

**NASSAU-SUFFOLK HIV HEALTH SERVICES PLANNING COUNCIL
BOARD ROOM, UNITED WAY OF LONG ISLAND, DEER PARK, NY
January 9, 2019**

MINUTES

MEMBERS PRESENT

Joseph Pirone, Vice-Chair
Gloria Allen
Ilvan Arroyo
Lisa Benz-Scott
James Colson
Clara Crawford
William Doepper
Lawrence Eisenstein, MD
Juli Grey-Owens
Margret Henry
Barbara Martens
Kevin McHugh
Martine Michel-Toure
Johnny Mora
Victoria Osk, Esq.
Eric Rios
Felix Ruiz
Traci Shelton
Katelin Thomas

MEMBERS ABSENT

Anthony Santella, PhD., Chair
Wendy Abt
Arthur Brown
Tania Chiu
Nancy Duncan
Marc Egel
Anthony Marmo
Rev. Loring Pasmore
Denise Ragsdale
Louise Square
James Tomarken
Jessica Totino

GUESTS

Eileen Bryant
Michael Collins
Susanne Cretelli
Febuary D-Auria
Teresa Maestre
Christie Rode
June Tappan

UWLI STAFF

Georgette Beal
Myra Alston
Victoria White
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 and introductions were made. With everything going on in the world and in light of our recent World AIDS Day event, Mr. Pirone asked for a moment of silence to remember those who are sick and suffering.

II. Public Comment

There were no comments.

III. Approval of November 14, 2018 Minutes

Corrections were made to the attendance; Ms. Shelton and Mr. Rios were added to members present. Ms. Shelton made a motion to accept the minutes as amended, which was seconded by Ms. Grey-Owens

15 Approved 2 Abstentions 0 Opposed - Motion Carried

IV. Administrative Update

National Ryan White Conference recap-

The Ryan White Conference occurs every two years. This year it was held at National Harbor, Maryland, during the second week in December. Those who attended the conference gave a quick recap:

Ms. Sculco, from the Nassau County Department of Health began the discussion. Although she is not new to the HIV field, Ms. Sculco indicated that she is new to Ryan White Part A grant and that this was her first Ryan White conference. She described the conference as phenomenal. As a representative of the recipient's office, many of the workshops she attended were administrative in nature. Of particular interest, was the workshop on the Imposition of Charges While some clarification was given, she felt more discussion is needed for a better understanding of the policy.

Ms. Alston, Contract Administrator/Data Manager from United Way of Long Island, found the conference very informative. Some of the topics discussed at the workshops included program cost vs. unit cost, data reporting, the (RSR), Ryan White Services Report, and CareWARE6. Trainings and meetings with agencies about this updated software program will be necessary prior to its implementation.

Ms. Moreau, Contract Administrator/Quality Manager attended the Quality Management and Improvement workshops. The changes in the Policy Clarification Notice (PCN) 15-02 will be shared at future meetings. The Council was reminded that the Service Standards are compliance based. Performance measures must be separate. The Service Standards are in the process of being revised to implement changes according to the TA correction action of the last HRSA site visit.

Ms. White, Contract Administrator reported that there were different pathways for the various workshops that were offered at the conference on similar topics. She attended some workshops on innovative ways to administer priorities such as EIS.

Ms. Henn, Planning Associate attended workshops regarding the Planning CHATT website, Planning Council operations and different ways to engage members. One of those ways is to have a membership orientation and other trainings that are more interactive. The membership orientation that is to follow later in the meeting, will employ such an activity.

Ms. Thomas attended the conference as the grantee representative from Part D. She spoke about the workshop that she, Eileen Bryant, and nutritionist, Maureen Simone facilitated on SPARC's nutritional program and food as medicine with two other agencies.

V. Committee Reports

Executive Committee

Mr. Pirone reported on the December 19, 2018 Executive Committee conference call. The Executive Committee decided to alternate its meetings between conference calls and face-to-face meetings. The following items were discussed during the Executive conference call:

- The full Part A/MAI award is expected by March 2019.
- Current grievance policy is in process of getting updated.
- RFPs for Oral Health Care (OHC), Early Intervention Services (EIS), and Medical Case Management (MCM) services will be issued in January 2019.
- The Planning Council website will be updated to include a translation widget and the twitter feed will be maintained.
- An ad-hoc committee was created to review and update the 2016 Planning Council bylaws, plans are to present the updated bylaws to the Planning council for review and vote at the March meeting.

Strategic Assessment & Planning Committee- The next SAP meeting is scheduled for January 16, 2019.

Consumer Involvement Committee

Ms. Crawford reported on the Friday December 7, 2018 meeting. During this meeting, Ms. Duncan was thanked for her commitment and service as CIC Co-chair as her term came to an end. A vote was taken on a new co-chair. Congratulations to Ms. Egel who will be chairing the CIC with Ms. Crawford, beginning with the February meeting. Committee members were thanked for the hard work and efforts to make the World AIDS Day event on Friday, November 30, 2018 at The Heritage Club such a success and photos of the event were shown at the meeting. There was discussion of what worked well and what can be improved for the 2019 WAD event.

Quality Assurance and Membership Committee

Ms. Shelton reported on the Quality Assurance & Membership Committee which met on December 6, 2018. Ms. Moreau presented the Plan Do Study Act (PDSA) for the Oral Health QI project. As per HRSA Policy Clarification Notice (PCN) 15-02, recipients are required to implement QI activities aimed at improving patient care, health outcomes, and patient satisfaction. All activities are reviewed in regards to their impact on patient care and positive health outcomes.

VI. Member Orientation

As per the Part A guidelines for Planning Councils, all members must receive an orientation training as well as periodic training. Training is important to enable all members, regardless of their terms, length of service to be well versed and to understand the goals and purpose of the Planning Council. Ms. Henn began the member orientation by distributing a quiz of ten questions about the Planning Council in order to assess knowledge about planning and the roles/responsibilities of the Planning Council. Time was allotted for the questions to be answered prior to the PowerPoint presentation. The questions were reviewed at the end of the presentation and answers were provided. There were a number of (Planning CHATT) Planning Community HIV/AIDS Technical Assistance and Training workshops at the RW conference about engaging members and having trainings be more interactive. These questions were a part of one of the Planning CHATT training modules.

The objective of membership orientation is to provide information about: the Ryan White HIV/AIDS program, specifically Part A which provides emergency assistance to local areas hardest hit by the epidemic, known as Eligible Metropolitan Areas (EMAs) or Transitional Grant Areas (TGAs), gain a better understanding of the planning process, review the roles and responsibilities of Planning Council members, and familiarize members with often used acronyms.

Ryan White HIV/AIDS program provides a comprehensive, community-based system of care through primary medical care and essential support services for low-income people living with HIV (PLWH). It is the largest federal program that provides HIV-related health services and was created for those who do not have sufficient health care coverage and financial resources for coping with HIV.

Other topics included in the orientation: how the Planning Council works, the entities in its structure and their roles/responsibilities, legislative requirements, (PSRA) Priority Setting and Reallocation process, Conflict of interest, grievance policy, and confidentiality.

Answers were reviewed. Explanations were given, often referencing slides in the PowerPoint presentation. This new approach to presenting the necessary information in the Annual Membership Orientation was generally well-received. Other Planning CHATT training modules will be presented at future Planning council meetings.

VII. Social Media Update

Ms. Ramirez gave a social media update. The Nassau-Suffolk HIV Health Services Planning Council social media approach is to maintain a web page, www.longislandpc.org that informs the public about meetings, membership and various resources. There a plans to update the website to include a translation widget. In addition to the website, a twitter feed will be maintained in order to push through quick updates on the Council and all things healthcare and policy related, (LI_HIV_PCOUNCIL). For example, recently tweets were sent about Anthony Santella becoming Planning Council Chair as well as the December RW conference. The Twitter profile views have increased since 2017.

As part of her presentation, Ms. Ramirez introduced some new terminology:

- Twitter Impression- Delivery of a post or tweet to an account's twitter stream, which is composed of several tweets from various sources.
- Reach- is described as the total unique users on Twitter to where posts pertaining to the search term were forwarded.
- Exposure- The frequency of tweets covering the search term.

The higher the number of impressions your hashtag imprints, the greater the likelihood of your tweet getting noticed. On July 9, 2018, the following tweet was a top mention, resulting in 15 tweet impressions and 35 profile views: #SpotlightMonday@HIVgov *appreciates the Nassau-Suffolk HIV Health Services Planning Council @LI_HIV_PCOUNCIL for adding out locator testing and care widget to your website today*, enabling the tweet to be viewed by anyone who searched #SpotlightMonday or #HIV. While this may not seem like a large number, it is a significant number, and is believed this number will increase as more information is being shared.

2019 Analytics:

AS of January 2019:

- 64 Tweets (68.4% increase)
- 10.1 Twitter impressions (109.6% increase)
- 392 profile visits (9.2% increase)
- 8 mentions (100% increase)
- A total of 863 followers (up by 18)

VI. Other Business/Announcements.

- Ms. Osk suggested having a training on confidentiality to clarify what is actually covered. People think they have protections that they do not have. It's important that they understand what confidentiality entails. This can be presented to the Planning Council, CIC subcommittee or both.
- Hispanic Counseling is looking to fill the position of clinical social worker.

IX. Adjournment

Motion was made by Mr. McHugh and seconded by Ms. Shelton to adjourn the January 9, 2019 Planning Council meeting.

All in favor - Motion carried.