

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, December 14, 2005
Planned Parenthood – White Plains Center
175 Tarrytown Road

APPROVED MINUTES

- Members Present:** V. Alvarez, C. Archbald, MD, L. Beal, L. Bennett, C. Brazil, C. Burwell, B. Cauthen, G. Diaz, H. Fitzgerald, K. Everett, B. Ilardi, D. Kittell, S. Levine, MD, R. Maher, J. McGovern, R. Schiffrin, D. Scholar, A. Straus, S. Sullam (for H. Blecher), H. Temple (for E. D’Aquino), R. Cestone (for S. Wayne) and G. Yarn
- Members Absent:** M. Bannister, D. Capasso, L. Hilton, R. Leandre, M. Littles, M. Lopez-Squillini, D. Marlowe, A. Paige-Bowman, T. Payne, S. Pemberton, M. Piazza, K. Scott, K. Slade, D. Stern and O. Young
- Guests Present:** D. Abramson, S. Berk, A. Clarke and J. Park
- Staff Present:** J. Lehane, T. Petro, B. Reyes
-

I. Approval of Minutes

The November 16, 2005 minutes were unanimously approved as presented (A. Straus/G. Diaz).

II. Announcements

- Save the date of January 26, 2006 for the introduction to the CDC’s (Center for Disease Control’s) DEBI (Diffusion of Effective Behavioral Interventions) HIV prevention module targeted PLWHA titled “Health Relationships.” The training, conducted by the University of Rochester’s Center for Health and Behavioral Training, will be a full-day event and breakfast and lunch will be provided. This training is an overview of the module and is more appropriate for program directors and supervisors. Seats are limited so providers should register as soon as possible. Contact Basil Reyes at bar3@westchestergov.com or 914-813-5119 for more information and/or to reserve a place at the training.
- On December 14 HRSA’s HIV/AIDS Bureau will hold a 2 PM webcast for Title I/II grantees titled “Practical Tips for Counseling People with Medicare about Prescriptions Drug Coverage.”

- The 2006 schedule of Title I Steering Committee meetings was distributed; two meetings (April 12 and September 13) will be convened at Nyack Hospital in Rockland while the rest will be held at Planned Parenthood in White Plains.

Many World AIDS Day (WAD) events took place from November 30 through December 4:

- R. Maher and S. Sullam reported that the Rockland consortium of HIV/AIDS service providers set up an informational table about local HIV services, complete with a running PowerPoint presentation, at the Palisades Mall from 2-6 PM on December 1. Rockland DOH also conducted three days of rapid testing at various locations, including at TOUCH.
- D. Kittell reported that the December 4 dance-a-thon "Move Against AIDS" held by GMHC in NYC was a big success. She raised several hundred dollars to support HIV/AIDS programming and had lots of fun as well. She suggested that a dance event be considered in Tri-County for next year.
- C. Burwell noted that D. Scholar did a great job in helping organize Mount Vernon's annual WAD luncheon held on December 1 at Grace Church. It was reported that more and more local community members attend each year and get involved in raising community awareness of the need for HIV prevention.
- G. Diaz reported that, in addition to the annual quilt display and memorial service, the Yonkers AIDS Task Force sponsored a WAD Walk which attracted many participants and a good number of consumers. A "testimonial of the affected" was also given this year by Sharing Community's deputy executive director, David Booker.
- S. Sullam noted that the WAD conference "HIV Prevention: A New Paradigm, New Partners" held at Tappan Hill Mansion in Tarrytown was one of the best with over 150 people attending and participating in lively discussions regarding topics such as risk factors for African American women, crystal meth use and abuse in suburbia, and the internet as the new gay bar. Dr. Monica Sweeney, a member of the President's AIDS advisory council, gave a riveting keynote address regarding changing our perception of HIV prevention and who should be tested and when.

III. Update Reports

Living Together (V. Alvarez)

- V. Alvarez and L. Beal reported that they recently attended the quality of care meeting held at the AIDS Institute in NYC. The AI will soon be passing new quality of care information on to consumers and also will be surveying providers and consumers about access and availability of mental health services.
- The AI is distributing cards to consumers designed to record the results of various lab reports. The objective is to help consumers keep this important information in one place and available to take with them to medical appointments. Tri-County consumers can contact Living Together which will be given a supply of the cards.
- LT is planning a training session on peer support to address issues of stigma and stress, the date and time to be determined.
- The next LT meeting will be held on December 15, 2005 at ARCS. The topic of the meeting will be Medicare Part D. (C. Brazil advised that she would make available a list of Part D plans which cover all HIV-related meds.)

Title II (K. Everett)

- Congratulation to Victor Alvarez who on December 1 received the World AIDS Day Award for outstanding service presented by the NYSDOH Commissioner of Health, Dr. Antonia Novella.
- There will not be any regular network meetings during the month of December, but there will be a special joint case management and housing meeting to be held on December 15, 9:30-11:30 am at ARCS. Members from both committees will be identifying the unique roles and responsibilities for case managers and housing services workers. All supervisors of case management and housing programs are invited to attend and join the discussion.
- The Community Awareness Committee is planning another legislative breakfast which will be held in January or February. After the recent legislative visit to Congresswoman Nita Lowey's local office, the Committee drafted a letter of thanks for her attention and support for reauthorization of the Ryan White Title I CARE Act. The Committee will also more closely be examining Governor Pataki's stand on reauthorization and how to seek his support.
- The Network newsletter will be out soon. If you have anything that you would like published in the newsletter, including announcements for job openings, please contact Kelli Everett at 914-428-6300 x230 or lhrcarenetwork@gmail.com.

Title I (T. Petro)

- Jan Carl Park, the newly appointed NYCDOH Director of the Office of HIV/AIDS Policy and Community Planning, and Governmental Co-Chair of HIV Health and Human Services Planning Council, was (re-) introduced. Jan worked as the strategic planner for Title I services at WCDH for several years before transferring to NYCDOH. Jan noted how good it was to see so many familiar faces and emphasized the central role of the community planning process.
- The distribution of next year's Ryan White Title I Continued Funding Applications (CFAs) has been delayed due to the increased number of budget modifications and budget enhancements at this time. The CFAs will be out before the end of the month and there will be a change to the format, i.e., a time grid analysis has been added to help correlate the budget amount requested with the amount of time projected for work to be performed. Along with NYCDOH, WCDH will be working toward standardizing the allocation of funding based on the number of service units to be delivered, the amount of time necessary for service delivery, and the number of clients to be served.
- As part of the discussion on the distribution of enhancements to underfunded service categories, the Steering Committee previously authorized an increase in this year's budget for mental health services for one program which had a waiting list for services, but not the resources. The WCDH intends to send next year's CFA to the provider at an increased annualized amount to maintain the services begun with the current year's late enhancement. WCDH is optimistic that next year's award will sustain this increase as well as the 3% COLAs (Cost of Living Allowances) that are to be added to most contracts.

IV. Tool for Ranking Spending Priorities

In an effort to reduce subjectivity in setting priorities for services and to provide a more systematic and objective process for ranking priorities for the annual HRSA application, Tri-County will be using a tool developed in NYC to rank services and determine the general consensus for spending priorities. An overview of the tool was presented at the December Steering Committee meeting at which members agreed to keep the same five criteria that NYC used, but perhaps adjust the weighting factors so that a perfect score would equal 100.

These revisions were made and presented to the Committee with each criterion eligible to receive up to a maximum of five points.

<u>Criteria</u>	<u>Weighting Factor</u>	<u>Perfect Score</u>
Payer of Last Resort/Alternate Service Providers	6 (x 5 points max)	= 30 points
Access to Care/Maintenance in Care	4 (x 5)	= 20
Specific Gaps/Needs (Demographic or Special Pop)	3 (x 5)	= 15
Core Services	3 (x 5)	= 15
Consumer Priority	4 (x 5)	= 20
Total		100 points

Each of the Tri-County’s 11 direct service categories will be ranked using this method starting with Ambulatory/Outpatient Medical Care. A vote was taken to determine the value (0-5 points) for each of the five criteria. The voting results are presented in Table 1. Each value was then multiplied by its weighting factor to determine the final ranking score (see Table 2).

Table 1. Results of value rating votes for each criteria weighting factor.

Ambulatory/Outpatient Medical Care	Value Rating (0 = No Value>>>5 = Highest Value)					
	5 pts.	4 pts.	3 pts.	2 pts.	1 pt.	0 pts.
Payer of Last Resort	5 votes	13	4	0	0	0
Access to Care	7	11	2	0	0	0
Specific Gaps/Needs	0	0	14	4	0	0
Core Services	20	0	0	0	0	0
Consumer Priority	13	3	2	0	0	0

The results of the vote indicate that the criteria of payer of last resort and access to care both were valued at four (4) points each. Following a presentation of data from the CHAIN study about the specific needs and gaps for the ambulatory and outpatient medical services category the criteria of specific gaps/needs was valued with three (3) points. Both core services and consumer priority categories were voted to have the value of five (5) points each.

Table 2. Results of calculating the weighting factor formulae.

Criteria	Weighting	Ranking
Payer of Last Resort	6	4 pts. x 6 wt. = 24
Access to Care	4	4 pts. x 4 wt. = 16
Specific Gaps/Needs	3	3 pts. x 3 wt. = 9
Core Services	3	5 pts. x 3 wt. = 15
Consumer Priority	4	5 pts. x 4 wt. = 20
TOTAL RANKING SCORE		84

Once the value for each criterion was voted on, the weighting for each of the criteria is applied. The weighting formula is the value for each criteria multiplied by its weighting factor. For example, for payer of last resort, the voted value was 4 points multiplied by the weight of 6 for a total score of 24. After the weight of each criteria is factored in, all of the scores are added together to obtain the final ranking score for the specific service category. The final ranking score for ambulatory/outpatient medical services was 84 out of a possible 100 points.

The ranking of the remainder of the services categories will take place at the next two Steering Committee meetings.

Next Steering Committee Meeting: January 11, 2006
10:00 am-12:00 noon,
Planned Parenthood – White Plains Center
175 Tarrytown Road