

# San Antonio Area HIV Health Services Planning Council

Corporate Square Suite 200, 4801 NW Loop 410, San Antonio TX, 78229 Office (210) 358-3215 FAX (210) 702-6952



## NOTICE OF PUBLIC MEETING

**Executive Committee**  
**Corporate Square Suite 200,**  
**4801 NW Loop 410, San Antonio TX, 78229**  
**8<sup>th</sup> Floor Ryan White Conference room**  
**Thursday, February 21, 2019**  
**10:00 am to 11:30 am**

### AGENDA

**I. Call to Order**

**Steven Manning, 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 January 24, 2019**

**VI. Recipient Report**

**M. Newman**

➤ **Planning Council Item: Planning Council Meeting Relocation**

**VII. Committee Reports**

**A. Executive Committee**

**Steven Manning, Co-Chair**

i. Report from the Executive Committee

- a. Discussion and appropriate action regarding the Memorandum of Understanding (MOU) between Planning Council and Administrative Agency.
- b. Discussion and appropriate action regarding the Planning Council's monthly expenditure report.
- c. 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 Integrated HIV Prevention and Care Plan.
  - b. Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the Quality Management Committee.
  - c. Discussion and appropriate action regarding the proposed Standards of Care.

**C. Membership, Nominations and Elections**

**Carlos Carmona, Chair**

- i. Discussion and appropriate action regarding the Membership, Nominations and Elections report.

**For meeting information, please call (210) 358-3215**

This meeting is wheelchair accessible. The accessible entrance is located at the front entrance of 903 W Martin St. CareLink Administration. Accessible parking spaces are also available. Interpreters for the deaf must be requested forty-eight (48) hours prior to the meeting by calling (210) 358-3215 or by calling Texas Relay at 7-1-1 for assistance.

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

**D. Needs Assessment**

**Mary Helen Gloria, Chair**

- i. Discussion and appropriate action regarding the Needs Assessment report.
  - a. Discussion and appropriate action regarding the Comprehensive Needs Assessment:

**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 service category expenditures FY 2018-2019.
  - b. Discussion and appropriate action regarding approved Rapid Reallocation request.

**F. People's Caucus**

**Glenda Small, Co-Chair**

- i. Discussion and appropriate action regarding the People's Caucus Report.
  - a. The People's Caucus met on Friday, January 25, 2019 at Metropolitan Community Church. They received a presentation on Importance of Managing your Medications presented by: Shelly Lindahl, PA and sponsored by: ViiV Healthcare. There were a total of 34 people that attended.

**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. Set Planning Council Agenda for February 27, 2019 at 12:30pm located at Corporate Square, 4801 NW Loop 410, san Antonio, TX, 78229**

**X. Review Planning Council Related Grievances (if necessary) - NONE**

**XI. Scheduling of Next Meeting: March 21, 2019**

**XII. Announcements**

**XIII. Adjournment**

**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.

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# THE SAN ANTONIO AREA HIV HEALTH SERVICES PLANNING COUNCIL

Historical Robert B. Green, CareLink Administration,  
903 W Martin St. San Antonio, TX 78207  
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.*

## EXECUTIVE COMMITTEE MINUTES

**10:00 am – 11:30 am, Thursday, January 24, 2019**

**Meeting Locations: 903 W Martin, Historical Robert B. Green, Dr. Mac's Conference**

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
C. Carmona	F. Courtois	J. Daniel
M. Gloria	E. Flores	
S. Manning		<b>STAFF PRESENT</b>
C. Nelson		A. Taranova A. Johnson
G. Small		<i>Ryan White Grantee / Administrative Agent Staff</i>
		M. Newman
		<i>Planning Council Staff</i>
		C. Johnson
<b>Call to order</b>	S. Manning, called the meeting to order at 10:05 am	
<b>Approval of the Agenda</b>	The agenda was approved as presented.	
<b>Approval of the Minutes from October 18, 2018</b>	The minutes were approved as presented.	
<b>Grantee Report</b>	<ul style="list-style-type: none"> <li>○ <u><b>UHS ADMINISTRATIVE OVERVIEW</b></u></li> <li>○ <u><b>Updates and Announcements</b></u></li> <li>○ <u><b>RYAN WHITE ADMINISTRATIVE OVERVIEW</b></u></li> <li>○ <u><b>Administrative Activities:</b></u></li> <li>○ Charlene Doria-Ortiz is retiring as the Ryan White Program Director, effective January 31, 2019. Mrs. Doria-Ortiz received the Casey S. Blass Award for Excellence and Achievement in HIV/STD Prevention and Care at the 2018 DSHS HIV/STD Conference in November 2018 and recognized at the HRSA RW Conference in December 2018. The position has been posted on UHS' job site. A "Letter of Intent" for Mrs. Doria-Ortiz's retirement and "plan" for the position is in draft and will be submitted to HRSA once complete.</li> <li>○ Anthony Kitzmiller's, Financial Analyst, last day with the San Antonio Ryan White Program was December 21, 2018 after 3 years in the position. The position has been posted on UHS' job site.</li> <li>○ The Sr. Quality Data Analyst continues to be posted on UHS' job site and HR is receiving applications which are being reviewed. One candidate has been interviewed.</li> <li>○ The AA submitted the Unobligated Balance (UoB) Report in EHB on December 17, 2018</li> <li>○ AA Staff attended the HRSA Webinar on Oral Health and Primary Care Integration to Support People Living with HIV on December 19, 2018. The webinar objectives included understanding the connection between HIV/AIDS and oral health care, explore different oral health and primary care integration models and provided two examples of collaborative oral health and primary care integration models.</li> <li>○ A HRSA budget discussion was held between the Project Officer and the AA staff (Director, Assistant Directors, and Business Operations Manager) on December 20, 2018.</li> <li>○ HRSA Staff met with TX Part A Staff to discuss challenges with ADAP and DSHS at the RW Conference. Topics of discussion included ARIES Updates, using ARIES to upload ADAP Applications for submission, ADAP approval process, and overall communication with DSHS. HRSA requested that the TX Part A Staff work on a strategic plan to improve communication and processes with DSHS/ADAP Staff.</li> <li>○ AA staff attended the 2018 National Ryan White Conference on HIV Care &amp; Treatment from December 11 to 14, 2018.</li> <li>○ Some plenary presentations attended include but not limited to:</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Building Futures: Supporting Youth Living with HIV – Lessons Learned and Successes in Practice</li> <li>○ HRSA HAB PCN 15-02: Clinical Quality Management</li> <li>○ Creating Synergy Between your Jurisdiction’s End the HIV Epidemic Plan and other HIV/AIDS Plans</li> <li>○ Enhance your MAI Program: Exploring the Cross Section of Data and Evaluation</li> <li>○ Developing a Retention to Care Program in a Multidisciplinary Team</li> <li>○ Bridging the Data (Systems) Divide! Integrating Data Systems for HIV Reporting &amp; Care Coordination</li> <li>○ Getting to Zero with Primary Care: Pharmacy Home Visits and Providers View of PrEP</li> <li>○ Addressing Housing Instability and Food Insecurity with 340B Grant Related Income</li> <li>○ Implementing HRSA/HAB Fiscal Monitoring Standards</li> <li>○ Establishing Contracts and Monitoring Sub-recipient Performance</li> <li>○ Emerging Issues, Part A &amp; B Resource Trends, &amp; Using Ryan White HIV/AIDS Program Funds Efficiently</li> <li>○ The Ryan White Assistant Director of Grants and Compliance and the Assistant Director of Ryan White Programs gave a presentation on Leveraging Multi-Layered Community Engagement Strategies alongside the Washington D.C. EMA. The SATGA gave examples of Community Engagement initiatives that have enhanced the productivity and care in the Ryan White Program.</li> <li>○ Part B Discussion: Assistant Director, Ryan White Program and current data Program Manager met with DSHS staff at the RW conference to discuss and clarify matters related to funding allocations, potential ADAP liaison for the jurisdiction, centralized eligibility, and sub-recipient questions and concerns regarding ARIES.</li> <li>○ HIV/Syphilis Taskforce Co-Chair Transition Meeting: On Dec 19th, 2018, the Program Planner and the Assistant Director, Ryan White Program (former Taskforce co-chair) met with current and incoming co-chairs to transition duties. New co-chairs include representation from a local community college (HBC and HIS) and ASO.</li> </ul> <p><b><u>Community Activities:</u></b></p> <ul style="list-style-type: none"> <li>○ The Clinical Management Team met on December 20, 2018 with Ryan White staff in attendance to receive updates on Rapid Start within each of the Ryan White agencies. Presently, one site is confirmed to actively be conducting a Rapid Start initiative (Centro Med). The FFACTS clinic has proposed to begin Rapid Start in February. All agencies are also onboard to begin conducting these activities and barriers they are experiencing were discussed. In the past month five people were newly diagnosed with one re-linked to care; all received medications the same day. Discussions also began on producing a model for those who are tested to receive HIV care or Prevention care immediately after being tested that is seamless.</li> <li>○ The Ryan White Program Planner listened in on the Quarterly combined End Stigma, End HIV Alliance (ESEHA) and Fast Track Cities update on December 13, 2018. Updates were given on developing the 2019 goals for ESEHA, the calendar for speaking with local School Health Advisory Councils (SHAC), and defining stigma for San Antonio, to name a few.</li> </ul> <p><b><u>Webinars and Trainings:</u></b></p> <ul style="list-style-type: none"> <li>○ Ryan White Staff participated in 18 trainings and meetings throughout the month of December. Trainings and topic discussions included: Ryan White/HIV Activities; Data; Management Development Academy; Time Management; Program; Job Description/Definition; Invoice Reconciliation; and SPNS Housing and Employment.</li> </ul> <p><b><u>PROGRAM PLANNER ACTIVITIES</u></b></p> <ul style="list-style-type: none"> <li>○ The Planner attended the 2018 DSHS HIV/STD Conference in Austin, TX the last week of November and the 2018 RW Conference in DC the second week of December.</li> </ul> <p><b><u>CLINICAL QUALITY MANAGEMENT ACTIVITIES</u></b></p> <ul style="list-style-type: none"> <li>○ The HIV/Syphilis Testing Taskforce was held on December 5, 2018 with 38 attendees. Highlights from the World AIDS Day planning and event were given with a majority of people giving positive feedback. The 2019 co-chairs were elected and it was decided to add a secretary for additional support. The co-chairs are from one of the ASO’s and the other is with a local college.</li> <li>○ Ryan White staff facilitated an orientation for the new 2019 co-chairs and secretary for the HIV/Syphilis Testing Taskforce on December 19, 2018. Prior chairs attended to give history and best-practices on procedures for conducting the monthly meetings.</li> <li>○ The Joint CQM Single Point of Contact (SPoC) and CQM Committee met on December 18, 2018. The CQM Drug Formulary Sub-Committee met one hour prior to the Joint CQM</li> </ul>
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	<p>Meeting and will meet via phone conference once again in January to discuss adding more assistance to locating the SAHSDA/TGA drug formulary as well as understanding the waiver. Topics of discussion during the Joint CQM meeting included a presentation by Collaborative Research on the Ryan White Monitoring 5-Year Trended CQM Outcomes for the SATGA/HSDA; Review of the 2018 Part B Cumulative Monitoring; CQM Agency Plan Presentation by BEAT AIDS; updates to the HRSA/HAB PCN 15-02 and PCN 18-01; and an update on the 2018 Comprehensive Needs</p> <ul style="list-style-type: none"> <li>○ <b><u>ACA/ADAP/THMP UPDATES</u></b></li> <li>○ <b><u>ADAP</u></b></li> <li>○ The SAHSDA/TGA continues to monitor the ADAP Eligibility Workers and their work load so as to meet compliance with monitoring and to analyze and address any system or training needs.</li> </ul>

## COMMITTEE REPORTS

<b>PLANNING COUNCIL</b>	<b>CHAIR: STEVEN MANNING</b>	
ITEM	MOTION/DISCUSSION	ACTION TAKEN
<b>EXECUTIVE COMMITTEE</b>	<b>CHAIR: ENRIQUE FLORES</b>	
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Memorandum of Understanding (MOU) between Planning Council and Administrative Agency.	Review the Memorandum of Understanding (MOU) between Planning Council and Administrative Agency. Comments will be submitted to PC Liaison.	
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 October - December 2018.	No action was taken.
Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the HIV/Syphilis Testing Taskforce.	<p>Appointed Planning Council Members attended the HIV/Syphilis Testing Taskforce Meeting. Report by member M. Offor via conference call.</p> <ul style="list-style-type: none"> <li>o Wednesday, January, 2019</li> <li>o Co-chairs: Jose Chavarria, Jchavarria2@beataids.org and Thermajeane Jones, Tjones118@alamo.edu</li> <li>o Introduction and Highlights from December 5, 201</li> <li>o One minute introduction of all: name, organization, role &amp; how will you plan to contribute to the Task Force's success</li> <li>o Review minutes of previous meeting</li> <li>o Circulating the email roster for verification</li> <li>o 2019 Re-commit to mission of the HIV/Syphilis Testing Task Force (Where we have been and benefits of the task force)</li> <li>o 2019 Update of HIV &amp; Syphilis Data in Texas – San Antonio and surrounding the areas</li> <li>o 2019 Topics, refreshment list &amp; next meeting</li> <li>o 2019 HIV/Syphilis Testing Task Force co-chairs strategy</li> <li>o Announcements</li> <li>o Task Force Meetings calendar</li> <li>o Please send all announcements to HStestingtaskforce@yahoo.com</li> <li>o Co-chairs email for sensitive information: Jchavarria2@beataids.org or tjones118@alamo.edu</li> <li>o BEATAIDS RUN – Feb 09, 2019</li> </ul>	No action was taken.
Discussion and appropriate action regarding the sponsorship application of the Metropolitan Community Church Annual Love's Day Event to be held February 3, 2019.	Motion: To approve sponsorship of Metropolitan Community Church Annual Love's Day Event to be held February 3, 2019 and moved to PC agenda (G. Smal, C. Nelson)	(5) Five votes in favor (0) Zero Abstentions (0) Zero Opposed

		<b>**Motion carried.</b>
Discussion and appropriate action regarding the sponsorship of National Women and Girls Awareness Day - A Zumba & MixxedFit Dance Event to be held on March 9, 2019.	Motion: To approve sponsorship for National Women and Girls Awareness Day - A Zumba & MixxedFit Dance Event to be held on March 9, 2019.and moved to PC agenda. (C. Carmona, C. Nelson)	(5) Five votes in favor (0) Zero Abstentions (0) Zero Opposed <b>**Motion carried.</b>
<b>-COMPREHENSIVE PLANNING / CONTINUUM OF CARE COMMITTEE</b>	<b>CHAIR: CYNTHIA NELSON</b>	
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan.	The CPCC Committee will review and discuss the Integrated HIV Prevention and Care Plan. -The Committee reviewed Integrated Plan Monitoring Worksheet, Tool, Standards of Care and QM Trending Report with new CPCC members	No action was taken.
Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the Quality Management Committee.	Report from the Planning Council Representatives appointed to the Quality Management Committee. QM Meeting - December 18, 2018: •2018 A Year in Perspective Survey •Ryan White Monitoring 5 year Trended QM Outcomes for the San Antonio Transitional Grant Area/Health Service Delivery Area Presentation by Thomas Schucker, Collaborative Research •DSHS – Part B Cumulative Monitoring – handout •Agency QM Plan Presentation by Kissy Maurice, BEAT AIDS Coalition •AA updates •PCN 15-02; Clinical Quality Management (updated) •PCN 18-01; The Use of Ryan White HIV/AIDS program funds for core medical services and support services for PLWH who are incarcerated and justice involved (replaces PCN 07-04) •2018 Comprehensive Needs Assessment Update by Catherine Johnson, Ryan White Planning Council Liaison •Drug Formulary Sub-Committee Report -Next QM meeting March 14, 2019.	No action was taken.
Discussion and appropriate action regarding the proposed Standards of Care.	The CPCC committee reviewed the following service categories: •No Items.	
<b>MEMBERSHIP, NOMINATIONS AND ELECTIONS COMMITTEE</b>	<b>CHAIR: CARLOS CARMONA</b>	

Discussion and appropriate action regarding Attendance Compliance, as stated in Section 5.4 of the Planning Council Bylaws.	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 requirement. →Members discussed that per the bylaws PC members are only allowed two absences in a 6-month period, unless they have an exception, Therefore, if any PC member misses 2 meetings they will receive an Attendance notice (email or letter) from PC Liaison informing them that if they miss again or not respond to email they will be automatically removed from PC.	No action was taken.
Discussion and appropriate action regarding the networking and filling open Planning Council positions.	To fill vacancies according to the categories according to the Ryan White Legislation.  -Members reviewed missing categories: • Recently released from a correctional facility, • Youth (i.e. trans), • State Medicaid Agency rep. • Rural area representative Members would contact local service providers and community partners to seek such representation. Members decided they needed to recruit PLWH: • Women In order to abide by HRSA guidelines the Planning Council membership should be reflective of the epidemic. -Members recruiting recently released from incarceration, youth, trans, rural rep, and women by distributing updated recruitment flier to local partners and MNE committee members distributed PC applications at San Antonio Gender Association, Chrystallis and other organizations. PC Liaison has followed-up with Federal HIV Program candidate and PC Co-Chair has called Medicaid Agency candidate.	No action was taken.
Discussion and appropriate action regarding resignations/applications/representative changes received regarding Planning Council Positions.	The MNE Committee reviewed any resignations/applications received regarding Planning Council Positions.  Candidates interviewed for PC membership: 1. Marjorie White, Federal HIV Program representative	No action was taken.
<b>FISCAL MONITORING AND REALLOCATIONS COMMITTEE</b>	<b>CHAIR: FREDERIC COURTOIS</b>	
ITEM	MOTION/DISCUSSION	<b>ACTION TAKEN</b>
Discussion and appropriate action regarding the Fiscal and Reallocations report.	The FMRA Committee did not meet in January 2019.	No action was taken.
<b>NEEDS ASSESSMENT COMMITTEE</b>	<b>CHAIR: MARY HELEN GLORIA</b>	



1. Discussion and appropriate action regarding the Comprehensive Needs Assessment	<ul style="list-style-type: none"> <li>•Comprehensive Needs Assessment Presentation by Collaborative Research</li> <li>•Review target sample sets for the TGA/HSDA</li> <li>•Open forum to discuss data elements of each survey instrument</li> <li>•Review survey administration methodology and incentives</li> <li>•Review Survey Instruments by Care Status- Out of Care \$25 HEB gift card incentive</li> </ul> <p>SPOC Lead: AARC Outreach Program and partner agencies will provide client ARIES ID for those "Out of Care"</p> <p>Private doctors- Collaborative Research will provide survey link and materials produced for this clientele</p> <p><u>2018 Newly Diagnosed Update by Jeff Daniel</u></p> <p>-In December, thanks to your efforts, we were able to complete 19 Newly Diagnosed Surveys, which is 10% of the total from Maricela's Newly Diagnosed list (n=192).</p> <p>-Strategy moving forward: Phone interview and online survey due to client's conflicting schedule to reach goal of 40 surveys</p>	No action was taken
<b>PEOPLE'S CAUCUS</b>	<b>CHAIR: GLENDA SMALL</b>	
Discussion regarding the People's Caucus met on December 7, 2018 at the Metropolitan Community Church.	<p>The People's Caucus met on December 7, 2018 at the Metropolitan Community Church and received a speech from Co-Chair Glenda Small on the current HIV epidemic and important work of the Planning Council and People's Caucus and encouraged guests to join in 2019. PC Co-Chair and member, Steven Manning and Wayne Wientjes, respectively received certificates of appreciation for their dedication and community service.</p> <p>The meal was sponsored by Daniel Ramos, Gilead Science, Inc.</p> <p>There were a total of 109 people that attended the meeting and each guest received a gift bag with hygiene and personal care products and a local grocery gift card due to donations from University Health System Foundation and local partners.</p> <p>The People's Caucus will meet again January 25, 2019 at 12:00 pm at Metropolitan Community Church.</p>	
Public Comment	None	
Set Planning Council Agenda for	The Planning Council agenda for January 30, 2019 at 12:30 pm was set by the Executive Committee.	
Review of Planning Council Grievances	There were no Planning Council grievances,	
Scheduling of Next Meeting	The next Executive Committee was scheduled for February 21, 2019 at 10:00 am.	

Announcements	<ul style="list-style-type: none"> <li>• Men's support group every 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month at CHCS, from 6-7:30pm.</li> <li>• People's Caucus January 25, 2019</li> </ul>
Adjournment	The meeting ended at 10:59 am

**Agenda Coordination Form**  
**Executive Committee Meeting**  
**Thursday, February 21, 2019**

	Item #	Background	Recommended Motion	Action Taken
	1. Discussion and appropriate action regarding the Memorandum of Understanding (MOU) between Planning Council and Administrative Agency.	Review Memorandum of Understanding (MOU) between Planning Council and Administrative Agency.		
Executive Committee	2. 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 January 31, 2019.	No Motion Necessary	No action is necessary.
	3. 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	1. Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan.	Monitoring Tool worksheet was reviewed and committee developed strategies to make tool more accessible to other partners and community members to improve reporting of pertinent activities. Survey monkey online will be utilized to track/submit activities throughout the year aligned with goals from monitoring tool. A brief summary from each activity will be requested monthly, if applicable. Survey monkey template will be reviewed next meeting.	No Motion Necessary	No action is necessary.
	2. Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the Quality Management Committee.	Next QM meeting March 14, 2019.	No Motion Necessary	No action is necessary.
	3. Discussion and appropriate action regarding the proposed Standards of Care.	No items.		
	1. 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 requirement.  Members discussed that per the bylaws PC members are only allowed two absences in a 6-month period, unless they have an exception, Therefore, if any PC member misses 2 meetings they will receive an Attendance notice (email or letter) from PC Liaison informing them that if they miss again or not respond to email they will be automatically removed from PC. -Attendance email reminder to Jeremy sherman.	No Motion Necessary	No action is necessary.

**Agenda Coordination Form  
Executive Committee Meeting  
Thursday, February 21, 2019**

<b>Memberships, Nominations, and Elections Committee</b>	2. Discussion and appropriate action regarding the networking and filling open Planning Council positions	<p>To fill vacancies according to the categories according to the Ryan White Legislation.</p> <ul style="list-style-type: none"> <li>• Youth (i.e. trans),</li> <li>• Medicaid Agency rep.</li> <li>• Rural area representative</li> <li>• Women</li> </ul> <p>In order to abide by HRSA guidelines the Planning Council membership should be reflective of the epidemic. -MNE members have committed to actively recruit the missing categories by reaching out to local partners and agencies they are affiliated with and sharing PC applications/flier.</p>	No Motion Necessary	No action is necessary.
	3. Discussion and appropriate action regarding resignations/applications/representative changes received regarding Planning Council Positions.	<p>The MNE Committee reviewed any resignations/applications received regarding Planning Council Positions.</p> <p>Members interviewed: 1. Shannon Callaway, Affected Community, Recently released from Incarceration MNE Committee recommends membership of S. Callaway.</p>		

**Agenda Coordination Form**  
**Executive Committee Meeting**  
**Thursday, February 21, 2019**

<b>Needs Assessment Committee</b>	1. Discussion and appropriate action regarding the Comprehensive Needs Assessment	The NA Committee will meet again on February 21, 2019 at 11:00 am at Corporate Square, 8th floor conference room.	No Motion Necessary	No action is necessary.
<b>Fiscal Monitoring and Reallocations Committee</b>	1. Discussion and appropriate action regarding the service category expenditure reports FY 2018-2019.	The FMRA Committee received expenditure report training and reviewed the service category expenditure reports for FY18-19 and approved Rapid Reallocation request.	No Motion Necessary	No action is necessary.

# San Antonio Area HIV Health Services Planning Council

Corporate Square Suite 200, 4801 NW Loop 410, San Antonio, TX 78229 (210) 358-3215 FAX (210) 702-6952



## Committee Reports February 21, 2019

### **Executive Committee**

Report from February 2019.

Please see minutes from January 24, 2019.

### **Comprehensive Planning/Continuum of Care (CPCC) Committee**

Report from February 7, 2019

The CPCC Committee met on February 7, 2019 at Corporate Square 8th floor conference room, to discuss appropriate action regarding the Integrated HIV Prevention and Care Plan and the report from the Planning Council Representatives appointed to the Quality Management Committee.

-Monitoring Tool worksheet was reviewed and committee developed strategies to make tool more accessible to other partners and community members to improve reporting of pertinent activities. Survey monkey online will be utilized to track/submit activities throughout the year aligned with goals from monitoring tool. A brief summary from each activity will be requested monthly, if applicable. Survey monkey template will be reviewed next meeting.

- Next QM meeting March 14, 2019.

The CPCC Committee will meet again on March 7, 2019 at 2:30 pm at the Corporate Square 8th floor conference room.

### **Membership, Nominations and Elections (MNE) Committee**

Report from January 17, 2019

The MNE Committee met on February 7, 2019 at Corporate Square 8th floor conference room, to discuss the appropriate action regarding Attendance Compliance, as stated in Section 5.4 of the Planning Council Bylaws, appropriate action regarding the networking and filling open Planning Council positions, appropriate action regarding resignations/applications/representative changes received regarding Planning Council Positions.

Members discussed that per the bylaws PC members are only allowed two absences in a 6-month period, unless they have an exception. Therefore, if any PC member misses 2 meetings they will receive an Attendance notice (email or letter) from PC Liaison informing them that if they miss again or not respond to email they will be automatically removed from PC.

-Attendance email reminder would be sent to Jeremy Sherman.

- Youth (i.e. trans),
- Members with missing categories:
- Rural area representative
- Women

To abide by HRSA guidelines the Planning Council membership should be reflective of the epidemic.

-MNE members have committed to actively recruit the missing categories by reaching out to local partners and agencies they are affiliated with and sharing PC applications/flier.

Members interviewed:

1. Shannon Callaway, Affected Community, Recently released from Incarceration  
MNE Committee recommends membership of S. Callaway.

The MNE Committee will meet again on March 7, 2019 at 1:00 pm at the Corporate Square 8th floor conference room.

#### **Needs Assessment (NA) Committee**

The NA Committee will meet again on February 21, 2019 at 11:00 am at Corporate Square, 8<sup>th</sup> floor conference room.

#### **Fiscal Monitoring and Reallocations (FMRA) Committee**

Report from February 7, 2019

The FMRA Committee received expenditure report training and reviewed the service category expenditure reports for FY18-19 and approved Rapid Reallocation request.

The FMRA Committee will meet again on April 4, 2019 at 4:00 pm at the Corporate Square 8th floor conference room.

#### **The People's Caucus**

Report from January 2019.

The People's Caucus met on Friday, January 25, 2019 at Metropolitan Community Church. They received a presentation on Importance of Managing your Medications presented by: Shelly Lindahl, PA and sponsored by: ViiV Healthcare. There were a total of 34 people that attended.