

San Antonio Area HIV Health Services Planning Council

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NOTICE OF PUBLIC MEETING

Planning Council Meeting
Metropolitan Community Church
611 E Myrtle St. San Antonio, TX 78212
Thursday, July 25, 2019
12:30 pm to 3:00 pm
AGENDA

I. Call to Order

Mary Helen Gloria, Co-Chair
Enrique Flores, Co-Chair

II. Welcome and Introductions

III. Mission Statement

The San Antonio Area HIV Health Services Planning Council's mission is to create a broad-based community response to the HIV epidemic affecting people within the Transitional Grant Area and to ensure the availability and coordination of high quality, comprehensive health and social services to people living with or affected by HIV.

IV. Approval of the Agenda

V. Approval of the Minutes from May 23, 2019

VI. Recipient Report

M. Newman

VII. Committee Reports

A. Executive Committee

Mary Helen Gloria, Co-Chair

i. Report from the Executive Committee

- a. Discussion and appropriate action regarding presentation from the End Stigma End HIV Alliance on their Stigma Storytelling Project. Presentation has been allotted fifteen (15) minutes.
- b. Discussion and appropriate action regarding the Planning Council's monthly expenditure report.
- c. Discussion and appropriate action regarding the requested Planning Council HRSA Technical Assistance
- d. Discussion and appropriate action regarding the Sponsorship Application received
- e. Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the HIV/Syphilis Testing Taskforce.

B. Comprehensive Planning/Continuum of Care

Cynthia Nelson, Chair

i. Discussion and appropriate action regarding the Comprehensive Planning / Continuum of Care report.

- a. Discussion and appropriate action regarding the Planning Council Committee Overview
- b. Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan Monitoring Tool.
- c. Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the Clinical Quality Management (CQM) Committee

C. Membership, Nominations and Elections

Carlos Carmona, Chair

Mission: to create a broad-based community response to the HIV epidemic affecting people within the Transitional Grant Area and to ensure the availability and coordination of high quality, comprehensive health and social services to people living with or affected by HIV.

For meeting information, please call (210) 644-1362: This meeting is wheelchair accessible. Accessible parking spaces are also available. Interpreters for the deaf must be requested forty-eight (48) hours prior to the meeting by calling (210) 644-1362 or by calling Texas Relay at 7-1-1 for assistance.

- i. Discussion and appropriate action regarding the Membership, Nominations and Elections report.
 - a. Discussion and appropriate action regarding the Planning Council Committee Overview
 - b. Discussion and appropriate action regarding Attendance Compliance, as stated in Section 5.4 of the Planning Council Bylaws.
 - c. Discussion and appropriate action regarding the networking and filling open Planning Council positions.
 - d. Discussion and appropriate action regarding resignations/applications/representative changes received regarding Planning Council Positions.

D. Needs Assessment

Glenda Small, Chair

- i. Discussion and appropriate action regarding the Needs Assessment report.
 - a. Discussion and appropriate action regarding the Planning Council Committee Overview
 - b. Discussion and appropriate action regarding the Comprehensive Needs Assessment Report:

E. Fiscal Monitoring and Reallocations

Frederic Courtois, Chair

- i. Discussion and appropriate action regarding the Fiscal Monitoring and Reallocations report.
 - a. Discussion and appropriate action regarding the Planning Council Committee Overview
 - b. Discussion and appropriate action regarding the service expenditure report for FY 19-20.
 - c. Discussion and appropriate action regarding the Unduplicated Client and Units of Services Report FY 19-20

F. People's Caucus

Glenda Small, Co-Chair

- i. Discussion and appropriate action regarding the People's Caucus Report.

VIII. Public Comment

*Note: This part of the agenda is designed to provide Non-Planning Council members the opportunity to address the Planning Council and its Committees with issues related to the Council's legislative mandates as stated in the re-authorized Ryan White HIV/AIDS Treatment Modernization Act. **Fifteen (15) minutes of time** will be set aside for public comment at each meeting. No speaker will be allowed more than five (5) minutes, and depending on the number of speakers, the amount of time allocated per speaker may be less than five (5) minutes. Persons wishing to provide comments may do so by signing up on the "Public Comment" sign-in sheet prior to the call to order.*

IX. Scheduling of Next Meeting: August 22, 2019

X. Announcements

XI. Adjournment

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THE SAN ANTONIO AREA HIV HEALTH SERVICES PLANNING COUNCIL

Corporate Square - Suite 200
4801 NW Loop 410, San Antonio, TX 78229
210.358.3215 (phone) 210.702.6952 (fax)

The San Antonio Area HIV Health Services Planning Council's mission is to create a broad-based community response to the HIV epidemic affecting people within the Transitional Grant Area and to ensure the availability and coordination of high quality, comprehensive health and social services to individuals infected with or affected by HIV.

PLANNING COUNCIL MINUTES

12:30 p.m., Thursday, June 27, 2019

**Meeting Location: Metropolitan Community Church, Social Hall
611 E Myrtle St. San Antonio, TX 78212**

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS	
Carmona, C.	Wientjes, W.	Courtois, F.	Perales, R.	
Casillas, G.	Zapata, J.	Holland, L.	Williams, R.	
Flores, E.		Hester, L.	Somnier, C.	
Gloria, M.		Lutz, E.		
Knight, W.		Sapient, H.	STAFF PRESENT	
Mutchler, M.		Sherman, J.	Ryan White Grantee / Administrative Agent Staff	
Nelson, C.		White, M.	Johnson, A.	Meraz, L.
Pleasant, R.		Whitehead, C.	Newman, M.	
Serrato, S.			Planning Council Staff	
Small, G.				
Valdivia, D.				
Call to order		E. Flores, PC Co-Chair, called the meeting to order at 12:41 p.m.		
Mission Statement		The Mission Statement was read by C. Carmona.		
Approval of the Agenda		The agenda was approved on as presented.		
Approval of the Minutes from May 23, 2019		The minutes were approved as amended.		
Collaborative Research (CR) Update		<ul style="list-style-type: none">Mr. Daniel apologized for behavior at February 2019 Executive Committee MeetingCR has been working with the SATGA for 16 years and want to continue to maintain a good working relationship with the SA Planning CouncilMr. Daniel is transitioning from working hands-on with Planning Council’s to more of an advocate role for jurisdictions; due to this Thomas Schucker, Michael Koran, Deryk Jackson will be working with the SA Planning Council in the future. Thanked the PC.		

**Recipient Report –
M. Newman**

- The National Latino HIV and Hepatitis C Conference was held in San Antonio on May 17 – 19, 2019. Sessions that the Ryan White staff attended included: Implementing Latinx HIV Positive MSM Support Groups; PC Language: Its More Than “Saying the Right Thing”; Aging and HIV: Emerging Issues in Research, Treatment, and Care; Addiction Medicine and Substance Use Disorders; Ending the Epidemics: Social Policies needed to address HCV in the 2030 HIV Plan; PrEP by Mens Health Foundation; Addressing the Latinx Crisis among Latinx MSM and Trans Women: A National Movement
- The TDSHS led 2019 Case Management Institute was held on May 28 – 31, 2019 with the Program Planner for Part A/B and the Program Manager for Part D participating. Agenda items included Case Management 101; Difference between job duties and job titles; Peer Engagement Strategies & Creating Spaces for People of Color; HIV Navigation in Non-Urban Areas; HIV Navigation Panel; Case Management Documentation & Monitoring Performance Measure Review; and ECHO network and Texas MCM ECHO Launch
- The HIV/Syphilis Testing Taskforce was held on May 1, 2019 with 23 attendees. A presentation on Ryan White 101 was given with data specifics and the dynamics of the Federally funded programs: Ryan White Parts A, B, C, D, and F.
- The bi-weekly End Stigma, End HIV Alliance (ESEHA) meeting was held on May 10, 2019 with Ryan White staff present. Topics discussed were event See One Help One update, Conference updates; CDC National HIV Prevention Conference; Texas Public Health Association; Youth Listening Tour 2.0; and future initiatives.
- A community-wide meeting titled “Shortening the Line” was held on May 21, 2019 with attendance by the Ryan White Parts A, B, and F members. This community forum was held to intentionally bring together leadership and community from across governmental, nonprofit, and faith-based entities in the on-going process of partnering, networking, and discovery necessary to elicit collaboration.
- Ryan White Staff (part A, B, and D) attended the pre-conference Quality Management Institute for the 2019 National Latino HIV/Hep C Conference on May 16, 2019. Agenda topics included Exploring Data Types and Users; Quality Improvement Lifecycle and Tools; Data Collected by Providers, HRSA-HAB, and others; and a Mock walkthrough of how to use data called “An Interactive Journey Along the Quality Improvement Lifecycle.”

COMMITTEE REPORTS

PLANNING COUNCIL		CHAIR: MARY HELEN GLORIA
ITEM	MOTION/DISCUSSION	ACTION TAKEN
No Items		
EXECUTIVE COMMITTEE		CHAIR: ENRIQUE FLORES
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Planning Council's monthly expenditure report	Planning Council support staff will present Planning Council's expenditure report posted through May 31, 2019.	No action was taken.
Discussion and appropriate action regarding Collaborative Research FY 19-20 Scope of Work (SoW)	<p>Discussion, review, and finalization of Collaborative Research (SR) Scope of Work (SoW) for FY 19-20</p> <p>As per the Executive Committee motion on 6/20/19, the Technical Assistance Component was removed from the Scope of Work since HRSA will be providing TA for the PC this year and added to the Needs Assessment Component that the NA Committee will review NA Method prior to beginning work on this year's NA.</p>	<p>Motion: Approve final CR FY 19-20 SoW</p> <p>(C. Nelson, D. Valdivia) (13) Votes in favor (0) Abstentions (0) Opposed</p>
Discussion and appropriate action regarding the Sponsorship Application received	Discussion and review of submitted Sponsorship Application	Clarification is needed on "Purpose" of sponsorship; return application to sender to resubmit
Discussion and appropriate action regarding the vacant Needs Assessment Committee Chair	Discussion regarding Vacant Needs Assessment Committee Chair	Glenda Small was appointed as NA Committee Chair by the PC Co-Chairs as per the PC Bylaws
Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the HIV/Syphilis Testing Taskforce.	Appointed Planning Council Members attended the HIV/Syphilis Testing Taskforce Meeting.	No action was taken.

COMPREHENSIVE PLANNING / CONTINUUM OF CARE COMMITTEE		CHAIR: CYNTHIA NELSON
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan.	Discussion and review of final proposed survey tool	<p>Motion: Request Quarterly Updates on Peer Program and Patient Navigation Program</p> <p>(G. Casillas, W. Wientjes) (13) Votes in favor (0) Abstentions (0) Opposed</p> <p>Motion: Revise Monitoring Tool Survey as per attached PDF “Monitoring Worksheet 2018 – Edits”</p> <p>(G. Casillas, M. Gloria) (13) Votes in favor (0) Abstentions (0) Opposed</p>
Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the Quality Management Committee.	CQM will meet June 18, 2019	No action was taken.
Discussion and appropriate action regarding the proposed Standards of Care.	Applicable - no revisions to review	No action was taken.
MEMBERSHIP, NOMINATIONS AND ELECTIONS COMMITTEE		CHAIR: CARLOS CARMONA
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding Attendance Compliance, as stated in Section 5.4.	The MNE Committee reviewed current attendance records of the Planning Council and determine if any members should receive a letter from the Committee regarding his/her attendance	No action was taken.

	requirement.	
Discussion and appropriate action regarding the networking and filling open Planning Council positions	Discussion and review of filling current PC vacancies	No action was taken.
Discussion and appropriate action regarding resignations / applications / representative changes received regarding Planning Council Positions.	Not Applicable - none received.	No action was taken.
FISCAL MONITORING AND REALLOCATIONS COMMITTEE	CHAIR: FREDERIC COURTOIS	
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the service category expenditure reports FY 19-20.	<p>Discussion and Review of the FY 19-20 Services Expenditure Report</p> <p>The Committee requested the following formatting items for the Service Expenditure Report for FY 19-20:</p> <ol style="list-style-type: none"> 1. Add header to the reports the include the FY and the begin and end dates 2. Add a legend at the bottom regarding colors, etc. 3. Changed the title of “Substance Abuse Services” to “Substance Use Services” due to stigma 	No action was taken.
Discussion and appropriate action regarding the Unduplicated Client (UDC) and Units of Services (UOS) Report FY 19-20	<p>Discussion and Review of the FY 19-20 UDC and UOS Report</p> <p>The Committee requested the following formatting items for the Unduplicated Client (UDC) and Units of Services (UOS) Report FY 19-20:</p> <ol style="list-style-type: none"> 1. Add header to the reports the include the FY and the begin and end dates 2. Add a legend at the bottom regarding colors, etc. 3. Changed the title of “Substance Abuse Services” to “Substance Use Services” due to stigma 4. Add the monthly expenditures report to the bottom of the report to allow for comparisons 	No action was taken.

Discussion and appropriate action regarding the restructuring of FMRA Committee.	<p>Discussion regarding the restructuring of the committee</p> <p>The Committee reported that materials presented by the AA are allowing the committee to be informed, see trends, and understand monthly expenditures and usages by Ryan White PLWH.</p> <p>The Committee requested information regarding Health Insurance; Mary Kay, Assistant Director, informed the Committee that Rhonda, Program Planner, is finishing a comparison report for the AA and that as soon as it is final we will share the report with the Committee.</p>	No action was taken.
NEEDS ASSESSMENT COMMITTEE	CHAIR: VACANT	
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Comprehensive Needs Assessment	<p>Discussion and appropriate action regarding the Comprehensive Needs Assessment:</p> <ul style="list-style-type: none"> • Comprehensive Needs Assessment Report: Out of Care, In Care and Newly Diagnosed • Proposed Action Plan and Recommendations <p>Total PLWH:</p> <ul style="list-style-type: none"> • Newly diagnosed – 382 • In Care – 1021 • Out of Care – between 700-1300 <p>Total surveys needed to make data statistically significant:</p> <ul style="list-style-type: none"> • Newly diagnosed – 38 (10% or PLWH) • In Care – 102 (10% or PLWH) • Out of Care – minimum 70 (10% or PLWH) 	<p>Motion: Complete Needs Assessment Augmentation for Out of Care Community; will be the Mini-Needs Assessment for FY 19-20; make a plan that the committee and PC will follow and make sure the data is consistent</p> <p>(G. Casillas, S. Serrato) (13) Votes in favor (0) Abstentions (0) Opposed</p>

	<p>Total Surveys received:</p> <ul style="list-style-type: none"> • Newly diagnosed – 33 • In Care – 195 • Out of Care – 28 <p>Out-of-Care is not statistically significant and the committee needs to make a plan to gather data/augment for the Out-of-Care group.</p> <p>Responsibility of the NA Committee and PC to own that there was not enough data collected for the Out-of-Care as well as holding the paid contracted consultant accountable for providing the information/data included in the Scope of Work. It is time to “close-out” and finalize recommendations for the FY 18-19 Comprehensive Needs Assessment and make a plan for augmenting this study by gathering the information needed to make the data statistically significant for the Out-of-Care group.</p> <ul style="list-style-type: none"> • Stigma by Trans Community is what keeps Trans from participating • Look at demographics for trans community • Look at how to admin. surveys • Look at how to get persons to participate <p>Plan for augmentation</p> <ul style="list-style-type: none"> • Fill in gaps for missing data • Out-of-Care • Trans Community 	<p>Motion: Recommendation to be included in the final FY 18-19 Comprehensive Needs Assessment: Education for the PLWH Community. PC Co-Chairs will meet with the People’s Caucus Co-Chairs to discuss revising People Caucus structure. Allow first half to be the Lunch and learn portion the second half to be open dialogue regarding community concerns, needs, etc.</p> <p>(G. Small. G. Casillas) (13) Votes in favor (0) Abstentions (0) Opposed</p> <p>Motion: Recommendation to be included in the final FY 18-19 Comprehensive Needs Assessment: AA to investigate other alternatives of medical transportation unilaterally across all PLWH due to transportation being identified as a need</p> <p>(W. Wientjes, M. Gloria) (13) Votes in favor (0) Abstentions (0) Opposed</p>
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	Recommendations for In Care and Newly Diagnosed <ul style="list-style-type: none"> • AA to investigate other alternatives of medical transportation • Education for the PLWH Community 	Motion: Request TA/Training on Needs Assessments – how, who, what, etc. on all aspects, particularly the survey instrument and data (D. Valdivia, W. Wientjes) (13) Votes in favor (0) Abstentions (0) Opposed
PEOPLE'S CAUCUS	CO-CHAIRS: GLENDA SMALL & CARLOS CARMONA	
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Presentation: Presented by: Sponsored by:	The Importance of Treating HIV: A Presentation for People New to Treatment Joyce Samaras ViiV HealthCare	No action was taken

Public Comment	
Review of Planning Council Grievances	There were no Planning Council grievances.
Scheduling of Next Meeting	The next meeting is scheduled for July 25, 2019 at 12:30 pm
Announcements	<ul style="list-style-type: none"> PRIDE event June 29, 2016
Adjournment	The meeting was adjourned at 2:24 pm

Agenda Coordination Form
Planning Council Meeting
Thursday, July 25, 2019

	Item #	Background	Recommended Motion	Action Taken
Executive Committee	Discussion and appropriate action regarding presentation from the End Stigma End HIV Alliance on their Stigma Storytelling Project. Presentation has been allotted fifteen (15) minutes	The Executive Committee will review and discuss appropriate action regarding the presentation received from ESEHA.	No Motion Necessary	No action is necessary.
	Discussion and appropriate action regarding the Planning Council's monthly expenditure report.	Planning Council support staff will present Planning Council's expenditure report posted through May 31, 2019.	No Motion Necessary	No action is necessary.
	Discussion and appropriate action regarding the requested Planning Council HRSA Technical Assistance	Planning Council Support Staff will update the committee regarding the requested Planning Council Technical Assistance from HRSA	No Motion Necessary	No action is necessary.
	Discussion and appropriate action regarding the Sponsorship Application received	The Executive Committee will review and discuss appropriate action regarding the submitted Sponsorship Application	Motion: To approve Sponsorship Application as amended	
	Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the HIV/Syphilis Testing Taskforce.	Appointed Planning Council Members attended the HIV/Syphilis Testing Taskforce Meeting.	No Motion Necessary	No action is necessary.
Comprehensive Planning / Continuum of Care Committee	Discussion and appropriate action regarding the Planning Council Committee Overview	The CPCC Committee reviewed and discussed the Planning Council Committee Overview	No Motion Necessary	No action is necessary.
	Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan Monitoring Tool.	The CPCC Committee reviewed and discussed the final survey tool for the Integrated HIV Prevention and Care Plan.	Motion: Revise Final Survey Tool per PDF "RedCap: Community Activities Log" attached	
	Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the Clinical Quality Management (CQM) Committee	Report from the Planning Council Representatives appointed to the CQM Committee. CQM Committee met on June 18, 2019; minutes attached. Committee will meet on July 30, 2019.	No Motion Necessary	No action is necessary.

Agenda Coordination Form
Planning Council Meeting
Thursday, July 25, 2019

Memberships, Nominations, and Elections Committee	Discussion and appropriate action regarding the Planning Council Committee Overview	The MNE Committee will review and discuss the Planning Council Committee Overview	No Motion Necessary	No action is necessary.
	Discussion and appropriate action regarding Attendance Compliance, as stated in Section 5.4.	The MNE Committee will review current attendance records of the Planning Council and determine if any members should receive a letter from the Committee regarding his/her attendance requirements.	No Motion Necessary	No action is necessary.
	Discussion and appropriate action regarding the networking and filling open Planning Council positions	The MNE Committee will review and discuss vacancies of the categories required by Ryan White Legislation	No Motion Necessary	No action is necessary.
	Discussion and appropriate action regarding resignations / applications / representative changes received regarding Planning Council Positions.	The MNE Committee will review any resignations/applications received regarding Planning Council Positions.	Motion: To accept the resignation of L. Hester	
Needs Assessment Committee	Discussion and appropriate action regarding the Planning Council Committee Overview	The NA Committee will review and discuss the Planning Council Committee Overview.	No Motion Necessary	No action is necessary.
	Discussion and appropriate action regarding the Comprehensive Needs Assessment.	Discussion and appropriate action regarding the FY 18-19 Comprehensive Needs Assessment	Motion: Finalize the FY 18-19 Comprehensive Needs Assessment with the recommendations from last Committee Meeting Motion: Committee to create an ongoing NA survey separate from yearly assessments for all demographics to include survey flyer, basic survey, script for cold calls/emails, survey to be used in REDCap to track data, AA to input information from paper surveys, and focus on under-represented groups, especially Trans Community, Youth, Incarcerated.	
Fiscal Monitoring and Reallocations Committee	Discussion and appropriate action regarding the Planning Council Committee Overview	The FMRA Committee will review and discuss the Planning Council Committee Overview.	No Motion Necessary	No action is necessary.
	Discussion and appropriate action regarding the Planning Council Committee Overview	The FMRA Committee will review the service category expenditure reports for FY 2019-2020.	No Motion Necessary	No action is necessary.
	Discussion and appropriate action regarding the service category expenditure reports FY 2019-2020.	The FMRA Committee will review the Unduplicated Client and Units of Services Report FY 2019-2020	No Motion Necessary	No action is necessary.