

Andrew J. Spano
County Executive

Department of Health

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Commissioner

**TRI-COUNTY RYAN WHITE
“PART A” STEERING COMMITTEE MEETING**

Wednesday, July 11, 2007

ARCS - Hawthorne

APPROVED MINUTES

- Members Present:** V. Alvarez, L. Beal, C. Brazil, D. Capasso, C. Carroll, Y. Christofilis, G. Diaz, A. Hardman (for C. Burwell), B. Ilardi, R. Maher, R. Nathan, J.C. Park, M. Piazza, R. Schiffrin, K. Scott, A. Shurin, S. Sullam (for H. Blecher), S. Wayne, and G. Yarn
- Members Absent:** C. Archbald MD, M. Bannister, H. Fitzgerald, D. Kittell, R. Leandre, S. Levine MD, M. Littles, J. McGovern, A. Paige-Bowman, S. Pemberton, T. Saari, D. Scholar, K. Slade, L. Tackley, and M. Velazquez
- Guests Present:** D. Garcia (ODFMC) and T. Otisi (VOA)
- Staff Present:** T. Petro and B. Reyes
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I. Approval of June 13, 2007 Steering Committee Minutes

A motion (V. Alvarez, A. Shurin) to approve the minutes passed with one abstention after confirming that the new integrase inhibitor mentioned in the Living Together report was Raltegravir, and after a clarification was made to the Part B report stating that the location of the one-day case management training for supervisors by Cicatelli Associates, Inc. will take place in December at ARCS in Hawthorne.

II. Announcements

Yvette Christofilis, executive director of the LOFT, the lesbian and gay community service center located in White Plains, was welcomed as the newest Steering Committee voting member, replacing Octavian Young who could no longer serve. (Yvette’s voting alternate will be Scott Havelka, the LOFT’s program director.)

III. Update Reports

Living Together (V. Alvarez/G. Yarn)

- Last month’s LT meeting was held on June 21. It was reported that some LT members are experiencing mental health (e.g., suicidal ideation) and sleep deprivation issues, possibly the result of medications such as Sustiva and Atripla. Members are being referred for mental health services to the Ryan White Part A-funded

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program at Family Services of Westchester, Inc. and also to Westchester Jewish Community Services which outstations mental health workers Tuesdays through Fridays at ARCS in Hawthorne.

- Two LT trainings are being scheduled. The first is a prevention-for-positives “Healthy Relationships” DEBI (Diffusion of Effective Behavioral Interventions), and the second titled “How Good is Your Healthcare?” will assist consumers in understanding and negotiating the medical system.
- No July LT meeting is scheduled. The annual LT picnic will take place on August 4, 2007 at FDR State Park in Yorktown. At the September LT meeting, Mary Mahoney, staff attorney from Legal Services of the Hudson Valley, will make a presentation.

Part B (formerly Title II)

The Case Management Committee will be developing a standard minimal intake/assessment tool for the new medical case management programs which will result from the Part A RFP to be released later this year. (The Health Committee will be doing the same regarding a treatment adherence assessment tool.)

IV. Part A Budget Issues (T. Petro)

Year 18 (3/1/08 – 2/28/09) Base Budget Request

A draft Year 18 base – non-Minority AIDS Initiative (MAI) – budget was presented for discussion. The Tri-County’s budget request will be combined with NYC’s for consideration and vote at the New York HIV Planning Council meeting later this month. The Tri-County’s budget of \$5,783,105 is 5.1% of the total NYC EMA’s (Eligible Metropolitan Area) \$113,924,206 request which will be presented to the Planning Council, and is based on the proportion of living AIDS cases in the Tri-County region reported as of 12/31/05. The draft Tri-County budget supports a local \$136,688 treatment adherence grant administered by the NYSDOH/AIDS Institute via MHRA (Medical Health Research Association) in NYC. The balance of the request (\$5,646,417) would fund Tri-County programs administered by Westchester County Department of Health (WCDH) and includes a 3% COLA (Cost of Living Allowance) which is due for continuing programs. The budget also includes a new category – Medical Case Management (including Treatment Adherence) – which will be RFPed this year for new contracts starting 3/1/08. MCM is a service encompassing the former categories of case management, outpatient medical care and treatment adherence; contracts in those categories will permanently terminate on 2/29/08.

There was Steering Committee consensus approving the budget as presented, but affording WCDH the flexibility to increase or decrease the MCM budget line accordingly if the HIV Planning Council ends up adjusting the \$113,924,206 EMA request up or down.

Year 17 (3/1/07 – 2/29/08) Base (non-MAI) Budget

Having finally received notice from HRSA regarding the supplemental grant (base funding is comprised of both the formula and supplemental awards), a draft budget was presented for discussion. The total EMA base grant is \$100,865,580 with Tri-County’s 5.1% at \$5,144,145. The budget allocates the \$136,688 for the local treatment adherence program (see above item) as well as a set-aside of \$28,000 for close-out of the CHAIN project. (The new Ryan White legislation stipulates that non-direct service initiatives such as CHAIN be funded only from administrative funds, but Tri-County does not have enough admin funds to cover what has been a \$340,000 annualized CHAIN budget. NYCDOHMH has agreed to use its own \$28,000 in admin funds to close the Tri-County CHAIN study in exchange for \$28,000 in Tri-County program funds.) With the treatment adherence grant and the CHAIN funding (both to be administered by NYC) netted out, \$4,979,457 is available for local spending via WCDH. The draft budget includes the first five months (March – July) of carrying costs for the former MAI-funded early intervention programs which will be supported with MAI funding from 8/1/07 – 7/31/08. Also, one

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former MAI outpatient medical care (maintenance-in-care) program is being shifted permanently to base funding as the likely-to-be-reduced MAI award to come will not cover all four former MAI contracts. After all base carrying costs are totaled, a balance of \$194,769 remains “parked” temporarily in the ADAP (AIDS Drug Assistance Program) line. This balance is available for ADAP, service enhancements to current contracts, or any new initiatives to be proposed.

There was Steering Committee consensus approving the budget as presented.

Year 17 Base Reprogramming Plan

The Steering Committee discussed possible uses for the \$194,769 in unencumbered (unobligated) base funding. WCDH asked that up to \$30,000 be set aside to close out the CCSNYS (Council of Community Services of NYS, Inc.) technical assistance contract. CCSNYS was abruptly notified the last week of February that its contract must end on March 1, 2007 because of the new Ryan White legislative stipulation that only administrative funding may be used for non-direct service initiatives (see above item regarding the same issue for CHAIN).

Again this year members considered enhancements to the (non-core) supportive service categories of food, housing and transportation. To date, WCDH was notified only of a probable \$50,000 deficit in the transportation program by year’s end unless rides are to be rationed. (It was noted that a handful of Part A-funded agencies also budget a small amount for “client travel” in case of emergencies or special circumstances and that, if the funds are not being used, they usually submit a budget modification re-allocating to another budget line.) Food programs historically have been able to use additional funds to purchase food items, vouchers and packaging supplies. Housing programs’ ability to use enhancements has largely depended on the annual federal HOPWA (Housing Opportunities for People With AIDS) award and spending rate.

The Steering Committee did not reach any conclusions on how the unencumbered funds are to be spent, but gave WCDH the go-ahead to canvass the food and housing providers to determine their capacity to spend more funds. The issue will be brought back to the Committee no later than its September meeting for consideration.

(As part of the transportation enhancement discussion, Doug Capasso advised that the Janice and Bill Burns Foundation awards a total of \$10,000 in grants annually in the Tri-County region. Agencies are invited to submit applications for funds to assist with programs for PLWHA, including for client transportation. Formal notification letters will be mailed out on August 18th, applications are due at the end of September, and awards ranging from \$100 - \$1,000 will be distributed in October. Contact Doug by email dcapasso@hrhcare.org for more information.)

Year 16 (3/1/06 – 2/28/07) Carryover Plan

Closeout of Year 16 was completed with a balance of only \$147,104 in underspending remaining ---- a record low due to providers spending at a markedly improved rate; WCDH mandating budget take-downs for programs whose spending levels are below par; and the Steering Committee’s commitment of unencumbered funds to service enhancements.

There was Steering Committee consensus, as has been the case in previous years, that the entire \$147,104 in carryover should be allocated to ADAP. NYCDOHMH will combine NYC underspending with Tri-County’s and make a request later this year to HRSA to release all of the EMA’s Year 16 carryover to be spent in Year 17 for ADAP.

The Next Steering Committee Meeting scheduled for Wednesday, August 8, 2007 was subsequently cancelled.