

**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 13, 2005

Planned Parenthood – White Plains Center

**APPROVED MINUTES**

- Members Present:** V. Alvarez, L. Bennett, R. Birchard (for C. Brazil), H. Blecher, D. Capasso, B. Cauthen, E. D'Aquino, G. Diaz, K. Everett, D. Frantzen, J. Ganapol, L. Hilton, J. Levy, M. Littles, M. Lopez-Squillini, R. Maher, D. Marlowe, A. Paige-Bowman, K. Scott, C. Silva (for G. Moon), A. Straus, G. Yarn
- Members Absent:** C. Archbald MD, L. Beal, A. Beltran, H. Fitzgerald, J. Hilger, B. Ilardi, R. Leandre, S. Levine MD, J. McGovern, T. Payne, S. Pemberton, M. Piazza, D. Scholar, R. Schiffrin, K. Slade, M. Sosne, L. Tackley, S. Wayne, O. Young
- Guests Present:** T. Ashe, O. Borda, M. Hodgson-Vargas, E. Schmidt, M. Shelley, S. Sullam, H. Temple
- Staff Present:** E. Fitzgerald, T. Petro
- 

**I. Approval of March 9, 2005 Minutes**

The minutes were unanimously approved after corrections to note that A. Straus was present, the CARE Act reauthorization forum was to be held April 22 (not the 21<sup>st</sup>), and that Joan McGovern's birthday was today.

**II. Announcements**

- Linda Beal, former voting alternate for Herlena Fitzgerald, was appointed as a voting Title I Steering Committee member effective March 15, 2005. Wesley Bullock resigned as a Steering Committee member. There are two available voting seats which hopefully can be filled with one or more consumers from Rockland or Putnam.
- A meeting is being planned for later this spring to present the results of the unit cost project conducted by American Express to all providers who participated.
- Rob Maher distributed a pamphlet about *Respond & Remember: The 13<sup>th</sup> Annual Conference for Professionals who Work with Youth*, sponsored by TOUCH and the Community Awareness Network for a Drug-free Life & Environment (CANDLE) to be held on May 4 in Stony Point.

- Muriel Hodgson-Vargas distributed a new brochure describing the Council of Community Services of NYS, Inc.'s Title I-funded technical assistance program.
- Larry Hilton distributed a save-the-date flyer about Urban League of Westchester, Inc.'s annual *Reclaiming Our Health V Conference*, June 23, 8:00 AM-3:30 PM, at the Crowne Plaza in White Plains.
- Andi Straus announced that a forum titled *What's New in the Treatment of HIV – Medication and Trials* would be held at ARCS tonight with Dr. Harold Horowitz as the featured speaker. ARCS will provide dinner and transportation; Living Together will assist with making transportation arrangements.

A review of the meeting materials distributed noted:

- A flyer about an April 15 forum at GMHC about how the new Medicare part D benefit will impact people with HIV/AIDS.
- A flyer about the May 2-5 AIDSWatch advocacy days in Washington, DC.
- A flyer about a CARE Act reauthorization forum to be held on April 22 in Harlem.

### **III. Update Reports**

#### Living Together (Victor Alvarez)

The March LT meeting was held at Greyston Health Services and the April 28 meeting will take place at The Sharing Community. LT will be holding small advisory group meetings around the Tri-County region over the next several months to elicit feedback on gaps in care and to advise consumers on how they can advocate for themselves and for the reauthorized CARE Act.

#### Title II (Kelli Everett)

- April 16 is the deadline for registering with the New York AIDS Coalition (NYAC) for AIDSWatch. May 2 and 3 will be devoted to advocacy visits on Capitol Hill and appointments have been arranged with the House of Representatives offices of Elliot Engel, Nita Lowey and Sue Kelly. The National Association of People With AIDS (NAPWA) is offering some travel scholarships and NYAC may also be able to fund some consumers if NAPWA support runs low.
- The Case Management Committee is developing a mini orientation booklet for new case managers which will describe different types of case management, give a brief overview of the CARE Act, and list "must go to" trainings in order to become a successful case manager. The Committee is also taking up the issue of how to improve communications between case managers and the Westchester County Department of Social Services.

Notices about events should be forwarded to Kelli for inclusion in the monthly Title II Network newsletter.

#### Project WAVE (Owen Borda)

The Westchester County Health Commissioner, Dr. Joshua Lipsman, recently stressed the importance of participating in Project WAVE (War Against the Virus). A copy of a WAVE pamphlet was distributed. In 2001, Project WAVE New York was founded as a partnership between local radio stations, HIV/AIDS service providers, and the health departments of NYS, NYC, Westchester and Long Island. The Project promotes the importance of knowing one's serostatus and arranges for prevention education and counseling and testing at community events.

Project WAVE will coordinate efforts for National HIV Testing Day (June 27) with activities at the Kensico Dam/African American Heritage Day (June 26), various soccer venues sponsored by local Hispanic organizations (June 26), the Pathmark Parking Lot in Mount Vernon (June 27), and Lincoln Park, New Rochelle (June 27). In addition, Project WAVE will coordinate outreach and HIV testing at the Yonkers Health Fair (June 18), Afrikan Family Days (July 7-10) and Hispanic Heritage Day (July 31).

The benefits of participating in Project WAVE include:

- Increased visibility and publicity for the organization
- Incentives for those tested (movie tickets, food vouchers, tee-shirts, water bottles, etc.)
- Support for providing outreach and testing at large events requiring resources that exceed those of the lead organization

For new counties interested in participating in Project WAVE, individuals were advised to contact the NYSDOH/AIDS Institute WAVE liaison Peter Lequeur. The toll-free phone number for Project WAVE New York is 866-362-7946.

#### **IV. Title I Admin/Planning Budget Deficit**

A copy of the Year 15 (3/1/05-2/28/06) Tri-County Title I budget approved by the Steering Committee in March (and subsequently approved by the New York HIV Planning Council) was distributed along with a spreadsheet of the Year 15 WCDH administrative and planning budgets. Three positions at the Department have been supported over the last decade under the CARE Act's 5% admin budget cap, while two planning positions have been funded over the past three years by the Steering Committee using program funds. With the settlement late last year of the Westchester County union contract which governs all five positions, a deficit of some \$50,000 has been realized for 2005. Wages had been flat for the last four years and the union contract was retroactive to 2001. The increase in salaries, together with skyrocketing health insurance costs and a reduction in the Year 15 Title I award all contributed to the shortfall. It was noted that the true deficit is well over \$100,000, but that Westchester County will continue, as it has largely been doing since 1991, to contribute in-kind (i.e., tax levy funds) for CARE Act related items such as legal services, computer maintenance, and space, not to mention an additional half-time accountant and all administrative support and program oversight by the assistant commissioner for planning and evaluation.

The WCDH asked that the Committee consider allocating a total of \$54,047 from Year 14 (3/1/04-2/28/05) carryover funding to the Department to address the deficit. The funding would cover the PS (Personnel Services) shortfall of \$48,047 and also allow for a small amount of OTPS (Other Than Personnel Services) funding at \$6,000 to cover a few items directly related to grant activities, i.e., staff travel, office supplies, and the deli contract (for coffee and bagels).

The Steering Committee approved a motion to allocate the \$54,047 from Year 14 carryover, but with the understanding that the additional amount does not become an automatic placeholder in next year's planning budget line, and that a full review of the Year 16 (3/1/06-2/28/07) admin and planning budgets take place early next year before approval.

#### **V. Trainings for Case Managers**

##### Partner Counseling & Referral Services

PCRS training by NYSDOH for case managers and outreach workers, designed to promote HIV testing for the sex- and needle-sharing partners of people with HIV/AIDS, is scheduled for May 3-5 at ARCS in Hawthorne. Registration is full.

Enhancing Client/Provider Communications

Cicatelli Associates, Inc. will be conducting two specially designed communications training to enhance case managers' skills at conveying important information about prevention and care to their clients. Two half-day trainings (9 AM-1PM) will be held on June 16 at Greyston Health Services in Yonkers (formerly scheduled on June 23, but the training conflicted with Urban League's annual health conference), and again on June 22 at ARCS in Hawthorne. Cicatelli will focus on identifying and breaking down the providers' communication issues and barriers rather than the clients'.

Prevention With Positives

The new NYS curriculum is complete for training case managers in taking a more proactive HIV prevention role with their clients. Two 2005 trainings are scheduled at ARCS in Hawthorne, one on September 8 for the general HIV/AIDS community, and the second on October 27 for case managers.

Promoting Treatment Adherence

Two 2005 trainings are scheduled at ARCS to assist providers in identifying and taking advantage of opportunities to support HIV treatment adherence in the course of their work, one on April 14 and the other on August 11.

**The next Steering Committee meeting will be held on Wednesday, May 11, 2005, 10:00 AM-12:00 at Planned Parenthood in White Plains.**