

EXECUTIVE COMMITTEE

July 7, 2022

1:00pm-2:00pm

MINUTES

MEMBERS PRESENT:

Traci Shelton, Chair
Felix Ruiz, Vice Chair
Lawrence Eisenstein, MD
Gregson Pigott, MD
Ilvan Arroyo
Susan Baldrige
Jacqueline Ponce-Rivera
Darlene Rosch, Esq.
Katelin Thomas

MEMBERS ABSENT:

Cathy Martens

STAFF

Georgette Beal, UWLI
JoAnn Henn, UWLI
Tavora Buchman PhD., NCDOH
Nina Sculco, NCDOH
Andrew Knecht MD, NCDOH

STAFF ABSENT

I. Welcome & Introductions

Ms. Shelton, Planning Council Chair began the July 7, 2022 meeting at 1:05 pm. After introductions, a moment of silence was requested for those struggling and suffering with HIV.

II. Approval May 11, 2022 Executive Committee Minutes

Ms. Rosch made a motion which was seconded by Mr. Ruiz to accept the May 11, 2022 minutes.

6 Approvals 2 Abstentions 0 Opposed

Dr. Eisenstein

This is Dr. Eisenstein's last Ryan White meeting. He will be leaving the Nassau County Department of Health at the end of July and is starting a position with Catholic Charities on August 1, 2022. On behalf of United Way of Long Island and the Planning Council, Ms. Beal thanked Dr. Eisenstein for the work he has done. Both he and Dr. Pigott have been very active on the Council especially during COVID and now Monkey Pox. Dr. Eisenstein's participation in these meetings shows support for the Ryan White initiative, the work we do and the outcomes. She personally thanked him for all he has done. Ms. Shelton, Planning Council spoke on behalf of the consumers, noting her appreciation for his willingness to answer questions and making her feel comfortable asking those questions. Mr. Ruiz echoed the sentiment, thanking Dr. Eisenstein for always being open to answering questions. The Executive Committee wished him well in his new endeavor.

III. Approval of July 13, 2022 Planning Council Agenda

The committee reviewed the Planning Council Agenda for July which includes an overview of the PSRA process, a presentation by Ms. Grey-Owens as mentioned in the annual member training needs assessment, and an overview of the Planning CHATT Recruitment and Retention workshop. Although the grant is now multi-year, the PSRA process is still a requirement and must be included in the non-continuation funding application due in October. Ms. Baldrige made a motion to approve Planning Council agenda. The motion was seconded by Mr. Ruiz.

All in favor-motion carried.

IV. Administrative Update

The HRSA virtual site visit was held the week of June 27, 2022. There were meetings with consumers, the executive committee, and two providers. Meetings were divided into admin, fiscal, and CQM. Some of the clients and Exec members had technical issues such as links not working and difficulty logging back onto a meeting. Some, but not all of these issues were able to be resolved.

Ms. Beal shared the HRSA findings with the committee:

The timeliness of contracting process- HRSA wanted providers to be paid by the end of March, early April. This is challenging due to partial awards.

Contract language- basically, word choice. Replace *Contractors* with *Sub-recipients*

COVID funds- Staff was commended for the efficient use of all COVID funds.

Succession Plans- the existence and implementation of succession plans was suggested in preparation for future changes.

Consumer feedback- HRSA shared that during their meeting with consumers, it seemed that many did not know how to access care and services outside of regular business hours. The suggestion was to make sure that information was included in our policies and procedures. While we don't fund medical care, many of our agencies have an after-hours message, including a number to call. Interestingly, some of those who attended the HRSA consumer meeting did not remember that specific topic of discussion. Ms. Shelton felt it was a positive meeting, citing the good relationship between staff and consumers. Consumers know they have a voice.

Those who attended the executive meeting with HRSA agreed that much of the discussion was about the PSRA process, how the Council, its committees and individuals work together. It was stressed the Long Island region is consumer-driven and there is active participation. HRSA's suggestions for increased consumer engagement at the Council level included a mentorship program, tabling at specific events, and alternative meeting times and possible hybrid models. One of the barriers to consumer engagement is the language barrier. When this subject arose, Mr. Ruiz said that HRSA suggested the Meeting Owl Pro program to help engage those who are not English-speaking.

Ms. Sculco said that overall it was a good visit and extended kudos to UWLI staff. Dr. Buchman agreed, added that there were no major issues or findings. She felt HRSA was impressed, noting that all the information requested was received, and everyone's hard work was appreciated. Dr. Eisenstein, as the formal grantee representative, also met separately with HRSA. His meeting was short and the tone was positive, adding that that these visits always result in some issue/finding. In this case, the speed of the contracting process was addressed. He acknowledged that this was not a new issue. Ms. Beal added that the process has improved significantly. Ms. Beal thanked those who took the time to participate. A HRSA report of the site visit is expected within 45 days, with 30 days to respond and follow-up.

Conditions of Award (COA) are due on July 26, 2022 and August 13, 2022. Both the TSA and IGA need to be updated. Fiscal year is closed out from the previous year. The Planning Council Allocations Report, which includes a signed letter from the chair as well as the reflectiveness table needs to be submitted. Ms. Henn will send a copy of the required letter to Ms. Shelton for signature.

V. PC Membership

Currently, there are 29 Planning Council members. While all of the membership categories are currently filled, our unaligned consumer membership is below the HRSA required 33%. Three members, two of whom are consumers, will be cycling of their second term at the end of September. Since we are not a very large Planning Council, members moving out of state, changing jobs, and retiring can significantly affect percentage rates. Three (first term) Planning Council applications have been received, two of which are former Planning Councils members. Two other Planning Council members have expressed interest in rejoining the Council. After these are received and the applicants have been appointed, the 33% will have been met. Recruitment efforts will continue, to exceed that percentage. In addition, three first term members have committed to a second term. All applications will be reviewed at the August membership meeting. To be balloted after the September Planning Council meeting.

VI. Adjournment/Announcements.

There were no announcements. Ms. Rosch made a motion, which was seconded by Ms. Baldrige to adjourn the July 7, 2022 Executive committee meeting.

All in favor-motion carried.

VII. Next Meeting

Next Executive Committee meeting will be a Zoom meeting on Monday, September 12, at 1pm.