

# San Antonio Area HIV Health Services Planning Council

4801 NW Loop 410, Suite 111, San Antonio TX, 78229 Office (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  
Thursday, October 24, 2019  
12:30 pm to 3:00 pm  
AGENDA**

**I. Call to Order**

**Enrique Flores, Co-Chair  
Mary Helen Gloria, 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 August 22, 2019**

**VI. Recipient Report**

**L. Meraz / AA Staff**

**VII. Committee Reports**

**a. Needs Assessment Committee, Chair – Glenda Small**

- i. Item: Update on HRSA/HAB Comprehensive Site Visit and Technical Assistance Visit.  
*(For Discussion) All matters in this item are informational only.*
- ii. Item: Update and Discussion on Needs Assessments.  
*(For Discussion) All matters in this item are informational only.*

**b. Membership, Nominations, and Elections Committee, Chair – Carlos Carmona**

- i. Item: Review Planning Council Membership Matrix.  
*(For Discussion) All matters in this item are informational only.*
- ii. Item: Review Planning Council Membership Attendance.  
*(For Discussion) All matters in this item are informational only.*
- iii. Item: Actions/Recommendations of the MNE Committee.  
*(For Possible Action) The Chair will entertain a second from Planning Council for action.*

<p><b>1. Motion from Committee to remove Jeremy Sherman for violation of the Planning Council attendance policy.</b></p>
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**For meeting information, please call 888-658-2224:** 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.

**c. Fiscal Monitoring and Reallocations Committee, Chair – Fredric Courtois**

- i. **Item:** RWHAP Part A Expenditures Report for Service Categories.  
*(For Discussion) All matters in this item are informational only.*
- ii. **Item:** RWHAP Part A Unduplicated Client Count for Service Categories.  
*(For Discussion) All matters in this item are informational only.*
- iii. **Item:** RWHAP Part A Planning Council expenditures and budget.  
*(For Possible Action) The Chair will entertain a second from Planning Council for action.*

**1. Motion from Committee to direct the Recipient's office to present the PCS budget on at least a quarterly basis.**

- iv. **Item:** Discussion regarding a possible December 2019 FMRA Committee.  
*(For Possible Action) The Chair will entertain a second from Planning Council for action.*

**1. Motion from Committee to schedule a December 2019 FMRA Committee meeting via teleconference/video conference if needed to consider reallocation recommendations from the Recipient's office.**

**d. Comprehensive Planning / Continuum of Care Committee, Chair – Cynthia Nelson**

- i. **Item:** Integrated HIV Prevention and Care Plan UPDATES.  
*(For Discussion) All matters in this item are informational only.*
- ii. **Item:** Texas DSHS update on the Part B Service Standards revisions.  
*(For Discussion) All matters in this item are informational only.*
- iii. **Item:** Training on HRSA/HAB PCN 13-02.  
*(For Discussion) All matters in this item are informational only.*
- iv. **Item:** Training on HRSA/HAB PCN 16-02.  
*(For Discussion) All matters in this item are informational only.*
- v. **Item:** Report from the CQM Committee.  
*(For Discussion) All matters in this item are informational only.*

**e. People's Caucus Committee, Co-Chair – Carlos Carmona**

- i. **Item:** October 2019 Meeting, Mental Health and HIV.  
*(For Discussion) All matters in this item are informational only.*
- ii. **Item:** December 2019 Meeting.  
*(For Possible Action) The Chair will entertain a motion from Planning Council for action.*

**f. Executive Committee, Co-Chair – Mary Helen Gloria**

- i. **Item:** Received and reviewed Committee Reports.  
*(For Discussion) All matters in this item are informational only.*

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- ii. **Item:** Discussion regarding Planning Council website updates and broken links.  
*(For Discussion) All matters in this item are informational only.*
- iii. **Item:** Discussion regarding the PC Sponsored Events policy.  
*(For Discussion) All matters in this item are informational only.*
- iv. **Item:** Discussion for January 2020 meeting dates and times.  
*(For Possible Action) The Chair will entertain a motion from Planning Council for action.*

**VIII. Scheduling of Next Meeting: TBD**

**IX. Announcements**

**X. Adjournment**

**To Join This Meeting Via Teleconference/Video Conference.**

Join Zoom Meeting <https://zoom.us/j/615369216> Meeting ID: 615 369 216

Or Dial [+1 929 205 6099](tel:+19292056099) Meeting ID: 615 369 216

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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)

## PLANNING COUNCIL MINUTES

12:30 p.m., Thursday, September 26, 2019

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

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS	
Carlos Carmona	Raquel Deans 📞	Fredric Courtois	Tonya Carpenter	Glory Hughes
Gregory Casillas	Loretta Holland 📞	William Knight	Rene Orozo	
Mary Helen Gloria	Enrique Flores	Elizabeth Lutz	Kenny Martin	
Cynthia Nelson		Michelle Mutchler	Regina Maspero	
Ronique Pleasant		Jeremy Sherman	STAFF PRESENT	
Hugo Sapien			Ryan White / Administrative Agent Staff	
Santiago Serrato			Rhonda Andrew	Mary Kay Newman
Glenda Small			Dr. A. Taranova	
David Valdivia			Dr. R. Villarreal	
Wayne Wientjes				
Majorie White 📞			Planning Council Staff	
Charles Whitehead			T. Rodriguez-Schucker	
Jaime Zapata 📞				
Call to order	MH. Gloria, PC Co-Chair, called the meeting to order at 12:34 p.m.			
Mission Statement	The Mission Statement was read by D. Valdiva			
Approval of the Agenda	The agenda was approved on as presented.			
Approval of the Minutes from August 26, 2019	The minutes were approved as presented.			
Recipient Report – Dr. V M. Newman	Dr. Villareal			
	<ul style="list-style-type: none"><li>• Distributed a info-graphic on EtHE. UHS will be applying for the EtHE grant.</li><li>• Training for points of entry and emergency departments at UHS for HIV testing.</li><li>• Suggestions to remove the words HIV to help reduce stigma for the youth demographic.</li></ul>			

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## COMMITTEE REPORTS

PLANNING COUNCIL		CO-CHAIRS: ENRIQUE FLORES & MARY HELEN GLORIA	
ITEM	MOTION/DISCUSSION	MOTION/ACTION TAKEN	
No Items			
EXECUTIVE COMMITTEE		CO-CHAIRS: ENRIQUE FLORES & MARY HELEN GLORIA	
ITEM	DISCUSSION	MOTION/ACTION TAKEN	
Discussion and appropriate action regarding the Planning Council's monthly expenditure report.	Planning Council support staff presented Planning Council's expenditure report posted through July 31, 2019.	No action was taken.	
Discussion and appropriate action regarding the Assessment of the Administrative Mechanism	T. Schucker presented the results of the Assessment of the Administrative Mechanism in a powerpoint with the responses from the AA's office to the Assessment that was approved by the committee at the August meeting. Discussion was had within the committee to decide if there were any deficiencies identified in this information presented.	<b>Motion:</b> Approve that there were no findings identified in the Assessment of the Administrative Mechanism. (C. Nelson/M. Gloria) All in favor <b>**Motion carried</b>  Moved to Planning Council for final approval	
Discussion and appropriate action regarding the requested Planning Council HRSA Technical Assistance	Planning Council Support Staff updated the committee regarding the requested Planning Council Technical Assistance from HRSA	No action was taken	
Discussion and appropriate action regarding the Priority Setting and Resource Allocations final report for 2020/21	T. Schucker went over the process that the PC followed in the PSRA process this year, then refreshed everyone's memory with the priorities that were set and the allocations	Motion: Approve sending the report out. (C. Carmona/M. Gloria) All in favor <b>** Motion Carried</b>	
Discussion and appropriate action regarding representation on the Recipient's Clinical Quality Management committee.	Reviewed minutes from the Recipient's Clinical Quality Management committee..	Motion: Approve Wayne to the CQM as PC representation. (C. Carmona/C. Nelson) All in favor <b>** Motion Carried</b>	

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Discussion and appropriate action regarding representation on the HIV/Syphilis Testing Taskforce.	Reviewed minutes from the HIV/Syphilis Testing Taskforce Meeting.	This will need to be considered in the Executive Committee and make appointment of two members to the task force.
<b>FISCAL MONITORING AND REALLOCATIONS COMMITTEE</b>	<b>CHAIR: FREDERIC COURTOIS</b>	
<b>ITEM</b>	<b>MOTION/DISCUSSION</b>	<b>MOTION/ACTION TAKEN</b>
Discussion and appropriate action regarding the 2020/21 Priority Setting and Resource Allocations report.	T. Schucker went over the process that the PC followed in the PSRA process this year, then refreshed everyone's memory with the priorities that were set and the allocations	C. Carmona moved to approve the PSRA report as presented by Planning Council Support. M. Gloria 2nd the motion. Approved unanimously.
Discussion and appropriate action regarding the service category expenditure reports FY 2019-2020.	A. Johnson presented the expenditure reports to date with the August expenditures pending. The FMRA Committee reviewed each category line by line and discussed any questions that were presented.	No Action Necessary.
Discussion and appropriate action regarding the Unduplicated Client and Units of Services Report FY 2019-2020 Planning Council Support also went through the Policy Clarification Notices 13-02 and 16-02 from HRSA/HAB to give the committee a further in-depth look at how things change in Ryan White Services and what the qualifications are currently.	A. Johnson presented the unduplicated client and units of service report to the committee.	No Action Necessary.
<b>NEEDS ASSESSMENT COMMITTEE</b>	<b>CHAIR: GLENDA SMALL</b>	
<b>ITEM</b>	<b>MOTION/DISCUSSION</b>	<b>MOTION/ACTION TAKEN</b>
Discussion and appropriate action regarding the HRSA/HAB Comprehensive Site Visit and Technical Assistance Visit	Dr. Taranova updated the committee with the information from her discussion with the HRSA Project Officer. According to the PO, the Comprehensive Site Visit and Technical Assistance Visit and followup is on hold for the moment. We will be notified of	No Motion Necessary

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	<p>any updates in the future.</p> <p>T. Schucker of Planning Council Support shared information with the committee regarding how the committee may be able to find any support that they may need on their own. T. Schucker shared with the committee the Planning Council Primer, the Collaborative Research Learning Management System and the Ryan White Part A Program Manual.</p> <p>Planning Council Support also went through the Policy Clarification Notices 13-02 and 16-02 from HRSA/HAB to give the committee a further in-depth look at how things change in Ryan White Services and what the qualifications are currently.</p>	
<b>MEMBERSHIP, NOMINATIONS AND ELECTIONS COMMITTEE</b>	<b>CHAIR: CARLOS CARMONA</b>	
<b>ITEM</b>	<b>MOTION/DISCUSSION</b>	<b>MOTION/ACTION TAKEN</b>
Discussion and appropriate action regarding Attendance Compliance, as stated in Section 5.4.	<p>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.</p> <p>Committee Chair will send attendance letters to E. Lutz and J. Sherman. E. Lutz has missed 4 meetings and J. Sherman has missed 3 meetings for this quarter (Jun-Aug 2019).</p>	No Action Necessary.
<b>COMPREHENSIVE PLANNING / CONTINUUM OF CARE COMMITTEE</b>	<b>CHAIR: CYNTHIA NELSON</b>	
<b>ITEM</b>	<b>MOTION/DISCUSSION</b>	<b>MOTION/ACTION TAKEN</b>
Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan Monitoring Tool.	<p>The Recipient's office shared that the Monitoring Tool with the QR code is up and running and this will be sent out with the Administrative Update.</p> <p>Depending on how many activities, Agency information may be collected and reported once a month.</p> <p>A suggestion was made that when events ask for sponsorship, this may then become a prerequisite of the sponsorship to receive information from the</p>	No action Necessary

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	events on how it may help the Care Continuum and increases in testing.	
Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the Clinical Quality Management (CQM) Committee	<p>Report from the Planning Council Representatives appointed to the CQM Committee. CQM Committee met on September 10, 2019. Minutes Attached to Agenda.</p> <p>Revamping CQM, we have consolidated all the different sub-committees into one large group. Making sure the 2019/2020 workplan has activities that everyone will put the work into. Next meeting will be to finalize the workplan until Feb. 2020.</p> <p>Discussion was brought up regarding the Service Standards based on the TA input from HRSA. L. Holland from Part B mentioned that they are currently discussing review of the Part B standards. L. Holland said that she currently knows about Mental Health and Substance Abuse will be reviewed. L. Holland will inquire as to when all of the rest of the Service Standards and will inform the Committee of when those will be reviewed.</p> <p>Planning Council Support went over the Planning Council Primer and the idea of setting up a Planning Council Activity Timeline for moving forward in the future.</p>	No action Necessary
Ideas for Next Months Meeting	<p>IPCP Updates</p> <p>Draft PCAT/PCHATT Outline</p> <p>Update from DSHS Service Standards</p> <p>Training on PCN 13-02 (Eligibility)</p> <p>Training on PCN 16-02 (Service Standards)</p> <p>Report back from CQM Committee</p>	
<b>PEOPLE'S CAUCUS</b>		<b>CO-CHAIRS: CARLOS CARMONA &amp; GLENDA SMALL</b>
<b>ITEM</b>	<b>MOTION/DISCUSSION</b>	<b>MOTION/ACTION TAKEN</b>
Presentation:	Taking to your doctor about changing your HIV 1 medications.	
Presented by:	Steven Harris	No action was taken
Sponsored by:	No action was taken Janssen Therapeutics	
Public Comment	None	No action was taken

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Public Comment	B. Cook gave a personal story regarding stigma and how a friend has been a recipient of stigma from medical staff.	No action was taken
Scheduling of Next Meeting	The People's Caucus scheduled the next meeting for October 25, 2019 @ 12:00 MCC	No action was taken
Announcements, Correspondence and Recognitions	<ul style="list-style-type: none"> <li>• 10/18 BEAT AIDS Mens Stigma Group</li> <li>• 11/9 Womens Group Meeting @ Crocket Center 12-6pm</li> <li>• 10/5 Black Womens Institute by BEAT AIDS, 2<sup>nd</sup> Baptist 12-3pm</li> <li>• 11/9 AIDS Run/Walk 7am – 1030 am</li> </ul>	No action was taken
Adjournment	The meeting was adjourned at 19:51 pm with no objections.	No action was taken
<b>PUBLIC COMMENT</b>		
<b>ITEM</b>	<b>MOTION/DISCUSSION</b>	<b>MOTION/ACTION TAKEN</b>

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