

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

**January 10, 2018  
9:30 am – 11:30 am**

**MINUTES**

**MEMBERS PRESENT**

Joseph Pirone, Vice-Chair  
Lisa Benz-Scott, PhD  
Arthur Brown  
James Colson  
Clara Crawford  
Nancy Duncan  
Lawrence Eisenstein, MD  
Juli Grey-Owens  
Margret Henry  
Barbara Martens  
Jiohnny Mora  
Felix Ruiz  
Andrea Smith  
Louise Square  
Katelin Thomas  
James Tomarken, MD

**MEMBERS ABSENT**

Anthony Santella, PhD  
Wendy Abt  
Ilvan Arroyo  
Tania Chiu  
Marci Egel  
Anthony Marmo  
Martine Michel-Toure  
Rev. Loring Pasmore  
Katie Ramirez  
Erik Rios  
Traci Shelton  
Elizabeth Torres  
Jessica Totino

**GUESTS**

Gloria Allen  
Jessica Clark  
Maureen Coley  
William Doepper  
Teresa Maestre  
Victoria Osk  
Michelle Raider  
Scott Petersen  
June Tappan

**UWLI STAFF**

Georgette Beal  
JoAnn Henn  
Myra Alston  
Victoria White  
Stephanie Moreau

**COUNTY STAFF**

Carolyn McCummings

**I. Welcome and Remembrance**

Mr. Pirone, Vice Chair, in Dr. Santella's absence, called the meeting to order at 9:45am. He welcomed everyone and asked for introductions. There was a moment of silence to center ourselves and remember why we are here.

**II. Public Comment on Agenda Items**

Victoria Osk addressed the Planning Council in regards to reports of LIAAC closing. As of 12/30/2017, the AIDS Institute (AI) has pulled 3.3 million in Part B. funding from the LIAAC program. The programs affected are prevention, MAI, and nutrition. (LIAAC is not a Part A funded agency). Funds will be allocated to other agencies. Of main concern were the impact on clients and how they are being transitioned in order to continue receiving needed services. Many clients relied on LIAAC for assistance with completing necessary paperwork. Ms. Louise Square, from NYSDOH and a Planning Council member, informed the Council that EAC Network will provide nutrition health education, (at its Hauppauge location), Options for Community Living will offer case management, and a number of Health Home patients will be served by HRH.

It was noted that while LIAAC has been cooperative with referring clients to appropriate agencies, gaps in services often result from client's failure to follow-up. Clients are being encouraged to request their files. Good communication is important and guidance is needed.

### **III. Approval of November 8, 2017 Minutes**

Barbara Martens was added to the *Members Absent* column of the November 8, 2017 Planning Council minutes. Ms. Thomas made a motion to accept the minutes as corrected, which was seconded by Ms. Grey-Owens

10 Approved 3 Abstentions 0 Opposed - Motion Carried

Note: Some members arrived after this motion.

### **IV. Administrative Update**

- Ms. McCummings, from the NCDOH, informed the Council that the Request for Proposal (RFP) for the Technical Service Agreement (TSA) by United Way of Long Island has been approved for another five years.
- Ms. Beal reported that the HRSA site visit, which has been rescheduled at our request, will be during the week of March 12, 2018. HRSA wants to meet with consumers and the executive committee. The provider agencies have yet to be determined, they may be different from what was previously requested. There are questions regarding what constitutes quality management and quality assessment as definitions have changed, new policy notice regarding EMAs and TGAs and clarification is needed.
- Ms. Moreau is working providers, providing Technical Assistance as needed.
- Comprehensive site visits are continuing, some needed to be rescheduled due to inclement weather. The plan is to have them completed by February.
- The final QM report by our consultant has been delayed due to illness. The draft has been completed and we are hoping to receive the final report as soon as is possible.
- The Ryan White Services Report (RSR) is due in March and Ms. Alston is working with providers to clean up remaining data.
- Reallocation funding to be discussed in further detail later in meeting.

### **V. Committee Reports**

#### Executive Committee-

Mr. Pirone reported on the Executive Committee which met on Monday, January 8, 2018. Planning Council agenda was reviewed and approved which includes a reallocation of FY 2017 funds and member orientation. Comprehensive site visits should be completed by February 2018. RSR report is due in March, 2018. HRSA site visit rescheduled for the week of March 12, a call with HRSA in February to discuss agenda and confirm details is planned. There will be vote on a Planning Council candidate who was approved at the last QAM meeting. Concerns about unaligned consumer representation on the Planning Council were raised and suggestions about strategies to increase the percentage were discussed, as 33% of council membership should be unaligned consumers as per HRSA guidelines.

#### Strategic Assessment & Planning Committee-

The January 4, 2018 SAP meeting was cancelled due to inclement weather.

#### Consumer Involvement Committee-

Ms. Duncan, CIC Chair, reported on the December 15, 2018 meeting. Mr. LeVar Nero, Account Manager for Brightpoint Health gave a presentation about the services the agency provides. Brightpoint Health, which began as a nursing home devoted to people living with HIV/AIDS, has expanded to 23 operational sites in all five boroughs. Services include primary and dental care, adult day health care, outpatient substance abuse treatment, and social support, Brightpoint Health also operates several state-of-the art mobile health and dental centers. Tours are available, materials and contact information were distributed.

#### Quality Assurance and Membership Committee

Ms. Crawford reported on the QAM meeting which met on Thursday, December 7, 2017.

The Oral Health Care Service Standards were presented to the committee to begin its review, having been reviewed by the Consumers for Quality Workgroup prior to this meeting. Recommendations and suggestions regarding the updating of these Standards were discussed. The review of the OHC Service Standards are expected to be completed at the February QAM meeting. Demographics as of January 8, 2018 were listed in the committee report as well.

## **VI. Reallocation of FY 2017 Funds**

In reviewing the reallocation funding chart, it was noted that not as many funds were returned as in previous years. While there have been shifts in staffing and personnel, the client number has remained stable. Reallocation of funds is part of the closeout process. \$4,997 was requested by the OAHS priority in order to be able to get through the rest of the fiscal year, which ends February 28, 2018. The OAHS request was reviewed and deemed acceptable for use for allocated funds. (Funds requested were to be used for cost of labs and procedures). Proposed recommendation is to give the requested amount (\$4,997) to Ambulatory Outpatient Health Services (as a CORE Service) and the remainder of the funds (\$41,120) to ADAP (also a CORE Service). It is also recommended that any remaining funds returned before February 18, 2018 also be reallocated to ADAP. No funds were returned under MAI so no reallocation is needed.

Conflict of Interest Statements were distributed, signed and collected.

Mr. Ruiz made a motion which was seconded by Ms. Grey-Owens to approve the Reallocation of FY2017 Funds. (Note: Three Proxies were included in this vote).

*18 Approved      0 Opposed      1 Abstention*

## **VII. Annual Member Orientation/Train**

The annual member orientation was given, the purpose of which is to provide information about the Ryan White HIV/AIDS program, specifically Part A, review the roles and responsibilities of Planning Council members, equip those members to be well-versed to understand the goals and purpose of the Planning Council, gain a better understanding of the planning process, familiarize members with often used acronyms, and serve as a review for current members. During the PowerPoint presentation, the Priority Setting and Resource Allocation (PSRA) process was also explained. This explanation included a list of core and supportive services that are currently being funded by Ryan White Part A, (the 75/25 split), flow of Part A funds and decision making, as well as the importance of confidentiality. Among the other topics discussed were, Planning Council and committee membership, their roles and responsibilities, conflict of interest, and the importance of meetings. A handout was also distributed to serve as reference.

## **VIII. Other Business/Announcements.**

Dr. Eisenstein informed the Council that during the ETE meeting in Albany this December, leaders in the field were acknowledged. One of the leaders mentioned, was Ms. Duncan, current Chair of the CIC committee, who was recognized for all her efforts and dedication. After a round of applause at the announcement, Ms. Duncan was grateful and said she was sorry she was unable to attend the event,

Dr. Benz-Scott informed the Council that in the second week in December, 2017, Stony Brook University submitted a proposal to conduct a needs assessment on prevention in Suffolk County; Hofstra University submitted a proposal on behalf of Nassau County as well. She is waiting to hear if approved for the project and will keep us posted.

Dr. Benz Scott also offered the availability of her students to work as interns.

**IX. Adjournment**

**Motion** was made by Ms. Grey-Owens and seconded by Mr. Brown to adjourn the January 10, 2018 Planning Council meeting.

*16 Approved 0 Abstentions 0 Opposed - Motion carried.*