

**NASSAU-SUFFOLK HIV HEALTH SERVICES PLANNING COUNCIL
UNITED WAY OF LONG ISLAND, DEER PARK, NY**

**January 12, 2022
10am – 12pm**

MINUTES

MEMBERS PRESENT

Traci Shelton, Chair
Felix Ruiz, Vice-Chair
Ilvan Arroyo
William Doepper
Nancy Duncan
Lawrence Eisenstein, MD
Juli Grey-Owens
Kevin McHugh
Cathy Martens
Johnny Mora
Victoria Osk, Esq.
Colin Pearsall
Scott Petersen
Gregson Pigott, MD
Edward Soto
Katelin Thomas

MEMBERS ABSENT

Hector Alcalá
Arthur Brown
Tania Chiu
Nashon Clark
Clara Crawford
Teresa Maestre
Angie Partap
Denise Ragsdale
Erik Rios
Jacqueline Ponce-Rivera
Rafael Rivera
Claire Simon
June Tappan
John Van

GUESTS

Susan Baldrige
Eileen Bryant
George Marzen
Joseph Pirone
Gerard Sikora
Kerry Thomas

UWLI STAFF

Georgette Beal
Nancy O’Keefe
Myra Alston
Katie Ramirez

COUNTY STAFF

Nina Sculco

I. Welcome and Moment of Silence

Ms. Shelton, Chair, began the meeting at 10:10am. She requested a moment of silence to remember those who are suffering, including those with COVID.

II. Public Comment on Agenda Items Only

There was no public comment.

III. Approval of November 10, 2021 Minutes

The meeting minutes will be tabled until the March meeting.

III. FY21-22 Reallocation Update

A penalty is incurred if more than 5% of funds have been underspent by EMAs and TGAs. As part of the reallocation process, every year providers are asked to look at their program spending to determine if they have underspent funds or need additional funds. Although the penalty has been waived by HRSA for FY21-22 in light of COVID this process was still conducted by our EMA in FY21. The Executive Committee met at the beginning of December to review and approve the reallocation which is being shared at today’s meeting. A December review allows enough time for providers to complete budget modifications and for contract amendments to be processed.

Funds were returned by Medical Transportation (\$19,760); Early Intervention Services (\$5,466) and Outpatient Ambulatory Health Services (\$32,885) for a total amount of \$25,226 in FY21. Medical Transportation has been the most impacted by the COVID pandemic. Many clients opted for virtual visits creating and underutilization of transportation services.

Additional funding was requested under EIS (\$961) and Medical Case Management (\$1,063) for a total of \$2,024.

All requests were reviewed by the Executive Committee and deemed acceptable as part of the reallocation process. The proposed recommendation is to give the requested amount under CORE Services to Medical Case Management and EIS with the balance of funds going to ADAP. If CORE or SUPPORT funds are returned between now and the end of February 2022, less than or equal to \$50,000, those funds will be reallocated to ADAP unless a request is identified under another priority which will take precedence over ADAP.

IV. Committee Reports:

Mr. Ruiz reported on the Executive Committee conference call that was held on Tuesday, January 11, 2022. The committee approved the January Planning Council agenda which includes an FY 21-22 reallocation update and the annual member orientation.

Virtual agency site visits began in November of last year and are continuing through February. The region is on target to get visits completed on time despite COVID challenges faced by agencies and staff. Due to COVID, HRSA waived the estimated carryover request usually required in December. EMAs and TGAs were notified that FY22-23 will begin with partial awards. Notice of Awards have not yet been issued. Nassau-Suffolk, NYC and NYS will be working collaboratively on updating the Integrated Plan which is due at the end of December 2022. There was discussion about increasing unaligned consumer membership on the Planning Council. An application was submitted by the EMA to participate in HRSA's Planning CHATT Learning Collaborative on recruitment and retention.

Mr. Arroyo reported on the January 5, 2022 Strategic Assessment & Planning Committee meeting. The January meeting was a follow up to the November meeting at which prevention providers presented their programs to the committee with emphasis on improving coordination and collaboration. These providers were invited to attend the January meeting to continue the dialogue and participate in a review of the EMA's FY22-23 Early Identification of Individuals with HIV/AIDS (EIIHA) Plan. As prevention is not a funded priority, many individuals are unaware of the programs and resources available. Partnering with prevention providers and programs helps to best serve the needs of the population as well as assess and identify overlap, gaps, and duplication of effort. In addition, the committee began planning for the 2022 PSRA process. Feedback about the 2021 process was given, as well as any suggested changes and needs assessments that need to be conducted. Although the grant is now multi-year (a three year period), there is still an annual PSRA process.

Mr. McHugh reported on the Consumer Involvement Committee which met on Friday, December 10, 2021. The 2021 World AIDS Day event held on December 3rd was discussed; overall feedback was positive and favorable. Seventy five (75) people registered though Eventbrite and over sixty (60) people attended. The theme, *Still Standing and Honoring Those Who Came Before us* was exemplified through a scroll of remembrance to remember and honor those whom we have lost as well as the panelists who shared stories and memories of those who inspired and encouraged them. A panel of long term survivors spoke about their journeys, and answered questions, including how to avoid burnout and why they agreed to be a panelist.

The CIC and WAD Committees extended their gratitude to all who made the event a success including but not limited to, creating the event flyer, spreading the word, giving the invocation, conducting the candlelight ceremony, creating presentations, filming of award speeches, editing the program, attending test runs, and attending the event.

Clinical Quality Management Committee has not met since the November Planning Council meeting. The next CQM meeting is scheduled for Thursday, February 24, 2022.

Membership- Any Planning Council applications received will be reviewed at the next membership sub-committee, directly following CQM meeting.

V. Member Orientation

The Annual Member Orientation, generally presented in January, serves many purposes. It provides: 1. Information about the purpose and scope of the Ryan White HIV/AIDS Program, specifically Part A; 2. Reviews the role and responsibilities of Planning Council members; 3. Equips all members to be well-versed and understand the goals and purpose of the Planning Council; 4. Helps members to gain a better understanding of the planning process and; 5. familiarizes members with often used acronyms and offers a review for current members. The challenge is to present this information in an interesting and interactive format within a virtual setting. A PowerPoint was presented. After a series of slides, there was a knowledge check at which time questions were asked, answers polled and explanations given in order to give the Council members and guests an opportunity to gauge their understanding of the material and ask questions.

Topics covered included:

- RWHAP and Planning
- Legislative requirements
- Planning Council, including membership and various committees
- PSRA (Priority Setting and Resource Allocation)
- Confidentiality; conflict of interest and grievance policy.

VI. 2022 Member Training Needs Assessment

Our planning body is responsible for training members on their roles and responsibilities. An annual training needs assessment is given to our Planning Council members to help us decide which topics to include and emphasize in the coming year. Suggestions for making these trainings useful and interesting are encouraged. Members are asked to relate topics based on their needs as a Planning Council member. A Survey Monkey link was sent to Planning Council members to choose three topics they felt should receive the most attention, as well as the opportunity to add training on topics not listed. Unfortunately, there was a glitch in Survey Monkey that did not permit the topics to be ranked. Alternately, the training needs assessment was emailed to Planning Council members to complete, the results of which will be shared at the March Planning Council meeting.

VII. Announcements/Adjournment

Mr. Thomas informed the Council that Thursday's Child received funding to administer rapid results HIV testing. The agency is also looking to hire an HIV testing and prevention counselor to do outreach, counseling and rapid testing. This posting will be included in the grant mailing.

Ms. Duncan made a motion and Ms. Martens seconded the motion to adjourn the January 12, 2022 Planning Council meeting. All in favor, motion carried.