

**Dutchess County HIV/AIDS Health Services Planning Council
Evaluation Committee Meeting
Minutes
Monday, June 16, 2008
3:30PM**

Members in Attendance: Brad Berg, Chair; Marilyn Rivera; Robert Selcov; Ellen Spagnoli

Grantee Representatives: Jay Landolfi

Planning Council Staff: Christopher Lee

Guests: Carrie Cocurullo; Eva Grenier

I. Committee Business:

The monthly meeting of the Evaluation Committee was called to order by Brad Berg at 3:30 pm on Monday, June 16, 2008 in the Planning Council office. Roll call was done at this time. Four members were present at the meeting. Marilyn Rivera was proxy for Gail Williams and Robert Selcov was proxy for Ben Barile and Peggy Patterson-Dennis. A quorum was established. Introductions and conflict of interest disclosures took place.

The draft minutes from the May 19, 2008 Evaluation Committee meeting were reviewed. The minutes were excepted as is.

II. Utilization Data:

The Evaluation Committee reviewed and discussed 2007 service utilization data and the Ryan White Part A Program Report presented by Grantee representative, Jay Landolfi. The data consisted of the service outcomes from the 2007 fiscal year, which ran from March 1, 2007 until February 29, 2008. It was stated that the given tables do not include every service that the provider does for their clients, but is only a tracking of key elements of that service. Also, the numbers of clients shown are from Ryan White funded services and do not include those who use other, non-funded HIV/AIDS services.

The Committee discussed the Emergency Financial Assistance Service's program report. Jay Landolfi stated that this program received \$10,000 in Ryan White funding this year. Approximately 50-60% of that funding went to clients. The remaining funding was spent on the costs of running the program. It was stated that this provider carries out their services with help from other funding sources too. The data shows that the Emergency Financial Assistance program provided services to twelve (12) clients. Mr. Landolfi stated that most of the financial assistance was used to help pay phone and utility bills for clients. There was not a lot of money spent on clients' medications. The Committee discussed using the financial assistance to pay co-pays. The Committee discussed the demographic tables presented by Jay Landolfi. It was stated that the demographic tables showing who is in care should mirror the demographic ratios of those infected throughout Dutchess County. The Committee discussed the extremely low

income of those using this service; all twelve (12) clients had a household income of less than \$10,000.

The Evaluation Committee discussed Medical Case Management service category. It was stated that all case management done by our service providers falls under the HRSA definition for medical case management. This category received about \$160,000 in the 2007 fiscal year. In Dutchess County there are two Ryan White funded Medical Case Management service providers. The program report showed that there were ninety-one (91) clients who received medical case management services. The data tables showed that fifty-seven (57) out of the ninety-one (91) clients were African American, eighty-one (81) of the total clients had a household income that was less than \$10,000 and approximately half of the clients were on Medicaid. It was stated that if funding for this program was cut then there would be a big cut in the amount of clients being served.

The Committee also discussed the Early Intervention service category. In the past, the provider of this service would spend funding on street outreach. The program report shows how many clients were tested and in counseling, but does not show how many clients got into primary care as a result. The tables show that fifteen (15) of the twenty-four (24) clients were African American, eleven (11) were either uninsured or self paying, and most had a household income that was less than \$10,000.

The Transportation service was discussed. The service category definition provided by HRSA was read and discussed. It was stated that this service can only provide rides to medical appointments for clients, and cannot provide clients with rides to support groups. Throughout the 2007 fiscal year this program provided rides to thirty-three (33) people. The data showed that most of these rides were local and that for every ride paid for a ride was given, meaning that clients showed up for 100% of the rides that were requested. The Committee discussed the costs of each ride and the number of rides used since 2004. There was a significant decrease in the amount of rides given and funding spent on rides in FY 2007. The program returned approximately \$4,000 in unspent funds.

The Committee discussed presenting any gaps in services to the Planning and Allocations Committee. It was asked if any information from the utilization data stood out. The Committee discussed the fact that most of the mental health services provided are billable and Ryan White funding is specifically used as the payer of last resort.

III. Standards of Care:

The Evaluation Committee discussed updating the Standards of Care (SOC) document. Committee Chair, Brad Berg, informed the committee what the Standards of Care are. He stated that they are rules and guidelines created by the Planning Council which those who provide services using Ryan White funding most follow. He stated that it is the responsibility of the Evaluation Committee to keep the SOC up to date and the committee will be reviewing them soon.

IV. Next Meeting:

The next Evaluation Committee meeting will be held on Monday, July 21, 2008 at 3:30 pm at the Planning Council office. Planning Council support staff will review the work plan and contact the committee chair and the grantee regarding agenda items for the meeting. The meeting was adjourned at 4:50 pm.