented.” The objectives must be written in a way that allows for measurable results that can show an outcome. The information collected by CHAIN, as well as service utilization data, need to be kept in mind as these objectives are developed. The goals and objectives developed in Tri-County will be combined with those developed by NYC to form one cohesive strategic plan that will guide priority-setting and planning activities for the next three years.

VI. Next Meeting

The next meeting is scheduled for Tuesday, December 7, 2004, 10:00 AM at Planned Parenthood - White Plains Center (Hanukkah begins at sundown).