

**New York State Department of Health
Minority Health Council
November 30, 2018 - Meeting Minutes**

Attendees	<p>Council Members: Nilda Soto, Anthony Pagan, Lenora Reid-Rose, Daniel Carrion</p> <p>NYSDOH OMH-HDP Staff: Wilma Alvarado-Little, Claire Mone, Joyce Meadows, Daniel Millard, Chidubem Okpalor</p> <p>NYSDOH Staff via conference phone: James Tardy, Legal; Claire Simon, AIDS Institute</p> <p>Public Participants: Elizabeth Campisi, Centro Civico; Cate Teuten Bohn, Council on Children and Families</p>
Topics	Discussion
<p>Nilda Soto, MS, Ed, Chair</p> <p>Call to Order & Introductions</p>	<p>The meeting was convened at 10:15 AM.</p> <p>Ms. Soto introduced herself and asked the Council and members of the public to introduce themselves. She welcomed the public participants present and via phone, thanking them for their participation and asking that any suggestions, remarks or information they wish to share, be held until the public comment period of the agenda.</p> <p>Ms. Soto then gave an overview of the morning’s agenda.</p>
Council Business	<p>Given the fact that there would be no voting on minutes from previous meetings due to lack of quorum, there was discussion regarding the vetting process. Associate Commissioner Alvarado-Little confirmed that there are 3 applications that have gone through our internal vetting process and are now with Chamber for Senate review. It is expected that more information will be provided once sessions restart in January 2019.</p>
<p>Continued Work on Best Practice/Evidence Based New York Programs Addressing Disparities</p>	<p>Ms. Soto began the discussion by giving a brief overview of the submissions received and discussions that have taken place. To date, the Council has received information on 27 programs/organizations to consider from across the state.</p> <p>The number for each location is as follows*:</p> <ul style="list-style-type: none"> • Brooklyn - 12 • Buffalo – 7 • Rochester – 2 • Statewide * • National Initiatives based in NY state – 4 <p>*Two programs had locations in different regions of NYS</p> <p>Disparities addressed by these programs included:</p> <ul style="list-style-type: none"> • Disabilities • Health Literacy • Domestic Violence • Prenatal/Maternal Health • Nutrition • Social Determinants in Health

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	<ul style="list-style-type: none"> • Home Health Care • Long Term Care • Early Childhood Development and Education
<p>Format of Best Practice or Evidence Based Programs Survey</p>	<p>The Ad-Hoc Committee, comprised of MHC members Ms. Soto, Daniel Carrion and Lenora Reid-Rose was created in response to the need for a broader range of programs throughout the State. Mr. Carrion developed a survey to assist in assessing the diversity of the programs that have been (and will be) submitted for consideration, as well as a cover memo/email to explain the purpose of the survey. The survey will be disseminated via Survey Monkey with the assistance of NYSDOH staff. Mr. Carrion went on to provide a detailed explanation of what he developed.</p> <p>While expanding on the original grid used for previous Council submissions for consideration, he created the survey to ensure they are capturing a strong, statewide representation of the various initiatives and programs which address minority health and health disparities across the state.</p> <p>Key suggestions/comments made by those present were:</p> <ul style="list-style-type: none"> • Target the Minor Civil Divisions and Minority Areas (MCDs and MAs) identified in the New York State Health Equity Report • The ordering of information requested in the survey <ul style="list-style-type: none"> ○ Name of organization ○ Name of program/initiative ○ Contact information for individual(s) ○ Which disparities are being addressed ○ Which population group(s) were targeted or serviced ○ Which region or regions of New York State were targeted ○ When did program begin and, if applicable, finish ○ Provide a summary of the outcomes ○ Provide any suggestions, advice or comments on barriers and/or challenges in carrying out the initiative <p>The conversation then shifted to the content of the cover memo/email that will accompany the survey. Some of the key points for consideration regarding the cover included:</p> <ul style="list-style-type: none"> • The need to be intentional and say exactly why this information is being requested, what the expectation is, and how will this information be used to identify best practices and models which support healthy outcomes for all New Yorkers. • Inform the recipients that this is an opportunity to highlight their “success stories” and help other organizations achieve success as well. • Make recipients aware that this project not only gathers their information, but will also allow for coalition building for the programs highlighted, the Council, State and anyone reading the report that would like to replicate such programs. <p>Mr. Carrion said that he will redraft the survey and cover as discussed and redistribute to the Council. It was agreed by those present that the due date for any comments, edits or suggestions on these documents be returned to him no later than Friday, December 14.</p>

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<p>Evaluation Process for Surveys</p>	<p>The next topic addressed was the process of evaluating the surveys once received. Mr. Carrion outlined criteria he identified to ensure that sufficient details about the program or initiative are included in the survey responses.</p> <p>Intent:</p> <ul style="list-style-type: none"> • Why was this program created? • What type of health disparities does it address? • What was its impact/effectiveness? <p>Populations/Programs to Target:</p> <ul style="list-style-type: none"> • Given that this ask is coming from the Minority Health Council, one would assume that we are looking for health disparities in Minority Areas, and will include the link to the NYSDOH OMH HDP’s website and Health Equity Reports. • Geographic locations <ul style="list-style-type: none"> ○ Would like to capture programs state-wide, not just New York City ○ Once the surveys are received, the criteria will guide the MHC on to identify entries from various geographic locations to ensure statewide representation. <p>Given that, of the 27 examples received thus far, several submissions did not include all information requested in the survey, the members will ask that those programs resubmit their information using the Survey Monkey tool as well. Also, once all surveys are received, if there are any remaining questions or missing information needed, the members will divvy those up and reach out to the respondents for clarification.</p>
<p>Agenda Development for 2019 Meetings</p>	<p>February 22, 2019</p> <ul style="list-style-type: none"> • Focus discussions on the data (survey responses) received via Survey Monkey • Begin evaluations and discuss what, if any, further information is needed from respondents to complete the report <p>April 12, 2019</p> <ul style="list-style-type: none"> • Work on the development, formatting and finalization of the report • Address any issues or requests of the Council sent forth by the Commissioner <p>September 13, 2019</p> <ul style="list-style-type: none"> • The Council inquired as to whether there were any topics that the Office and/or Commissioner Zucker would like the Council’s input and advisement <ul style="list-style-type: none"> ○ Ms. Alvarado-Little gave the members an overview of current OMH-HDP initiatives/programs for them to consider: such as the Mentorship in Medicine, Latino Health Outreach and the Health Literacy Summit. She suggested they consider areas of interest within these and their communities for future discussions. December 6, 2019. • Dates and Locations for 2020 Council meetings • Agenda Development • Membership and bylaw review

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Meeting Recap, Feedback, Action Items and Next Steps	<p>Some action items identified were:</p> <ul style="list-style-type: none"> • All comments, suggestions and edits to the cover email and survey monkey are to be sent to Daniel Carrion no later than December 14. • All travel reimbursement requests by members for the 2019 meetings are to be sent to Claire Mone no later than December 14. • James Tardy, NYSDOH Legal Counsel, will investigate whether the Council can submit their survey via the OMH HDP listserv. He will follow up with Ms. Alvarado-Little.
Adjournment	<p>The Chair asked if anyone participating via phone had questions or comments (they did not) and thanked the Council members and other attendees for the engaging conversations.</p> <p>The meeting adjourned at 12:00 PM.</p>

Next Meeting Date	Time	Location
February 22, 2019	9:00 AM - 1:00 PM	90 Church Street, Meeting Room 4C, NYC, NY