

**Nassau-Suffolk HIV Health Services Planning Council  
STRATEGIC ASSESSMENT & PLANNING COMMITTEE  
UNITED WAY OF LONG ISLAND, DEER PARK, NY**

January 6, 2021

**Members Present**

Victoria Osk, Esq., Co-Chair  
Ilvan Arroyo  
Lisa Benz-Scott, PhD  
Arthur Brown  
Eileen Bryant  
James Colson  
William Doepper  
Kevin McHugh  
Vanessa Okeke  
Colin Pearsall  
Scott Petersen  
Joseph Pirone  
Felix Ruiz  
June Tappan  
Katelin Thomas  
Cristina Witzke

**Members Absent**

Angie Partap, Co-Chair  
Wendy Abt  
Clara Crawford  
Jacqueline Ponce-Rivera  
John Van

**Guests**

Kerry Thomas  
Claire Simon

**Staff**

Georgette Beal  
JoAnn Henn  
Myra Alston  
Katie Ramirez

**I. Welcome and Introductions**

Ms. Osk, Co-Chair opened the meeting at 10:05 am. There was a moment of silence to remember those dealing with the disease and those whom we have lost.

**II. Approval of November 4, 2020 minutes**

Ms. Thomas made a motion, which was seconded by Mr. Ruiz to accept the minutes as written.

11 Approved 3 Abstentions 0 Opposed Motion carried.

**III. Community Forums Reimagined.**

In this time of COVID, the manner in which community forums are conducted needs to be addressed. The information gathered at these forums is important to the PSRA process.

Ms. Simon stated that the forums need to be easy and accessible; if not in a virtual setting, they need to be close to public transportation. Most committee members acknowledged that in all likelihood, the forums would be happening virtually, possibly piggybacking off of existing CABs.

Suggestions and recommendations as to how to proceed in 2021 included:

- Submission of a recorded short video with participants answering community forum questions
- One-to-one sessions with providers either in person or over the phone, answering questions over the phone with Ms. Henn
- Virtual Zoom community forums with providers who will bring at least two clients, preferably those who are not Planning Council or committee members (in order to broaden the base of participants)
- Increasing the amount of the incentive
- Webinars, which would have the feature of breakout rooms.

The timeframe for the community forums is usually during the spring months, which prompted discussion about the possibility of hosting the forums outside, when the weather is nicer and COVID may be less threatening than an indoor event. Mr. McHugh suggested a picnic at Eisenhower Park bearing in mind that requirements and guidelines can change between now and then. Mr. Pearsall suggested that Project Safety could host a health fair possibly with a food pantry component, in the agency parking lot. The agency location is off the beaten path in an industrial area.

Confidentiality concerns were raised about public events. Also, depending on the offered incentives more people than expected may attend, not necessarily the targeted participants. There is also the unpredictability of the weather to contend with, which may result in cancellation of the event. Another suggestion was collaboration with county health departments in regards to the COVID vaccine. With attendance and participation at previous community forums steadily declining, it was suggested that a better way to engage and increase participation would be to limit the community forums to one virtual forum in each county and one conducted entirely in Spanish. After much discussion, the committee agreed to the format, supplemented with the addition of one-to-one sessions, when possible. Community forum questions will be reviewed at the next meeting.

#### **IV. 2021 Provider Survey**

The information gathered from this survey assists the Planning Council in setting priorities and setting allocations through Ryan White Part A and MAI funding. A preliminary review of the 2021 provider survey added *delays to funding* to question #7 and the phrase, *what languages other than Spanish and English are you finding a need for?* to question #9. Considering the current health situation, it was suggested that a COVID-19 specific question be included in the provider survey or to add COVID-19 as an option to the question about barriers to access to care. The committee was reminded that contract managers have been meeting (virtually) with providers regarding the services being provided and budgets about additional COVID funds. The information that would be gathered from the survey has already been received. So rather than duplicate efforts, the committee decided not to add COVID-19 to the Provider Survey. The Provider Survey questions will continue to be reviewed at the next SAP meeting, together with the Community Forum questions and the PSRA process will continue.

#### **V. Announcements**

There were no announcements. Mr. McHugh made a motion to adjourn the January 6, 2021 Strategic Assessment and Planning meeting. Ms. Tappan seconded the motion. All in favor- Motion carried.