### San Antonio Area HIV Health Services Planning Council

Corporate Square Suite 200, 4701 NW Loop 410, San Antonio, TX 78229 (210) 358-3215 FAX (210) 702-6952



#### NOTICE OF PUBLIC MEETING

Planning Council Meeting Metropolitan Community Church 611 E Myrtle St. San Antonio, TX 78212 Wednesday, February 27, 2019 12:30 pm to 3:00 pm AGENDA

I. Call to Order

Enrique Flores, Co-Chair Steven Manning, 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
- IV. Approval of the Minutes from January 30, 2019.
- VI. Recipient Report M. Newman
- Planning Council Item 1: Planning Council Meeting Relocation
- Planning Council Item 2: Planning Council Co-Chair Voting

#### VI. 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

- 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

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

This meeting is wheelchair accessible. The accessible entrance is located at Corporate Square Suite 200, 4801 NW Loop 410. 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 called Texas Relay at 7-1-1 for assistance.

report.

- 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 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. Scheduling of Next Meeting: March 28, 2019
- X. Announcements
- XI. 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.

## THE SAN ANTONIO AREA HIV HEALTH SERVICES



## PLANNING COUNCIL

Historical Robert B. Green, Care Link Administration 5th floor 903 W Martin, 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.

#### PLANNING COUNCIL MINUTES

12:30 p.m., Thursday, January 30, 2018 Meeting Location: Historical Robert B. Green 5<sup>th</sup> floor Care Link Conference 903 W Martin St. San Antonio, TX 78207

MEMBERS PRESENT		MEMBERS ABSENT	OTHERS PRESENT		
Carmona, C.	Sapien, H.		Courtois, F.	Rosas, F.	
Casillas, G.	Serrato, S.		Flores, E.		
Deans, R.	Small	l, G.	Offor, M.		
Gloria, M.	White	ehead, C.	Sherman, J.		
Hester, L.		tjes, W.		STAFF PRESENT	
Knight, W.	Valdi	ivia, D.		Ryan White Grantee / Administrative Agent Staff	
Lee, A.				Newman, M.	
E. Lutz proxy					
Pleasant, R.				Planning Council Staff	
Manning, S.				Johnson, C.	
Nelson, C.					
Call to order			-Chair called the meeting to	-	
Mission Statement		The Mission Statement was read by Carmona, C.			
Approval of the Agenda			approved on as presented. (C. Carmona, H. Sapien- all in favor)		
Approval of the Minutes	3	The minutes were	The minutes were approved as presented. (C. Carmona, H. Sapien- all in favor)		
from October 25, 2018		DVAN MUSTE A DAMANGED ATIVE OVERVIEW			
Recipient Report			MINISTRATIVE OVERVIEW		
O Administrativ Charlene Dor Doria-Ortiz re and Care at th Conference in Mrs. Doria-O complete. Anthony Kitz December 21 The Sr. Quali which are bei The AA subn AA Staff atte Living with F between HIV and provided A HRSA bud			ria-Ortiz is retiring as the Ryan received the Casey S. Blass Aw the 2018 DSHS HIV/STD Confin December 2018. The position Ortiz's retirement and "plan" for zmiller's, Financial Analyst, la 1, 2018 after 3 years in the positity Data Analyst continues to being reviewed. One candidate himitted the Unobligated Balance anded the HRSA Webinar on CHIV on December 19, 2018. The IV/AIDS and oral health care, exil two examples of collaborative diget discussion was held between diget discussion was held between the Business Operations Manager and the Case of the Properties of the Ryan Park Prop	e (UoB) Report in EHB on December 17, 2018  Oral Health and Primary Care Integration to Support People the webinar objectives included understanding the connection applore different oral health and primary care integration models to oral health and primary care integration models. The Project Officer and the AA staff (Director, Assistant)	

- 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
- AA staff attended the 2018 National Ryan White Conference on HIV Care & Treatment from December 11 to 14, 2018.
- o Some plenary presentations attended include but not limited to:
- o Building Futures: Supporting Youth Living with HIV Lessons Learned and Successes in Practice
- o HRSA HAB PCN 15-02: Clinical Quality Management
- o Creating Synergy Between your Jurisdiction's End the HIV Epidemic Plan and other HIV/AIDS Plans
- o Enhance your MAI Program: Exploring the Cross Section of Data and Evaluation
- o Developing a Retention to Care Program in a Multidisciplinary Team
- o Bridging the Data (Systems) Divide! Integrating Data Systems for HIV Reporting & Care Coordination
- o Getting to Zero with Primary Care: Pharmacy Home Visits and Providers View of PrEP
- Addressing Housing Instability and Food Insecurity with 340B Grant Related Income
- o Implementing HRSA/HAB Fiscal Monitoring Standards
- o Establishing Contracts and Monitoring Sub-recipient Performance
- Emerging Issues, Part A & B Resource Trends, & Using Ryan White HIV/AIDS Program Funds Efficiently
- 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.
- 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.
- 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 cochairs to transition duties. New co-chairs include representation from a local community college (HBC and HIS) and ASO.
- o Community Activities:
- 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 relinked 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.
- o 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.
- Webinars and Trainings:
- o 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.

#### **PROGRAM PLANNER ACTIVITIES**

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.

#### **CLINICAL QUALITY MANAGEMENT ACTIVITIES**

- 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.
- 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.
- 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 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 Assessment.

#### ACA/ADAP/THMP UPDATES

- o <u>ADAP</u>
- 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.

## **COMMITTEE REPORTS**

PLANNING COUNCIL CO-CHAIR			RS: ENRIQUE FLORES STEVEN MANNING	
ITEM	MOTION/DISCUSSION		ACTION TAKEN	
Discussion and appropriate action regarding the review and approval of the SATGA 2019 Ryan White Part A Local Pharmacy Assistance Program Drug Formulary.	Motion: To approve of the SATGA 2019 Ryan White Part A Local Pharmacy Program Drug Formulary. (H. Spaien, C. Whitehead)	Assistance	Seventeen (17) votes in favor. Zero (0) opposed. Zero (0) abstention.	
			***Motion carried.	
EXECUTIVE COMMITTEE		CHAIR: ST	TEVEN MANNING	
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 expend posted through December 30, 2018.	-	No action was taken.	
Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the HIV/Syphilis Testing Taskforce.	III. 2019 Update of HIV & Syphilis Data in Texas – San Antonio and areas  IV.2019 Topics, refreshment list & next meeting  V. 2019 HIV/Syphilis Testing Task Force co-chairs strategy	9:00 - 9:30 a.m. you plan to  e (Where we 9:30 – 10:00 a.m.	No action was taken.	

Discussion and appropriate action regarding the	Review and approve sponsorship application of Metropolitan Community Church	Sixteen (16) votes in favor.
sponsorship of Metropolitan Community Church	Annual Love's Day Event to be held February 2, 2019.	Zero (0) opposed.
Annual Love's Day Event to be held February 2,	Motion to approve sponsorship (M. Gloria, C. Carmona)	One (1) abstention.
2019.		
		***Motion carried.
Discussion and appropriate action regarding the	Review and approve sponsorship of National Women and Girls Awareness Day - A	Sixteen (16) votes in favor.
sponsorship of National Women and Girls	Zumba & MixxedFit Dance Event to be held on March 9, 2019.	Zero (0) opposed.
Awareness Day - A Zumba & MixxedFit Dance	Motion to approve sponsorship (W. Knight, G. Casillas)	One (1) abstention.
Event to be held on March 9, 2019.		
		***Motion carried.

COMPREHENSIVE PLANNING	HAIR: CYNTHIA NELSON	
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan.	The CPCC Committee reviewed and discussed the Integrated HIV Prevention Plan.  -The Committee reviewed Integrated Plan Monitoring Worksheet, To Standards of Care and QM Trending Report with new CPCC member	ool, No action was taken.
Report from the Planning Council Representatives appointed to the Quality Management Committee.	Report from the Planning Council Representatives appointed to the Quality M Committee.  QM Meeting - December 18, 2018:	Antonio as  ition No action was taken.  ore medical olved on, Ryan
Discussion and appropriate action regarding the Standards of Care.	The CPCC committee reviewed the following service categories: -No items	

· ·	AND ELECTIONS COMMITTEE	CHAIR: CARLOS CARMONA
ITEM	MOTION/DISCUSSION	ACTION TAKEN
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 Plann determined if any members should receive a letter from the Committee his/her attendance requirement.  Members discussed that per the bylaws PC members are only allowed t 6-month period, unless they have an exception, Therefore, if any PC meetings they will receive an Attendance notice (email or letter) from F informing them that if they miss again or not respond to email they will automatically removed from PC.	wo absences in a ember misses 2 PC Liaison No Motion Necessary
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-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 partner representation.  Members decided they needed to recruit PLWH:  Women In order to abide by HRSA guidelines the Planning Council membershi reflective of the epidemic. Members recruiting recently released from incarceration, youth, trans women by distributing updated recruitment flier to local partners and Members distributed PC applications at San Antonio Gender Association and other organizations. PC Liaison has followed-up with Federal HIV candidate and PC Co-Chair has called Medicaid Agency candidate.	No action was taken.  p should be  rural rep, and INE committee n, Chrystallis
Discussion and appropriate action regarding resignations/applications/representative changes received regarding Planning Council Positions.	The MNE Committee reviewed any resignations/applications received a Planning Council Positions.  Candidates interviewed for PC membership:  1. Marjoriee White, Federal HIV Program representative (W. Wientje	Zero (0) opposed. Zero (0) abstention.

## NEEDS ASSESSMENT COMMITTEE

ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the	The Committee discussed the Comprehensive Needs Assessment:	
Comprehensive Needs Assessment:	•Comprehensive Needs Assessment Presentation by Collaborative Research	
	•Review target sample sets for the TGA/HSDA	
	•Open forum to discuss data elements of each survey instrument	
	•Review survey administration methodology and incentives	
	•Review Survey Instruments by Care Status- Out of Care \$25 HEB gift card incentive	
	SPOC Lead: AARC Outreach Program and partner agencies will provide client ARIES	
	ID for those "Out of Care"	
	Private doctors- Collaborative Research will provide survey link and materials	No action was taken
	produced for this clientele	
	products for any chomes	
	2018 Newly Diagnosed Update by Jeff Daniel	
	-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).	
	-Strategy moving forward: Phone interview and online survey due to client's conflicting	
	schedule to reach goal of 40 surveys	
	selection to reach goar of 10 surveys	
FISCAL MONITORING AND RE	ALLOCATIONS COMMITTEE CHAIR: F	REDERIC COURTOIS
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the	The FMRA Committee did not meet in January 2019.	No action was taken.
Fiscal and Reallocations report.		
PEOPLE'S CAUCUS	CHAIR: G	SLENDA SMALL
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion regarding the People's Caucus Meeting	The People's Caucus met on December 7, 2018 at the Metropolitan Community	
December 2018.	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	No action was taken
	and community service.	
	The meal was sponsored by Daniel Ramos, Gilead Science, Inc.	
	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.
	The People's Caucus will meet again January 25, 2019 at 12:00 pm at Metropolitan Community Church.
Public Comment	None.
Review of Planning Council Grievances	There were no Planning Council grievances.
Scheduling of Next Meeting	The next meeting is scheduled for February 27, 2019 at 12:30 pm
Announcements	• Men's Support Group at CHCS, 1 <sup>st</sup> Thu. of every month 6-7:30pm.
	• BEAT AIDS 5k Run - Feb.9, 2019
	Metrohealth Speed Dating – Feb. 16, 2019
Adjournment	The meeting was adjourned at 2:24 pm

# Agenda Coordination Form Planning Council Committee Meeting Wednesday, February 27, 2019

	Item #	Background	Recommended Motion	Action Taken
Planning Council			Motion for approval of meeting relocation	
	2. Discussion and appropriate action regarding the Planning Council Co-Chair Voting  Planning Council Co-Chair Votes will be submitted		Motion to approve new PC Co- Chair	
	Discussion and appropriate action regarding the Memorandum of	Review Memorandum of Understanding (MOU) between Planning Council and Administrative Agency.		
	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 30, 2019.	No Motion Necessary	No action is necessary.
Executive Committee	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.
		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.
	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.		
Memberships,	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 PCSent attendance email to J. Sherman.	No Motion Necessary	No action is necessary.
Nominations, and Elections Committee	Discussion and appropriate action regarding the networking and filling open Planning Council positions	10 fill vacancies according to the categories according to the Ryan White Legislation.  Members reviewed missing categories:  • Youth (i.e. trans),  • State Medicaid Agency rep.  • Rural area representative  • Women  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/filier.	No Motion Necessary	No action is necessary.

## Agenda Coordination Form Planning Council Committee Meeting Wednesday, February 27, 2019

	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.  CMembers interviewed:  1. Shannon Callaway, Affected Community, Recently released from Incarceration  MNE Committee recommends membership of S. Callaway.	Motion to approve candidates.	
Needs Assessmer Committee	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.
Fiscal Monitoring and Reallocations Committee		The FMRA Committee received expenditure report training and reviewed the service category expenditure reports for FY18-19 and approved 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 27, 2019

#### **Executive Committee**

Report from February 21, 2019.

The Executive Committee met on February 21, 2019 at Corporate Square 8<sup>th</sup> floor conference room, 4801 NW Loop 410 to discuss appropriate action regarding the Planning Council Meeting Relocation, Memorandum of Understanding (MOU) between Planning Council and Administrative Agency, the Planning Council Monthly Expenditures and the report from appointed Planning Council Members the HIV/Syphilis Testing Taskforce.

#### 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.

-Send attendance email reminder to J. Sherman.

Members reviewed missing categories:

- Youth (i.e. trans),
- Medicaid Agency rep.
- 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 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.