

**NASSAU-SUFFOLK HIV HEALTH SERVICES PLANNING COUNCIL
BOARD ROOM, UNITED WAY OF LONG ISLAND, DEER PARK, NY**
January 8, 2020
9:30 am – 11:30 am

MINUTES

MEMBERS PRESENT

Felix Ruiz, Chair
Gloria Allen
Ilvan Arroyo
Lisa Benz-Scott
Arthur Brown
James Colson
William Doepper
Lawrence Eisenstein, MD
Kevin McHugh
Teresa Maestre
Johnny Mora
Victoria Osk, Esq
Rev. Loring Pasmore
Jacqueline Ponce-Rivera
Katelin Thomas
James Tomarken, MD

MEMBERS ABSENT

Traci Shelton, Vice-Chair
Clara Crawford
Tania Chiu
Nancy Duncan
Juli Grey-Owens
Cathy Martens
Martine Michel-Toure
Angie Partap
Joseph Pirone
Erik Rios
Anthony Santella, DrPH
June Tappan
Jessica Totino
John Van

GUESTS

Tuyet Anh Nguyen
John Galletta
George Marzen
Gregson Pigott, MD
Claire Simon
Kerry Thomas

UWLI STAFF

JoAnn Henn
Myra Alston
Stephanie Moreau
Katie Ramirez
Victoria White

COUNTY STAFF

Tavora Buchman
Nina Sculco

I. Welcome and Moment of Silence

Mr. Ruiz, called his first meeting as Chair to order at 9:45 am. He welcomed everyone and introductions were made. There was a moment of silence to remember those we have lost and those who are struggling.

II. Public Comment

There was not public comment

III. Approval of November 13, 2019 Minutes

Ms. Thomas made a motion to accept the minutes as read, which was seconded by Ms. Osk.

15 Approved 1 Abstention 0 Opposed - Motion Carried

IV. Administrative Update

Reallocation process- Ms. Beal informed the Council that \$6,000 will be reallocated to Medical Transportation in response for request for additional funds due to increased utilization. (\$2,500 is from funds returned from (EFA) Emergency Financial Assistance). The Executive committee voted to approve this reallocation.

Agencies have tracking forms to track how much they have vouchered, and anything yet to be submitted in order to help determine if any funds are being returned or if additional funds will be requested. Returns and requests will be done so without penalty.

Funds can be reallocated within the supportive services, but cannot be reallocated from Core to Support. Any remaining funds will be given to ADAP. This reallocation will not affect the 75/25 requirement of Core/Support.

A meeting with Logisticare is being planned to discuss the increased utilization in both counties. Medical Transportation usage has remained fairly constant in recent years. Possible causes for this sudden increase in utilization will be explored and discussed.

Ms. Beal has received the 2nd revision of the recipient's Grievance Policy. After it has been reviewed it will be forwarded to Suffolk County for input. Plans are to have the final version presented at March Planning Council meeting

Mr. Ruiz participated in a call regarding the Integrated HIV Prevention and Care Plan. He conveyed that as a Planning Council (EMA) Eligible Metropolitan Area, we have a responsibility to evaluate this plan. Mr. Ruiz informed those on the call about the 2019 Consumer Needs Assessment Survey and hoped to share the report when they reconvene in NYC at the end of January.

This will be the last Planning Council meeting Dr. Tomarken will attend as Suffolk County Health Commissioner. He is retiring next month. Ms. Beal took this occasion to present Dr. Tomarken with an appreciation plaque on behalf of the Planning Council. She thanked him for his overall support and attending the meetings, stating we have been fortunate to have health commissioners who understand the importance of the work we do. Dr. Tomarken thanked the council. He referred to the Council as being on the frontline; as a well-respected organization doing work that is not easy. Dr. Tomarken encouraged all to continue the work.

V. Committee Reports

Executive Committee-

Mr. Ruiz reported on the Monday, January 6, 2020 executive committee conference call. The January Planning Council was approved.

Once the 2019 Consumer Needs Assessment Survey Report is completed it will be sent to Planning Council members as well as uploaded to the Planning Council website.

Reallocation was approved for funds to be moved to Medical Transportation. As mentioned in the Planning Council Administrative Update, additional funds will be given to ADAP which received less funding than the previous year. This reallocation will not affect the 75/25 requirement of core/supportive services.

The 2nd revision of the recipient's Grievance Policy was sent to Ms. Beal on January 3rd. Once it is reviewed it will be forwarded to Suffolk County for input. Plans are to have the final version presented at March Planning Council meeting.

Membership recruitment and strategies were discussed in regards to filling the substance use and prevention provider categories.

Strategic Assessment & Planning Committee-

There was not a SAP committee meeting to report. The next SAP meeting is January 15, 2020.

Consumer Involvement Committee-

Mr. McHugh reported on the December 13, 2020 CIC meeting. It was the holiday meeting. An update on the success of the 2019 World AIDS event was given. The next meeting is Friday, February 14, 2020 during which, Planning Council recruitment strategies will be discussed.

Clinical Quality Management Committee

Rev. Pasmore reported on the Thursday, November 21, 2020 CQM meeting. The committee engaged in an annual review and update of the CQM workplan which outlined goals, objectives, activities, resources, deadlines and progress to date. New CQI projects for 2020 were discussed.

The Membership sub-committee met to discuss recruitment strategies and development of 2020 workplan. The committee will continue discussion at future meetings. The current Planning Council applications was reviewed to determine if any changes should be made.

Current demographic as of December 30, 2019 were provided.

VI. Annual Member Orientation Presentation

The Orientation began with a 10 question assessment was distributed to the Planning Council members. Members were asked to answer the questions prior to the presentation. A hard copy of the orientation was also made available to assist with completion with the answers. After the presentation, questions were answered, and answer slides were cited.

The objective of the Annual Member Orientation, besides being a HRSA requirement, is to equip all members to be well-verses and understand the purpose of the Planning Council, gain a better understanding of the planning process, and review the roles and responsibilities of Planning Council members. This is beneficial for both new members as well as those **who are not so new**. The presentation has been pared down for brevity and clarity; a more detailed and in-depth orientation will be given to new Planning Council members at a later date.

Topics covered in the orientation include:

- A description of the Ryan White HIV/AIDS program and its legislative requirements
- How Ryan White Part A works
- Familiarization of often used acronyms,
- Planning Council mission statement and membership
- Priority setting and resource allocation
- Procurement
- Confidentiality, conflict of interest, and grievance policy
- Various committee and their functions.

Contact information and additional links were also provided. This Annual Member orientation serves as a review for current members, educates new members and other attendees as well as fulfilling the HRSA requirement.

VII. 2019 Administrative Mechanism Report

A summary of the Administrative Mechanism Report for 2019 was presented to the Planning Council. This annual assessment, which is the responsibility of the CQM committee, is conducted to determine the efficacy of the administration of funds for the timely delivery of services to PLWHA throughout the EMA. All Part A providers participated in the survey, as well as some Planning Council members, for a combined number of 36 respondents. The results provide a roadmap of what was done well and identified areas of improvement.

The survey reviews the previous year's planning process and the resulting priorities that are funded in the current fiscal year. If the administrative mechanism is not working well, the Planning Council is responsible with making formal recommendation to the CEO of the EMA, in order to continue the timeliness and effective of the contracting process.

Divided into the categories of: PSRA process, Procurement, Distribution of Funds, and Contract Monitoring, questions were asked to gauge the effectiveness of the process and its execution.

The vast majority were familiar with the **PSRA process** and agreed there was adequate consumer, provider and public input and that the process was data driven.

When asked if the special populations of African Americans, Hispanics, MSM, Women of Color, Out of Care, IDU, 45+ and Transgender, Non-binary were considered in the planning process, an overwhelming majority of respondents (higher percentages with providers), answered in the affirmative; some were unsure. Not one respondent replied that these special populations were not considered in the process.

All respondents agreed that the Planning Council meets its mission statement to provide effective planning and promote development of HIV/AIDS services, personnel and facilities which meet identified health needs of uninsured and underinsured HIV infected individuals.

Procurement was an added section on the 2019 Administrative Mechanism. RFPs were issued for OHC, OAHS, MNT and EFA. Not all providers applied for RFPS. The results of those who did reply, revealed the following:

- 60% learned about RFP through grant emailing and program/agency contract
- More than 93% agreed that their agency was aware of issue date and deadline with adequate time to prepare and submit proposal. The remaining percentage was neutral in its response
- All agreed that the N-S EMA provided bidders with adequate information about the 2018 RFP and the criteria and procedures for reviewing proposals were clearly described. 100% replied that the 2018 RFP has clearly stated expectations, including federal HRSA/HAB policies and procedures in regards to expected performance measures, standards of care, program and reporting
- Over 90% responded that the N-S EMA conducted an open and competitive procurement process with standardized procedures and requirements for funding. The remaining percentage response was neutral
- Suggestions to improve the process included electronic submission of documentation and additional training prior to proposal review.

Regarding **Distribution of Funds**, all providers agreed that UWLI provides a clear scope of service for each contract. Once contracted, 71.43% reported that vouchers were paid in a timely manner. 63.64% reported the average turnaround time for reimbursement once a completed invoice is submitted was over 30 days; 18.18% was reported for both 16-30 days and 7-15 days for reimbursement. Electronic file transfer, submission of backup documentation electronically, and contracting earlier in the grant year were suggested to improve the process.

Contract Monitoring, All agencies were visited or monitored in the 2018-2019 year, which includes quality monitoring. All respondents agreed that written instructions were provided so that agencies would know what documentation would be needed during the site visits. All providers agreed that the feedback received was helpful. Technical assistance was provided as needed; data at 90.91%; Quality at 54.55%; Budget/workplan and Vouchering were both at 36.36%. The accessibility of contract administrators and fiscal staff was highly rated.

In conclusion, the results of the 2019 Administrative Mechanism report illustrates how the Planning Council, PSRA Process, administration of funds, and technical assistance all work together to ensure that needs are being met, as well as identifying where more concentration of effort is needed.

This report coordinates well with the Annual Member Orientation to inform and further expands the Planning Council Mission Statement.

IX. Other Business/Announcements.

- Dr. Eisenstein reminded the Council that there is a mayoral address today at 1:30pm.
- Ms. Osk informed the Council that Nassau-Suffolk Law Services is offering a citizenship class. Once enough participants sign up, a date and time will be announced.

IX. Adjournment

A motion was made by Mr. McHugh and seconded by Mr. Doepper to adjourn the January 8, 2020 Planning Council meeting.

All in favor, Motion carried.

