

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

March 13, 2019

MINUTES

MEMBERS PRESENT

Anthony Santella DrPH, Chair
Joseph Pirone, Vice-Chair
Wendy Abt
Gloria Allen
Ilvan Arroyo
Lisa Benz-Scott, PhD
Arthur Brown
James Colson
Clara Crawford
William Doepper
Nancy Duncan
Lawrence Eisenstein, MD
Juli Grey-Owens
Kevin McHugh
Barbara Martens
Martine Michel-Toure
Johnny Mora
Victoria Osk, Esq.
Jacqueline Ponce-Rivera
Denise Ragsdale
Erik Rios
Felix Ruiz
Traci Shelton
Louise Square
Katelin Thomas
James Tomarken, MD.

MEMBERS ABSENT

Tania Chiu
Margret Henry
Anthony Marmo
Rev. Loring Pasmore
Jessica Totino

GUESTS

Alison Karppi
Michael Collins
Febuary D'Auria
Andrew Knecht, MD
Janique Lewis
Teresa Maestre
CW Scwalbe
June Tappan

UWLI STAFF

Georgette Beal
Myra Alston
Stephanie Moreau
Katie Ramirez
JoAnn Henn

COUNTY STAFF

Tavora Buchman, MD
Nina Sculco

I. Welcome and Remembrance

Joseph Pirone, Vice Chair called the meeting to order at 9:45 am. He welcomed everyone. Introductions began with the two newest Planning Council members, Denise Ragsdale and Jacqueline Ponce-Rivera. A moment of silence was observed to center ourselves and remember why we are here. Mr. Pirone also informed the Council of Ms. Egel's resignation from the Planning Council. Ms. Egel has relocated to Pennsylvania. Mr. Pirone read aloud her Certificate of Accomplishment which acknowledged her commitment and dedication to the Council over the last three years. The certificate will be mailed to Ms. Egel.

II. Public Comment

There were no public comments at this time.

III. Approval of January 9, 2019 Minutes

Dr. Benz-Scott was added to the members present. The wording was changed regarding the nutrition workshop facilitated at the RW Conference to read as follows, Ms. Thomas, Ms. Byrant, and Ms. Simone facilitated a workshop about SPARC's nutritional program and food as medicine with two other agencies.

Mr. McHugh made a motion to accept the minutes as amended, which was seconded by Ms. Osk.

20 Approved 6 Abstentions 0 Opposed - Motion Carried

IV. HOPWA Update-

Alison Karppi, Commissioner of Housing and Human Services in the town of Brookhaven spoke about Housing Opportunities for Persons with HIV (HOPWA) program. The town of Brookhaven is considered to be the most populous unit of local government on Long Island. Consequently, Brookhaven is now implementing the HOPWA program for Nassau and Suffolk Counties. The town will continue to use the funding for *bricks and mortar* only and the agencies accepted for funding will link their clients to services provided with other resources for funding. The town intends to run the program much as it was run by the Islip Community Develop Agency.

The intention is to continue to work with the United Way of Long Island's Housing Division as the project sponsor and developer of the housing units and where feasible, to locate the housing projects in municipalities not recently assisted with previous funds as well as in communities not already highly impacted by other special needs housing.

According to the Town of Islip's Consolidated Annual Performance and Evaluation Report in the 2017/2018 program year, as of June 30, 2018 there were 10 permanent housing units serving 32 households and 57 eligible individuals were placed.

V. Administrative Update-

Ms. Beal gave the Administrative Update:

- Request for Proposals (RFPs) were sent out for Oral Health Care (OHC), Medical Case Management (MCM), and Early Intervention Services (EIS) priorities. Currently, there is not a Part A funded OHC provider in Nassau County. RFPs were due back on March 6, 2019. Awards are scheduled to begin on June 1st. Current providers under these priorities will be funded for three months while the RFPs are being reviewed to ensure continued services.
- The full Part A award was received prior to the start of the new fiscal year. This is the first time this has occurred in a long while. There was a slight decrease of 2.67% which includes formula, MAI, and supplemental.
- HRSA will be conducting a fiscal technical assistance visit for Nassau County, UWLI, and Part A providers in response to findings/recommendation from the last comprehensive site visit. Technical assistance will be given regarding new policies and imposition of charges. The visit is scheduled for March 25-29.

VI. Committee Reports

The Executive Committee met on March 5th, not March 6th as previously written.

Executive Committee-

Mr. Pirone reported on the March 5, 2019 Executive Committee meeting at United Way of Long Island. The following items were discussed:

- The EMA is in receipt of a full award for FY19-20
- The deadline for the OH, EIS and MCM Request for Proposals (RFPs) is March 6, 2019 at 5pm
- The Executive Committee approved the bylaws revisions which will be then presented to the Planning Council for a vote. The amended bylaws were sent to the full Council for review a week before the Planning Council meeting in accordance with the current bylaws.
- Three candidates are on the ballot for the March Planning Council meeting.

Strategic Assessment & Planning Committee-

Ms. Osk reported on the two SAP meetings which were held since the last Planning Council meeting. At the January meeting, 2019 community forum questions were reviewed and dates were scheduled. The committee also began the process of reviewing the questions from the 2017 provider survey.

The second SAP meeting was held on March 6, 2019. The committee continued to review the previous Provider Survey questions in preparation of the 2019 version. A working draft was created, with plans to finalize the survey by the May SAP meeting. The committee was provided with the finalized dates for the FY 19-20 PSRA meetings. The first community forum is scheduled for Friday, March 8 at the HRHCare Patchogue location.

Consumer Involvement Committee-

Ms. Crawford reported on the February 8, 2019 CIC meeting. The committee discussed and reviewed goals and objectives for 2019 including a list of topics for trainings and presentations. Housing, nutrition, and exercise were some of the topics the committee would like to explore in 2019. Planning will soon be underway for World AIDS Day 2019.

Quality Assurance and Membership Committee

Ms. Shelton reported on the Thursday, February 28 QAM meeting which continued the Oral Health Quality Improvement Project. The committee reviewed various intake forms and had a robust discussion about oral health screening and the follow-up referral processes at the difference medical case management provider agencies. A presentation on the HRSA QM Module was given by Ms. Moreau and she also gave an update on Policy Clarification Notice (PCN) 15-02 changes. Three Planning Council applications were reviewed, approved and slated for a vote at the next Planning Council meeting. There was a vote for the three candidates on the ballot. (VOTE)

VII. Bylaws Review and Update (VOTE)

The ad-hoc bylaws committee finished its review and updated the bylaws of the Nassau-Suffolk HIV Health Services Planning Council in time for a vote at the March meeting. The Planning Council Grievance Procedures as referenced in the bylaws were discussed and voted on separately after approval of the 2019 bylaws.

The following is a list of some of the changes in the bylaws:

- Definition of Terms- Recipient replaces the term, *Grantee*. *Consumer* was added to the list of Definition of Terms.
- *HIV infected individuals* was replaced with the term, *people living with HIV* throughout the document.
- *Non-conflicted individuals* was replaced by the term, *unaligned* individuals.
- Social Service Providers now include housing and homeless service providers, in line with HRSA guidelines.
- The last line referring to Duties of the Chair, has been rewritten as “The Chair will serve as the *representative* of the Council with *HRSA, state and county* officials”.

- The Quality Assurance & Membership (QAM) Committee has been renamed Clinical Quality Management (CQM) Committee; there is a separate Membership Committee consisting of voting CQM members, meeting as needed after the CQM Committee.
- The Consumer Involvement Committee is now a standing committee.
- Grammatical errors were corrected.

A motion was made by Ms. Grey-Owens and seconded by Mr. McHugh to approve amendments to the Nassau-Suffolk HIV Health Services Planning Council Bylaws.

25 Approved 1 Abstention 0 Opposed

Planning Council Grievance Procedures-

It is a HRSA requirement that all Planning Councils have a grievance policy. Copies of the procedures were distributed, followed by discussion as to the procedure and specifically to what committee the grievance should be submitted. While it is the goal of the Planning Council to address issues internally, in the event the problem is not resolved through informal mechanisms, a formal grievance can be submitted. Previously Grievances were addressed to the QAM Committee. It was decided that future grievances be submitted to the Executive Committee, which consists of the co-chairs of all the committee. The Executive Committee is able to act on behalf of the Planning Council to handle administrative functions as authorized by the Council when it is not in session or on an emergency basis.

A motion was made by Ms. Shelton and seconded by Ms. Michel-Toure to accept the Planning Council Grievance procedures as amended.

25 approved 1 Abstention 0 Opposed.

VIII. Consumer Survey

Ms. Ramirez began the update on the Consumer Survey by thanking all who have helped to administer and deliver the surveys. She acknowledged the hard work and dedication of the peers for their assistance in making this a success. To date, 264 consumer surveys have been completed. Ms. Ramirez shared that preliminary results show that many of the survey respondents are unaware of available resources in the EMA. A full report will be generated and shared with the Planning Council upon completion. The deadline for the survey has been extended.

IX. Public Comment

None.

VIII. Adjournment

Motion was made by Mr. Doepper and seconded by Ms. Shelton to adjourn the March 13, 2019 Planning Council meeting.

All in favor - Motion carried.