

Nassau-Suffolk HIV Health Services Planning Council  
*Clinical Quality Management Committee*  
June 27, 2024

**MINUTES**

**MEMBERS PRESENT:**

Angie Partap, Co-Chair  
Darlene Rosch, Esq, Co-Chair  
Joseph Pirone  
Jacqueline Ponce-Rivera  
Hope Sender  
Edward Soto

**MEMBERS ABSENT:**

Susan Baldridge  
Traci Bryant  
Carman Feliciano  
Patricia Ross  
Claire Simon  
June Tappan  
Kerry Thomas  
John Van  
Crissy Witzke

**GUESTS**

Vanessa Carolina  
Rabia Iqbal  
Maria Mezzatesta  
Maureen Simone  
Damarys Velez

**STAFF:**

Georgette Beal  
JoAnn Henn  
Nancy O’Keefe  
Katie Ramirez  
Myra Alston

**STAFF Absent:**

**I. Welcome & Introduction**

At 10:10am, Ms. Partap, Co-Chair, opened the meeting and welcomed everyone. A moment of silence was requested to remember those who paved the road before us, those whom we have lost and those who are still suffering with the virus.

**II. Approval of April 12, 2024 meeting minutes**

Mr. Pirone made a motion to accept the minutes as read. Ms. Sender seconded the motion.  
3 Approved    3 Abstained    0 Opposed

**III. 2024 Administrative Mechanism**

The Clinical Quality Management committee is responsible for conducting an evaluation of the Nassau-Suffolk EMA’s administrative mechanism to assess the efficiency of the process used by Nassau County and UWLI to rapidly allocate funds and oversee the contracting process. This evaluation is done annually. If the administrative mechanism is not working well, the Planning Council is responsible for making formal recommendations to the CEO of the EMA.

There are two separate administrative mechanism surveys; one for Planning Council members and the other for funded providers. Planning Council members who work at a funded agency may need to complete both surveys. There is only one survey per agency; often different departments work together to complete the survey.

The previous provider and planning council questions were reviewed. Dates were revised, trainings updated, and grammatical errors corrected. References to COVID-19 were deleted as they are no longer relevant. The Planning Council administrative mechanism survey was reviewed first. Question #3 asked, *Did you actively participate in any Planning Council committees by attending at least three meetings.* A committee member wanted to know if a person responded *no* what was the follow-up. The focus of this question is to determine if members actively participate by attending meetings- Council members write their name at the end of the survey and attendance is recorded in the meeting minutes, so that if a member is not actively participating, the planning associate contacts them.

Question #15 asked if *the needs of the special populations were considered in the planning process?*-Clarification of what is meant by the term Women of Color was requested. It is a term often used to describe ~~to~~ women who are not White and was a special population category for the EMA in the past. However, a further breakdown of specific ethnicities may be possible in the future. It was suggested that those new to the region should be added to the subpopulation list which in turn led to a discussion as to the appropriate terminology to be used to describe the newly arrived. Ms. Beal reminded the committee that this survey is based on FY 2023-2024 and at that time this population was not specifically included as part of the PSRA. This question does have a comment box where respondents can add any special populations that should be considered for the next PSRA process. There were no major changes to the Planning Council survey.

The Provider survey had a similar format. The procurement section was replaced with contract monitoring. Although no longer funded, Early Intervention Services (EIS) was included in the list of funded services since it was funded for the first two months of the year. However, EIS will not be included in the list for the next Administrative Mechanism survey.

In order to minimize confusion, Question #20, *Was your agency monitored in the 2023-2024 contract year?* was reworded as: *Did your agency receive a comprehensive site visit in the 2023-2024 contract year?* and question #21 which asked for a breakdown of the type of monitoring was removed. For consistency, *site visit* replaced *monitoring* when applicable. All funded agencies received a comprehensive site visit, so none of the responses should be *no*.

Separate Survey Monkey links will be sent out on Tuesday, July 9, 2024, with a deadline of Tuesday, July 23, 2024.

In addition to the survey link, it was suggested that hard copies of the surveys be made available at the July Planning Council meeting as well.

A report on the results of both administrative mechanism surveys will be presented to the CQM committee and Planning Council.

#### **IV. MNT COI Update**

The results of the Medical Nutrition Therapy Surveys were tallied and shared. The findings revealed that many clients did not know where to access MNT services or were not aware that they could get these services even if they are a patient elsewhere at a non-MNT providing

agency- A majority of respondents who had not received MNT services indicated that they were interested in the services. Only a handful felt they did not need MNT services

At a recent MCM meeting, nutritionists, Maureen Simone, Cheryl Seifert, and Anne Agrocoste, from Stony Brook, Research Foundation, and Northwell respectively, discussed how clients can access MNT services and what they can expect when they do. They are working together to expand client knowledge of Medical Nutrition Therapy and to ensure staff know how to promote, refer, and recommend MNT services. Suggestions on how best to accomplish this included creating a brochure about MNT services that can be shared with clients, encouraging other health care professionals such as mental health and oral health care, to reach out to MNT staff to refer and recommend clients to MNT services. There will be some follow-up to work to make this a seamless process and not a barrier to good nutrition.

On a related note, the Consumer Involvement Committee is planning a nutrition conference for some time in October that will include workshops on reading and understanding food labels, exercise, cooking demos (if possible), and other nutrition-related topics yet to be determined. It was suggested that a recipe book that addresses health issues such as diabetes, high blood pressure and cholesterol and relates to different cultures be assembled. A consumer committee has been created to spearhead the planning of this conference.

#### **V. Announcements/Adjournment**

Ms. Rosch informed the committee that Nassau-Suffolk Law Services will be changed to Legal Services of Long Island. The agency will continue to offer the same services, only the name has been changed.

The deadline to complete the Consumer Survey has been extended until July to increase the number of responses.

Six community forums have been scheduled. The first one was June 21<sup>st</sup> at Sun River Health, the next one was conducted in Spanish at Nassau-Suffolk Law Services, another one will be conducted on Friday in English at the same location.

Remaining forums include July 8 in Spanish at Sun River Health in Brentwood and two evening Zoom forums in English and Spanish on July 2<sup>nd</sup> and 11<sup>th</sup> respectively.

Mr. Ed Soto made a motion to adjourn the June 27, 2024 meeting. Ms. Hope Sender seconded the motion.

All in favor. Motion carried.

#### **Membership sub-committee**

Two Planning Council applications, one new applicant and one second term nomination were reviewed and approved for balloting at the July Planning Council meeting.