

Hudson Valley RW HIV CARE Network

Care Coordination Committee Meeting
280 Broadway, 4th Floor Newburgh, NY 12550
40 Saw Mill River Rd. Hawthorne, NY 10532
August 4th, 2009 10am-12pm

Present: (Hawthorne) Susie A., Victor Alvarez, Maria D., Peggy Howland, Julie Lehane, Andrew Lehto, Victor M., Denise Mitchell, Trevor Payne (co-chair), Peter Saetta.
(Newburgh) Emily Boardman, Kristin Fountain, Michael G., Carolyn Saldana (co-chair)

Overview

Everyone received an agenda, minutes from June 2nd, a membership application, a description of the HIV/HCV training, the provider letter, the provider survey, a list of medical providers that letters were sent to, "7 Steps to a Stronger Immune System" Flyer and an evaluation. The minutes were approved as amended (Kristin, Victor M.) Committee updates were given.

Announcements

- Veronica Jones resigned from the Care Coordination Committee and the Faith Initiative Ad Hoc committee.
- Members must complete the membership applications in order to vote.

Old Business

- **Trainings Update:**
HIV/HCV Seminars

Included in the packet is a description of the HIV/HCV training that will be conducted at ARCS in Hawthorne and Newburgh, October 1st and September 9th respectively. A consumer component has been added to the training allowing for consumers to voice their experience about being co-infected. An email was sent out to Network members indicating how to register for this training since ARCS trainer Deborah May agreed to hold ten seats for the Network. No one has yet signed up for this training. Members should contact Network staff if further information about the training is needed.

Triply Diagnosed

The confusion that ensued with this training was an oversight on the administrative end at Columbia HIV Mental Health Project. An apology was given to committee members who might have attended and unfortunately, this incident may affect our involvement with Columbia in the future. The AIDS Institute was notified and is aware of what occurred and has promised to take steps to correct the situation to avoid such incidents in the future.

- **Faith Initiative-Ad Hoc Committee Update**

A focus group will be held at the end of September, the 29th, or October 6th. The date will be confirmed on the next call on August 6th at 2pm. Recruitment efforts have brought Catherine Yeadon, from Orange County's YWCA, Eugene Jones from Rockland County, Diane Ruffin, Reverend Jesse Bottoms, and Calvin Jones from Dutchess County to the team. John Thomason of Sullivan County has not yet responded. **Action Item 1:** Emily will look for Muslim groups in Newburgh.

- **Provider Survey/Needs Assessment**

The provider survey was reviewed as well as the letter and the list of medical providers to whom the letter was sent. It was suggested that people volunteer to make a phone call to follow up and extract the information. It would be roughly a 20 minute time commitment for each survey. A request was put out to AI to get information from AIRS (AIDS Institute Reporting System). It was suggested that the survey be clarified on the website as an announcement or alert stating the purpose of the survey and the funding

behind it. Victor M., Emily and Carolyn committed to calling three medical providers. Kristin can commit to calling one provider and Andrew committed to calling possibly two. They will report on the outcomes of these calls at the next meeting. The following revisions for the letter were recommended:

- List the names of everyone on the committee and their affiliation at the bottom of the letter;
- Give specific instructions on how to extract this data off of AIRS. For example, "to answer #1-5, click on this report...." And give them a calendar date such as just use data from 2008.
- Add the words "2nd notice" to the bottom of the letter and also list the names of the people on the committee if sent again.
- Add "that the information collected will guide the allocation of funding is awarded and distributed for the following state programs...." "your participation is crucial, this is apart of planning" in the first few lines of the letter.
- Shorten letter in general with a short introduction and maybe just add a bulleted list.
- Add "if you have questions, call..."

Action Item 2: Network staff will send out the survey and letter again with the revisions by Friday. Additional changes must be received by Barbara by Thursday August 6th.

Action Item 3: Carolyn can have her data coordinator create screen snapshots of the process of extrapolating that data.

Action Item 4: The committee will make follow up calls a week after the letter goes out.

○ **Service Delivery Plan (SDP)**

The SDP committee is comprised of: Kay Scott, Sabrina Marzouka, and Troy Sanon. Our first conference call was in July. August 11th is the next conference call. The service delivery plan is due December 2010. At this point the committee is amassing data sources (where are we, what information do we have).

The provider survey will be used for the Service Delivery Plan. A needs assessment with consumers is planned. The National Working Positive Coalition Study that was distributed in February will be used for this. The committee will do other needs assessments and focus groups with consumers over the next year.

○ **DSS Forums-Ad Hoc Committee Update**

There is a DSS regional Commissioner's meeting in September. Our DSS project was put on their agenda with the help of Mike Piazza, DSS Commissioner of Putnam County. The commissioners are very interested in working with the committee. The invitation letters have not gone out to the commissioners as the ad hoc committee is waiting to hear from Mike. The next conference call is August 6th.

New Business

○ **Consumer Involvement Committee (CIC) Provider Updates**

One of the goals on the CIC work plan is to conduct provider updates at the meetings. It was asked if anyone had suggestions of medical providers who would be appropriate for a provider update for the Consumer Involvement Committee. It was generally felt that along with updates, consumers would also benefit from treatment adherence. Also, providers who are considered potential speakers should use terminology that is easily understood.

Suggestions of providers were the following:

- Debbie Bessette, Albany Medical Center
- Claire Brazil, Westchester Medical Center
- Dr. Kerr, Hudson River Healthcare
- Dr. Moorjani, Open Door Family Medical Center
- Dr. Berger/Cecilia Dean, Mt. Vernon Neighborhood Health Center
- Peter Berkley/Hilary Linn/Kay Scott, St. John's Hospital
- Margaret Welch, Kingston MMTP

-Mark Malano, ACRIA, Manhattan

A schedule can be set up by the CIC so that we have a different provider speak every month. Travel reimbursement will be provided to those who travel a far distance. It was also mentioned that we could have a consumer present on his/her experience with certain medications and give treatment adherence tips. This topic will be presented at the next Consumer Involvement Meeting. **Action Item 5:** Carolyn will contact Debbie Bessette. Victor M. volunteered to contact Kay Scott. Victor A. would contact Claire Brazil and ACRIA.

- **Seven Steps to a Stronger Immune System**

The seminar was announced while instructing attendees to look at the flyer for details. Seating is limited to about 30 so it was encouraged to RSVP early. Transportation will be provided. Those who do not get a chance to attend the lecture will have a chance sometime in the near future as Dr. Kaiser can return to do another presentation.

Next meeting is September 1st, 2009.

Meeting Adjourned.

Respectfully Submitted,

Michelle Amatulle
Program Assitant