

**NASSAU-SUFFOLK HIV HEALTH SERVICES PLANNING COUNCIL  
BOARD ROOM, UNITED WAY OF LONG ISLAND, DEER PARK, NY  
November 18, 2020  
10am – 12pm**

**MINUTES**

**MEMBERS PRESENT**

Felix Ruiz, Chair  
Traci Shelton, Vice-Chair  
Ilvan Arroyo  
Lisa Benz-Scot, PhD  
Arthur Brown  
Tania Chiu  
Nashon Clark  
William Doepper  
Lawrence Eisenstein, MD  
Juli Grey-Owens  
Kevin McHugh  
Teresa Maestre  
Cathy Martens  
Victoria Osk, Esq.  
Colin Pearsall  
Scott Petersen  
Joseph Pirone  
Jacqueline Ponce-Rivera  
Erik Rios  
Rafael Rivera  
Anthony Santella, DrPH  
Claire Simon  
June Tappan  
Katelin Thomas

**MEMBERS ABSENT**

James Colson  
Clara Crawford  
Johnny Mora  
Angie Partap  
Gregson Pigott, MD  
Denise Ragsdale  
John Van

**GUESTS**

Eileen Bryant  
George Marzen  
Kerry Thomas

**UWLI STAFF**

Georgette Beal  
JoAnn Henn  
Myra Alston  
Katie Ramirez

**COUNTY STAFF**

Nina Sculco

**I. Welcome and Moment of Silence**

Mr. Ruiz called the meeting to order at 10:06 am. He welcomed everyone and acknowledged new Planning Council members, Claire Simon, Nashon Clark, Rafael Rivera, Colin Pearsall and Scott Petersen. Traci Shelton, Erik Rios, and Johnny Mora were also recognized as second term members. There was a moment of silence to remember those we have lost to HIV and those who are still struggling

**II. Public Comment**

There was no public comment.

### **III. Approval of September 9, 2020 Minutes**

Mr. McHugh made a motion to accept the minutes as read. The motion was seconded by Ms. Martens.  
17 Approved 5 Abstention 0 Opposed - Motion Carried

### **IV. Administrative Update**

Ms Beal reported that UWLI staff is currently working with providers to assess spending and determine if there will be unspent funds for 2020. The estimated carryover request for FY20-21 is due at the end of December. Beginning in FY22, Ryan White Part A grants will be multi-year and a new unmet need framework will be rolled out. Virtual site visits with all Part A providers are being set up for January and February.

### **V. Committee Reports**

Mr. Ruiz reported on the Executive Committee conference call on Tuesday, November 10, 2020 which included some of the administrative updates reported on by Ms. Beal. All new nominees have been appointed to the Planning Council. There are plans for a Virtual Open House in mid -January to assist with recruitment efforts and increased membership. A few members of the Executive Committee volunteered to help with the open house.

Mr. McHugh reported on the CIC, which met on Friday, October 9, 2020. Committee members discussed hosting a virtual World AIDS Day event. This year marks the 30<sup>th</sup> anniversary of the Ryan White program. The committee voted to hold the event on Friday, December 4, 2020, from 6pm-8pm by Zoom. The Theme for the event is “30 Years of Striving and Surviving Thanks to the Ryan White Program”. A link to register for the event will be sent.

Ms. Osk reported on the SAP committee, which met via Zoom on Wednesday November 4, 2020, during which there were presentations on the region’s EIIHA Plan (Early Identification of Individuals with HIV/AIDS). and the updated framework for Unmet Need. This framework will be part of the next Part A grant application cycle and while many elements are the same, the region will be required to collect additional data in order to drill down on unmet need by special populations. A series of webinars are being developed by HRSA to outline the new process. The EMA will be expected to collaborate with the state.

Mr. Pirone reported on the CQM committee which met Thursday, October 22, 2020. During this meeting, the results for the FY 19 Administrative Mechanism was shared and will be presented to the Council. Membership recruitment strategies were discussed as a number of Planning Council members will be cycling off their second term in September 2021. The Membership Committee will be hosting a Virtual Open House this winter.

### **VI. Administrative Mechanism-**

The results of the FY Administrative Mechanism survey were presented to the Planning Council. There is an annual assessment of the Nassau-Suffolk EMA’s administrative mechanism, which involves evaluating the efficiency of the process used by the Recipient (Nassau County) and the Technical Support Agency (United Way of Long Island) to rapidly allocate funds to priority area in terms of timeliness and effectiveness and in carrying out or overseeing the contracting process. Surveys were completed by Planning Council members and Part A funded providers. Questions for members were specific to the Council, its mission, trainings, and the PSRA process. Provider questions focused on procurement, distribution of funds in FY 19-20, contract monitoring, and knowledge of PSRA process. Surveys review the previous year 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 for making formal recommendations to the CEO of the EMA, in order to continue the timeliness and effectiveness of the contracting process.

To summarize:

The results of the 2019 administrative mechanism confirm that the EMA is effective at both allocating and reallocating funds to priorities that mirror the needs of the region and that are supported through needs assessments and data collection. Council members indicated a clear understanding of the PSRA process and agree that the process is both data driven and addresses the needs of special populations. Over 92% of providers were familiar with the PSRA process and the overwhelming majority agreed the process is data driven and addresses the needs of special populations. However, the need to continue to engage funded providers in the PSRA process is critical as programs continue to experience staff changes and additions.

All respondents agreed that the Nassau-Suffolk EMA provided bidders with adequate information about 2019 RFPs and conducted an open and competitive procurement process with standardized procedures and requirements for funding. 90% of providers replied that they were aware of RFP issue date and deadline, with enough time to adequately prepare and submit a proposal.

All agencies were monitored and received a comprehensive site visit in FY 2019-2020. All respondents agreed that contract managers and fiscal staff were accessible, and that technical assistance, when requested was reported as both timely and helpful.

A deficiency identified by the Council is the need for the EMA to continue working on improving shortening the length of time for voucher processing. To address this concern, United Way, increased the number of fiscal technical assistance sessions for providers in FY19; especially those with new fiscal staff. Ensuring that providers have a clear understanding about the vouchering process helps to improve processing of payments and timely closeout of the grant. This in addition to utilizing a new fiscal accounting system in FY19-20 and modified provider vouchering forms. The CQM Committee also recommended the development of clear guidance between United Way and providers on the acceptable length of time for voucher corrections and payment before “restarting” the clock and returning vouchers back the providers for resubmission.

While FY 20-21 may present some continued challenges to the timely payment of vouchers because of COVID-19, it is anticipated that, with increased provider trainings, the new fiscal accounting system, and clear communication of deadlines that delays will be more significantly reduced in FY21-22.

## **VII. COVID Update**

In order to ensure the best use of COVID funds, Part A funded providers were asked which needs were requested by their clients. Emergency Financial Assistance (EFA), food bank, and Medical Nutrition Therapy (MNT) were the most frequently requested. There was also a pressing need for Personal Protective Equipment (PPE) and cleaning supplies. Agencies received funding and were able to supply Part A clients with food cards, PPE, and other assistance as needed. EFA was offered by Options, Circulo, Hispanic Counseling Center, Nassau Healthcare Foundation, NSUH, Southampton, Stony Brook Hospital, Thursday’s Child, and Sun River Health.

Following HRSA guidelines, funds were reallocated to include tablets to give consumers the opportunity to participate in Telehealth visits and to connect to their providers. The region will continue to look at available resources, address needs as they change and encourage provider communication to avoid duplication.

## **VIII. Data Presentation: Ryan White Service Delivery in FY19-20**

Ms. Alston began her PowerPoint presentation of the N-S EMA Ryan White Data (Part A and MAI) by Priority for FY 2019-2020 with a breakdown of all clients served by race/ethnicity and gender/age groups.

The different types of insurance, separated by county, were compared, (categories also included *no insurance* and *other*). The comparisons were similar. Medicaid was the most utilized for both Nassau and Suffolk clients, followed by Medicare.

Another comparison was EPI data vs, Part A/MAI in regards to race/ethnicity. While the EPI data had higher numbers, the percentages were somewhat similar. Two exceptions were Black, not Hispanic and Multi-Race. The former was more than 15% higher in Part A/MAI; the latter was almost 14% in EPI.

Slides on the individual priorities detailed the number of clients, units of service, amount allocated to that priority and actual funds spent. There was also a breakdown of gender, race, risk factor and age group, (13-24; 25-44; 45-64 and 65+). Transgender was included when data was available. However, services not being accessed or individuals not reporting as transgender are factors that can contribute to the low percentage. The presentation with its detailed and colorful graphs, charts, and pie charts illustrated and explained the RW service delivery in FY 19-20, thereby offering a better picture of how services are accessed and an utilized.

### **IX. Results of Member Needs Assessment Survey**

Our planning body is responsible for training members on their roles and responsibilities. Presenters can be brought in to keep members aware of changes in the HIV continuum. In order to decide which topics to include and emphasize, a Member Needs Assessment Survey was sent to Planning Council members.

Members were asked to select up to five trainings that they would like to see offered in 2021.

The top topics were *HIV and Aging*, *Using Social Media to Improve Engagement and Community Participation* and *LI ETE Updates*. *COVID-19 vaccine updates* was also suggested as a training topic. In addition, members suggested individuals who would be good trainers on a particular topic.

### **X. Other Business/Announcements**

- There is a Northwell CAB conference call on Tuesday, November 24, 2020
- There is a virtual World AIDS Day event is Friday, December 4, 2020 6pm-8pm. A link will be sent out to register for the event

### **XI. Adjournment**

Mr. McHugh made a motion, which was seconded by Mr. Doepper to adjourn the November 18, 2020 Planning Council meeting.

All in favor, motion carried.