

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, April 12, 2006
Nyack Hospital – Rockland County

APPROVED MINUTES

- Members Present:** V. Alvarez, C. Archbald MD, T. Ashe, M. Bannister, L. Beal, R. Birchard (for C. Brazil), C. Burwell, C. Carroll, B. Cauthen, G. Diaz, R. Leandre, M. Littles, R. Maher, Jr., D. Marlowe, A. Paige-Bowman, M. Piazza, R. Schiffrin, K. Scott, A. Shurin, P. Taddeo (for S. Levine MD), S. Wayne, and G. Yarn
- Members Absent:** L. Bennett, H. Blecher, D. Capasso, H. Fitzgerald, L. Hilton, B. Iardi, D. Kittel, J. McGovern, S. Pemberton, D. Scholar, K. Slade, and O. Young
- Guests Present:** M. Amelio (Nyack H.), M. Hodgson-Vargas (CCSNYS), and C. Revesz (Nyack H.)
- Staff Present:** J. Lehane, T. Petro, and B. Reyes
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I. Review of Minutes

The March 8, 2006 meeting minutes were approved as presented.

II. Update Reports

Living Together (V. Alvarez)

- The next LT meeting will be held tomorrow, April 13, at ARCS in Hawthorne. The AIDS Institute's Medical Director, Dr. Bruce Agins, will present on the NYSDOH HIV quality management program.
- Victor and other consumer advocates recently traveled to Washington, DC to talk to legislators about the Ryan White CARE Act reauthorization. They targeted the Republican representatives; Congresswoman Sue Kelly, who represents parts of the Lower and Mid-Hudson Valley, was very supportive. The CARE Act may be authorized soon and, if the President's reauthorization principles are incorporated, programs as they are currently funded could be devastated. During the legislative visit Victor and other consumers encouraged their representatives to maintain the CARE Act's "hold harmless" provision and social services that are not on HRSA's core medical services list. Victor and the advocates also explained that NY was not getting more funding than other states, but rather due to the large HIV/AIDS population, NY is receiving about the same amount per case as states which receive lesser overall grant amounts. Victor

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advised that part of the reauthorization plan is to apply some ADAP funding to aid states in hiring more doctors and nurses specialized in HIV/AIDS care.

Title II (T. Ashe)

- On April 25th (1:00-3:00 pm) the Consumer Advisory Board will host a forum on how to conduct legislative visits. Victor Alvarez of Living Together will present techniques to make legislative visits more productive. The meeting will be held at St. John's Riverside Hospital, Floor 2 and lunch will be served. For more information contact Tracy Ashe or Yelitza Acevedo at 914-428-6300.
- On May 12th the Urban League of Westchester County and the Lower Hudson Region HIV Care Network will be hosting a Legislative Breakfast. This is an opportunity to speak directly with local and state officials to update them on the epidemiology of HIV/AIDS in the Tri-County Region and discuss issues such as the need to expand syringe exchange in the area and the necessity to support the reauthorization of the Ryan White CARE Act. For information contact Tracy Ashe or Yelitza Acevedo at 914-428-6300.

Title I (T. Petro)

- NYCDOHMH is allocating additional funding to Tri-County to cover this year's administrative deficit. The specific amount and a revised spending plan will be presented at the next Steering Committee meeting.
- Almost all of the Year 16 (3/1/06-2/28/07) Title I contracts are executed, ensuring a seamless flow of funds to agencies providing services to PWHA's in the Tri-County region.
- Re-RFPing case management this year had been under consideration, however it is being postponed until next year. Reauthorization of the Ryan White CARE Act has not yet been completed and the new legislation may require changes in the current case management model. In addition, NYCDOHMH will be re-bidding the category next year also, and the AIDS Institute released a draft of revised case management standards this year which must be fully reviewed. (The currently funded Tri-County case management model was originally based on AIDS Institute standards.)
- Basil Reyes reported that the one-day training which presented an overview of the CDC's DEBI (Diffusion of Effective Behavioral Interventions) prevention for positives program "Healthy Relationships" was a success with several agencies in the Tri-County region interested in participating in the larger four-day DEBI training later in the year. The training will be provided free of charge if full attendance for all four days of the training can be guaranteed. Agencies must be prepared to develop four-person staff teams within their existing programs. These teams are required to attend all four days of training. If enough agencies express interest, the full training by the University of Rochester's Behavioral Training Center will be requested hopefully to take place at the end of summer or early in the fall. Contact Basil at bar3@westchestergov.com for more information.
- In an attempt to standardize the definition of client incentives and their uses in the Tri-County region, a draft policy memo developed by WCDH staff, distributed to the Steering Committee, was recently sent to Title I program directors for feedback. In a discussion of this policy the members of the Steering Committee suggested that clients be required to submit receipts in order to receive incentive food vouchers. They also cautioned that agencies should not use incentives to lure clients away from other agencies who may not have a budget which includes incentives. In addition, it was suggested that limits be placed on programs that distribute incentives to prevent clients from shopping around for services. It was agreed that incentives such as meals and/or nutritious snacks should not be limited to only a few times per year.

The memo listed the following draft policy for incentives.

1. Any single tangible client/patient incentive should not exceed a value of \$10.
2. Incentives must be distributed prudently and no client/patient should receive more than a total value of \$50 in a given year.
3. Unrestricted financial services gift cards (e.g., American Express) are prohibited, as is the distribution of any amount of cash.
4. Store vouchers or coupons (e.g., Shop-Rite) can only be distributed with controls to prohibit their use for the purchase of alcohol, cigarettes and other non-health-promotion items, or other specific items (e.g., clothing and pet supplies) that are restricted under federal rules. Health Resources and Services Administration (HRSA) policy calls for the administration of vouchers in a manner that prohibits their conversion to cash.
5. With the exception of nutritious snacks, the bulk purchase and distribution of incentives must be tracked in a formal log available for inspection during a site visit with client/patient receipt noted in the individual's file.
6. The distribution of incentives (type and number issued) should be noted in the program's monthly narrative report under the questions regarding accomplishments.

III. VOTE: To Amend the Year 16 (3/1/06-2/28/07) Spending Plan (to increase MAI budget lines)

Due to an increase in MAI (Minority AIDS Initiative) funding received with this year's grant award, Tri-County has a \$53,917 MAI increase yet to be allocated. A motion was unanimously approved to use the funds to enhance currently funded MAI programs, contingent upon the receipt and approval by the WCDH of a budget modification proposing a one-time increase in MAI services from each agency. WCDH will negotiate with each agency requesting enhancement funding and report back to the Committee at the next meeting on the final outcome.

IV. Review of Final Prioritized Rankings

Due to time constraints this topic was postponed until the next meeting.

Next Steering Committee Meeting: June 14, 2006
10:00 am-12:00 noon
Planned Parenthood – White Plains Center
175 Tarrytown Road
(The May meeting had subsequently been cancelled.)