



EXECUTIVE COMMITTEE

Thursday, October 19, 2017, 3:00-5:00PM
NYCDOHMH, 42-09 28th Street, Rm 20-38, Long Island City, NY

MINUTES

Members Participating: Jan Carl Park (Governmental Co-Chair), Matthew Lesieur (Community Co-Chair), Matt Baney, Fay Barrett, H. Daniel Castellanos, DrPH, Carrie Davis, Maria Diaz, Sharen Duke, Billy Fields, Graham Harriman, Steve Hemraj (by phone), Jan Hudis (by phone), Saul Reyes (Consumer At Large), Andrea Straus, Dorella Walters

Members Not Participating: Katrina Balovlenkov, Joan Edwards, Christopher Joseph

DOHMH Staff Present: Jose Colon-Berdecia, M. Bari Khan, David Klotz, Melanie Lawrence, Karen Miller, Darryl Wong

PHS Staff Present: Bettina Carroll, Christine Nollen

Others: Joan Corbisiero, Parliamentarian, Sera Morgan, HRSA Project Officer (by phone)

Agenda Item #1: Welcome/Introductions/Moment of Silence/ Approval of Minutes Public Comment

Matthew Lesieur, Community Co-Chair and *Jan Park*, Governmental Co-Chair, opened the meeting followed by member introductions. Mr. Park noted that pending notification from the Mayor's Office, he has appointed *Dorella Walters*, former Planning Council member, as Co-Chair of the Integration of Care Committee.

A moment of silence was observed in honor of playwright Michael Friedman, aged 41 years, who died nine (9) weeks after being diagnosed with HIV. *Maria Diaz*, Co-Chair of the Tri County Steering Committee also noted that 3-4 members in the Tri-County region have also recently passed. The minutes from July 20, 2017 were approved as presented, with one typographical error noted. Billy Fields reminded the committee to register for the Power of Quality Improvement conference on November 16. There was no public comment.

Sera Morgan, our HRSA Project Officer welcomed new members to the committee. It was announced that state profiles will be available at the end of the month and the 2016 Annual Ryan White HIV/AIDS Program Services Report Overview" will be webcast on November 29, showcasing the most recent Ryan White HIV/AIDS Program client-level data and highlighting important changes to and data from the 2016 Ryan White HIV/AIDS Program Annual Client-Level Data Report, which is anticipated to be released the same day. A new Acting Secretary of Health & Human Services has been appointed. Ms. Morgan reported that Puerto Rico, Miami, Houston, Orlando and Tampa have been given extensions on their Ryan White applications, in addition to the deployment of HRSA staff to Puerto Rico. It was also noted that eligibility requirements, e.g., documentation of residence, for services and medications have been suspended for residents of hurricane-affected areas who have relocated to the NY EMA.

Agenda Item #2: Grantee Report

Graham Harriman, Director of Care & Treatment, reported that:

- A number of Planning Council members read the draft application and provided feedback. The application is due on October 30
- The Grantee received official notice that the FY2016 carryover request had been approved by HRSA. The EMA is required to have less than 5% unobligated balance (UOB) in formula funding, and no UOB in supplemental and carryover. As per the Planning Council, the carryover was directed towards ADAP to partially restore the upfront reduction
- The Care Coordination Concept Paper has been released (in order to procure new services in line with the Planning Council's recent Care Coordination service directive, Public Health Solutions, on behalf of the DOHMH, released a concept paper in August. The concept paper, which is available

on the PHS website, is the precursor to the Request for Proposals (RFP) which will be released in the coming weeks. The RFP will be for services located in New York City. All current providers interested in continuing to provide RWPA Care Coordination services and all prospective providers will have to respond to the RFP

- *Any questions about the RFP must be submitted to the RFP contact at Public Health Solutions identified in the RFP. DOHMH and PHS employees cannot and will not respond to any inquiries directly*
- Public Health Solutions has received applications in response to the recent Ryan White Part A Early Intervention Services for New York City. The RFP deadline was August 21, 2017, and the independent review process is nearly completed. Funding under this RFP comes from Ryan White Part A and from the Centers for Disease Prevention and Control (CDC). The Planning Council will be informed of the results of the solicitation as soon as it has concluded, as per our MOU
- The Grantee is working on a *Standards of Care* document that will be used to establish minimum expectations for the delivery of services. This document will help define how services are structured and delivered, and guide quality management and contracting. Standards of Care will be informed by HRSA guidelines, service directives, RFPs and other documents based on research in best practices, and patient experiences. A draft of the document will be shared with the Planning Council's IOC Committee when available
- The Program Terms for FY17 was submitted to HRSA on September 30. The Program Terms Report is submitted at the beginning of each grant year and shows the final implementation of the grant based on the final award amount. The full report is available upon request
- The 4th Ryan White Part A Quality Improvement Conference will be held Thursday, November 16, 2017 at the Kimmel Center at New York University. The conference will reinforce NYC's approach to the status neutral HIV prevention and treatment cycle by promoting improvement along the care continuum. The conference's purpose is to provide a forum for peer learning and to support continued improvement efforts among Part A-funded and other related programs.

Agenda Item #3: FY 2018 Spending Plan Update

This past July, the Priority Setting & Resource Allocation Committee approved a 3.50% increase in the EMA's application spending plan. In the application guidance issued in August, HRSA notified the NY EMA that our cap is now 5% of the FY 17 Base award, or \$103,813,259 (\$94,146,157 for the base award request and \$9,667,102 for the MAI request), leaving a total of \$758,427 in revised allocations to be programmed for additional services should the NY EMA receive the maximum allowable award. Given that national appropriations are likely to be flat, there is little likelihood that we will receive any increase. However, it was deemed prudent to submit a request for the maximum allowable amount, with the allocation of additional funds, if awarded, to housing services (\$469,112) and \$289,315 to food and nutrition services.

***ACTION: A motion was made to accept the revised FY2018 allocations as presented.
The motion passed unanimously.***

Agenda Item #4: Planning Council Updates

Carrie Davis, Co-Chair of the Needs Assessment Committee, reported that at the first meeting of this planning cycle, the committee's roles and responsibilities were reviewed, a follow-up discussion was held on Transitional Care Coordination, key takeaways of the Spring 2017 Community Briefing were reviewed, requests for housing data were generated (housing cascade, supportive housing, income discrimination data and other areas to explore were identified, including HIV and aging, safe consumption sites, immigrants and emerging housing needs and oral health needs in NYC. It was suggested that structural, policy/advocacy and service/program-related recommendations be generated for further discussion and examination.

Billy Fields, Co-Chair of the Consumers Committee, reported on the committee's progress in developing the workshop presentation for the Power of Quality Improvement Conference, *The Consumer Solar System: The Wisdom of Experience*. *Saul Reyes*, Chair of the Quality Improvement Sub-Committee reviewed the goals of the presentation, which will be based on the analysis of focus groups of NYC-based Planning Council consumers and consumers in the Tri County region participating in the Living Together psychosocial support group. *Maria Diaz* echoed the enthusiasm of the committee in being included for the first time in conference programming and noted that a community-based participatory research approach will be utilized, which is designed to engage focus group participants in the analysis of their comments to a pre-defined series of questions focusing on their client experience through the HIV care cascade.

In addition, consumers were asked to provide feedback on the draft Client Satisfaction Survey for Food & Nutrition Services and Transitional Care Coordination.

Jan Park updated the Committee on the Safe Consumption Site workgroup. A City Council-funded study of the feasibility of developing safe consumption sites in NYC is now under review at NYCDOHMH, to be followed by the Mayor's Office review. The Planning Council intends to release its recommendations at the same time as the release date of the study.

Agenda Item #5: Committees & Committee Co-Chairs: Roles & Responsibilities

Jan Park opened the discussion by re-iterating that while two consecutive Needs Assessment Community briefings have resulted in recommendations regarding housing for PLWHAs, lack of funds has impeded the Council from moving forward in implementing these recommendations. It is therefore necessary to examine our committee processes, work flow, and deliverables/products to find areas of synergies where we can maximize the resources we have available. List-serves of committee membership will be distributed to all committee chairs to allow for easier communication.

Highlights of the discussion included the following:

- NYCDOHMH grantee staff provided data support to the PSRA committee which helped them greatly in their decision-making. There was a suggestion that Spotlight meetings (where the first hour is devoted to a particular issue) be conducted and that service data and its analysis be disseminated more widely, in order to benefit a wider audience.
- Ongoing DOHMH support (data presentations/issue analysis) assists the Committee in decision-making
- Committee involvement must be consistent, and not sporadic
- Pre-meeting conference calls increase efficiency
- "Deeper dives" or more in-depth analysis of an issue provide greater insight than more broad approaches, although the latter allows us to identify emerging needs
- Committees are on the "receiving" end of reports and are limited in generating requests for new information and in "owning the data"
- The richness of the data is sometimes compromised by the lack of intellectual rigor in its analysis
- Cross-committee communication is a challenge
- There are times when an issue is being discussed in more than one committee, without all parties being aware of such discussions
- The increased focus on outcomes, as opposed to outputs, is a good direction
- Committee reports/updates are not interactive and do not engage other members; consider including reports in meeting packets but use the meeting space for deeper discussion
- There should be more time allotted to allow for discussion, reaction and feedback to reports when they are delivered
- Focus less on logistics and more on "outside of the box" approaches & solutions
- The Consumers Committee is seeking to redefine its "perceived" role in the Planning Council as a check and balance mechanism and more as a contributory stakeholder with a defined purpose
- Lack of internal coordination (between and within the Grantee and Planning Council) compromises the process re: committee charges
- Stakeholder engagement, in its broadest terms, should be an ongoing focus
- Consider "sunsetting" committees until there is a need to convene
- Consumers are "siloized" and are often not consulted for their experience, opinions and input
- While many consumers attend most other Planning Council meetings, few members of other Committees ever attend the Consumers Committee meeting
- Should consumers remain as a standalone committee or be integrated, by members, into other Committees?
- Is the committee structure or a caucus more appropriate for stakeholder engagement?
- More brainstorming time and less scripted dialog will allow for greater thought and idea-sharing
- The Executive Committee should be setting the agenda for Committee work
- Build the agenda around the envisioned outcome of the meeting.

- Maximize engagement by making members work, not coast
- Build stories into our work so that the relevance to our clients is clear

Agenda Item #6: Planning Council Agenda

The November Planning Council meeting calendar was distributed, as well as the November 2nd full Planning Council agenda, which was approved.

Agenda Item #7: Public Comment/Adjournment

Public Comment

There was no public comment. The meeting was adjourned at 5:00PM.