# San Antonio Area HIV Health Services Planning Council

4801 NW Loop 410, Suite 111, San Antonio TX, 78229 Office (210) 644-1362 FAX (210) 702-6952



#### NOTICE OF PUBLIC MEETING

Executive Committee
Metropolitan Community Church,
Joy Center Conference Room
611 E Myrtle St. San Antonio, TX 78212
Friday, August 16, 2019
12:00 pm to 1:30 pm
AGENDA

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 July 18, 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 the Planning Council's monthly expenditure report.
  - Discussion and appropriate action regarding the Planning Council's Support.
  - c. Discussion and appropriate action regarding the Assessment of the Administrative Mechanism.
  - d. Discussion and appropriate action regarding the requested Planning Council HRSA Technical Assistance
  - 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

- 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 Monitoring Tool.
  - b. 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

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

## 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) 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

#### Glenda Small, Chair

- i. Discussion and appropriate action regarding the Needs Assessment report.
  - a. Discussion and appropriate action regarding the FY 19-20 Mini-Needs Assessment (Out of Care Group)
  - b. Discussion and appropriate action regarding the ongoing Needs Assessment Survey

# 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 expenditure report for FY 19-20.
  - Discussion and appropriate action regarding the Unduplicated Client and Units of Services Report FY 19-20
  - c. Discussion and appropriate action regarding the presentation from Rhonda Andrew, Program Planner on FY18-19 HIPCSA Cost Analysis Report

# F. People's Caucus

Glenda Small, Co-Chair

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

#### VII. 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 August 22, 2019 at 12:30pm located at Metropolitan Community Church, 611 E Myrtle St, San Antonio, TX, 78212
- X. Review Planning Council Related Grievances (if necessary) NONE
- XI. Scheduling of Next Meeting: September 26, 2019

#### XII. Announcements

- G. Casillas is working on bringing together a group of HIV+ persons in the rural area. He requested the PC and other groups let him know of any surveys/information/updates etc. that he can pass on to the group.
- HRSA PC TA full day training is August 28, 2019 at MCC from 9:00am 4:00 pm
- PC Annual Training on August 22, 2019 from 3:00 pm to 5:00 pm at MCC.
- BEAT AIDS Banquet is September 27, 2019.

#### XIII. Adjournment

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# THE SAN ANTONIO AREA HIV HEALTH SERVICES PLANNING COUNCIL

Corporate Square 4801 NW Loop 410. Suite 111, San Antonio, TX 78229 210.644.1362 (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**

11:00 am – 12:30 am, Thursday, June 20, 2019 Meeting Locations: Metropolitan Community Church, 611 E Myrtle St., San Antonio, TX 78212

OTHERS PRESENT

MEMBERS ABSENT

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT		
C. Carmona		J. Woo		
F. Courtois				
E. Flores		STAFF PRESENT		
M. Gloria		Ryan White Grantee / Administrative Agent Staff		
C. Nelson		A. Johnson	L. Meraz	
G. Small		M. Newman	A. Taranova	
		Planning Council Staff		
Call to order	E. Flores, called the meeting to or			
Approval of the Agenda	The agenda was approved as prese			
Approval of the Minutes from June 20, 2019	The minutes were approved as am	mended.		
Grantee Report – presented by L. Meraz and M. Newman	first year and HRSA  O Grant is to be used of for our jurisdiction: year and HRSA  Ryan White Administrative O  Part A Notice of Funder on July 2, 2019; with of the HRSA webinary of June 25, 2019. The State of HIV Epidemic and the Technical Assistance of A call was held with Technical Assis	riew apacity Building Grant from HRSA; AA received \$100,00 for the SA may award \$100,000 for a second year. If on capacity building on "how to reach community"; specifically no youth, Trans, etc.		

MEMBERS PRESENT

online conferencing will be used intermittently in order to decrease travel and still
conduct business on a more frequent basis. The agenda topics included the following:
a) review of current structure; b) Quality Improvement Lessons Learned; c)
Identifying AIMS for the QI Plan, and d) Drug Formulary review. The CQM
Committee is in the process of restructure and will be meeting more frequently to
develop the 2019 CQM Plan with goals and activities through data analysis, recent
needs assessment, and monitoring

# **COMMITTEE REPORTS**

EXECUTIVE COMMITTEE	CHAIR: ENRIQUE FLORES & MARY HELEN GLORIA			
ITEM	MOTION/DISCUSSION	ACTION TAKEN		
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 received a presentation from Dr. Junda Woo regarding an ESEHA project.  Project is focusing on Stigma, specifically stigma on the provider level. Currently collecting consumer stories and provider surveys.	Motion: In order to have full support of the Planning Council, project will be moved to the Needs Assessment (NA) Committee, who can move it through the PC properly. ESEHA will present project to the NA Committee.  (C. Carmona, C. Nelson)  (5) Five in Favor  (1) One Abstentions  (0) Zero Opposed  **Motion carried		
Discussion and appropriate action regarding the Planning Council's monthly expenditure report	Planning Council support staff presented Planning Council's expenditure report posted through June 30, 2019.  Committee discussed the current vacant position of the Planning Council Liaison with UHS/AA Staff (Dr. A. Taranova and Leah Meraz). Dr. Taranova spoke with other Part A Jurisdictions and 15 jurisdictions use a consultant for PC support, 13 jurisdictions have a separate department that employees a PC support person (usually health departments). PC Support person needs to be knowledgeable, have expertise, be organized, and flexible to attend PC events. E. Flores stated that if the PC were to bring in a consultant, they must be impartial. F. Courtois recommended that if they were to bring a consultant that they have them for the remainder of the year and make a permeant decision after that time.	Motion: look for a consultant to fill the PC Support Position for the remainder of the grant year (through February 29, 2020). (C. Carmona, C. Nelson) (6) Six in Favor (0) Zero Abstentions (0) Zero Opposed **Motion carried  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.  PC Support Staff spoke with Hila of EGM and provided contact information for the PC Co-Chairs and scheduled a TA session August 27, 28, and 29, 2019. Hila will meet with the PC Co-Chairs on August 27; there will be a 1 day in person PC TA for all PC Members on August 28; follow-up and next steps will be held with PC Co-Chairs on August 29, 2019. The PC will receive TA throughout the next year, mostly by conference calls/webinars. TA will be provided in small sections to help facilitate understanding.	No action was taken.		

	The PC Co-Chairs spoke with Hila, who provided 1. Sound Practices for Addressing Important Aspects of the Relationship between the AA and the PC and 2. Sample MOU between the AA and PC. Hila will meet with the Executive Committee by conference call on July 24, 2019 at 9:00 am.		
Discussion and appropriate action regarding the Sponsorship Application received	Discussed and reviewed submitted Sponsorship Application	Motion: Approved as amended (C. Nelson, G. Small) (6) Six in Favor (0) Zero Abstentions (0) Zero Opposed **Motion carried  Moved to Planning Council	
		for final approval	
Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the	Appointed Planning Council Members attended the HIV/Syphilis Testing Taskforce Meeting.	No action was taken.	
HIV/Syphilis Testing Taskforce.	No Minutes Provided.		
COMPREHENSIVE PLANNING / CONTINUUM OF CARE COMMITTEE (CPCC)	CHAIR: CYNTHIA NELSON		
ITEM	MOTION/DISCUSSION	ACTION TAKEN	
Discussion and appropriate action regarding the Planning Council Committee Overview	The CPCC Committee reviewed and discussed the Planning Council Committee Overview	No action was taken.	
Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan.	Discussion and review of final proposed survey tool  Motion: Revise Final Survey Tool per PDF "RedCap: Community Activities Log"	Moved to Planning Council for final approval	
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 action was taken.	
MEMBERSHIP, NOMINATIONS AND ELECTIONS COMMITTEE (MNE)	CHAIR: CARLOS CARMONA		
ITEM	MOTION/DISCUSSION	ACTION TAKEN	
Discussion and appropriate action regarding the Planning Council Committee Overview	The MNE Committee will review and discuss the Planning Council Committee Overview	No action was taken.	
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 action was taken.	
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 action was taken.	
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	Moved to Planning Council for final approval	

FISCAL MONITORING AND REALLOCATIONS COMMITTEE (FMRA)	CHAIR: FREDERIC COURTOIS		
ITEM	MOTION/DISCUSSION	ACTION TAKEN	
Discussion and appropriate action regarding the Planning Council Committee Overview	The FMRA Committee reviewed and discussed the Planning Council Committee Overview.	No action was taken.	
Discussion and appropriate action regarding the service category expenditure reports FY 2019-2020.	The FMRA Committee reviewed the service category expenditure reports for FY 2019-2020  Committee requested the further information on the zero dollar expenditures under Medical Nutrition in the first quarter.	No action was taken.	
Discussion and appropriate action regarding the Unduplicated Client and Units of Services Report FY 2019-2020	The FMRA Committee reviewed the Unduplicated Client and Units of Services Report FY 2019-2020  Committee requested the further information on the zero utilization under Medical Nutrition in the first quarter.	No action was taken.	
NEEDS ASSESSMENT COMMITTEE (NA)	CHAIR: VACANT		
ITEM	MOTION/DISCUSSION	ACTION TAKEN	
Discussion and appropriate action regarding the Planning Council Committee Overview	The NA Committee will review and discuss the Planning Council Committee Overview.	No action was taken.	
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.	Moved to Planning Council for final approval	
PEOPLE'S CAUCUS	CO-CHAIRS: GLENDA SMALL & CARLOS CARMONA		
ITEM	MOTION/DISCUSSION	ACTION TAKEN	
Presentation: Presented by:	The Importance of Treating HIV: A Presentation for People New to Treatment Joyce Samaras	There were a total of 38 people that attended.	
Sponsored by:	ViiV HealthCare	No action was taken.	

Public Comment	None
Set Planning Council Agenda for	The Planning Council agenda for July 25, 2019 at 12:30 pm was set by the Executive
	Committee.
Review of Planning Council	There were no Planning Council grievances
Grievances	
Scheduling of Next Meeting	The next Executive Committee was scheduled for August 15, 2019 at 11:00 am.
Announcements	PSRA is on August 15, 2019 at 1:00 pm; mandatory for all PC Members
Adjournment	The meeting ended at 12:35 pm

# Agenda Coordination Form Executive Committee Meeting Friday, August 16, 2019

	Item #	Background	Recommended Motion	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 Motion Necessary	No action is necessary.
	Discussion and appropriate action regarding the Planning Council's Support.	Planning Council will receive an update on the progress on contracting the Support Staff position to a consultant for the remainder of the grant year for the committee to discuss/approve/disapprove.		
Executive Committee	Discussion and appropriate action regarding the Assessment of the Administrative Mechanism.	The Executive Committee will review the upcoming Assessment of the Administrative Mechanism.		
	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 Motion Necessary
	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		The CPCC Committee reviewed and discussed the final survey tool for the Integrated HIV Prevention and Care Plan.  Committee Members reviewed the final RedCap Survey Instrument and requested that all acronyms be removed and/or spelled out. Once acronyms are removed, survey will be ready for launch. Survey to be sent to all community partners to complete for their programs/events. There have been a few issues with the survey tool opening in Internet Explorer; please use a different browser if this occurs. Survey can also be sent out as PDF for those the link does not work for. Paper surveys need to be sent back to the AA for input into the system.	Move motion to Planning Council for final approval  Motion: Revise Final Survey Tool and present amended tool to PC for final approval.	
		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.
Memberships, Nominations, and Elections Committee	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.  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).	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.	No Motion Necessary	No action is necessary.

# Agenda Coordination Form Executive Committee Meeting Friday, August 16, 2019

Needs Assessment Committee	Discussion and appropriate action regarding the FY 19-20 Mini-Needs Assessment (Out of Care Group)	The NA Committee discussed and began planning the FY 19-20 Mini-Needs Assessment (Out of Care Group)  The Committee reviewed the "Out of Care" Survey Instrument used for the FY18-19 Comprehensive Needs Assessment.  The Committee requested PC Support Staff to request "Out of Care" data from DSHS and MetroHealth.	No Motion Necessary	No action is necessary.
	Discussion and appropriate action regarding the ongoing Needs Assessment Survey	The NA Committee discussed and began planning the ongoing Needs Assessment Survey  The Committee discussed the following:  e ligibility process and how it is a barrier to patients  Provider staff need to be more sensitive; not just RW Providers – all Providers  Health Education needed for Healthcare Providers  The Committee would like the survey flyer to be the size of a palm card (3x5)	No Motion Necessary	No action is necessary.
Fiscal Monitoring and Reallocations Committee	Discussion and appropriate action regarding the Planning Council Committee Overview	The FMRA Committee reviewed 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 reviewed the Unduplicated Client and Units of Services Report FY 2019-2020	No Motion Necessary	No action is necessary.
	Discussion and appropriate action regarding the presentation from Rhonda Andrew, Program Planner on FY18-19 HIPCSA Cost Analysis Report.	The FMRA Committee discussed the presentation from Rhonda Andrew, Program Planner on FY18-19 HIPCSA Cost Analysis Report.		

# San Antonio Area HIV Health Services Planning Council

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# Committee Reports August 16, 2019

## **Executive Committee**

Report from July 18, 2019.

Please see minutes from June 20, 2019.

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

Report from August 1, 2019

The CPCC Committee met on August 1, 2019 at Metropolitan Community Church to discuss appropriate action regarding the Integrated HIV Prevention and Care Plan Monitoring Tool and the report from the Planning Council Representatives appointed to the Quality Management Committee.

Committee Members reviewed the final RedCap Survey Instrument and requested that all acronyms be removed and/or spelled out. Once acronyms are removed, survey will be ready for launch. Survey to be sent to all community partners to complete for their programs/events. There have been a few issues with the survey tool opening in Internet Explorer; please use a different browser if this occurs. Survey can also be sent out as PDF for those the link does not work for. Paper surveys need to be sent back to the AA for input into the system. They made the following motion:

1. Revise Final Survey Tool and present amended tool to PC for final approval.

The CPCC Committee will meet again on September 5, 2019 at 2:30 pm at the Metropolitan Community Church in the Social Hall.

## Membership, Nominations and Elections (MNE) Committee

Report from August 1, 2019

The MNE Committee met on August 1, 2019 at Metropolitan Community Church 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.

The 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).

The MNE Committee will meet again on September 5, 2019 at 1:00 pm at the Metropolitan Community Church.

## Needs Assessment (NA) Committee

Report from August 1, 2019

The NA Committee met on August 1, 2019 at Metropolitan Community Church to discuss the appropriate action regarding the FY 19-20 Mini-Needs Assessment (Out of Care Group) and the ongoing Needs Assessment Survey.

The NA Committee discussed and began planning the FY 19-20 Mini-Needs Assessment (Out of Care Group). The Committee reviewed the "Out of Care" Survey Instrument used for the FY18-19 Comprehensive Needs Assessment. The Committee requested PC Support Staff to request "Out of Care" data from DSHS and MetroHealth.

The NA Committee discussed and began planning the ongoing Needs Assessment Survey. The Committee discussed the following:

- 1. eligibility process and how it is a barrier to patients
- 2. Provider staff need to be more sensitive; not just RW Providers all Providers
- 3. Health Education needed for Healthcare Providers

The Committee would like the survey flyer to be the size of a palm card (3x5)

The NA Committee will meet again on September 5, 2019 at 11:00 am at Metropolitan Community Church.

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

Report from August 15, 2019

The FMRA Committee met on August 15, 2019 at Metropolitan Community Church to discuss the appropriate action regarding the Service Expenditure Report for FY 19-20, the Unduplicated Client (UDC) and Units of Services (UOS) Report FY 19-20 and received a presentation from Rhonda Andrew, Program Planner, on FY18-19 HIPCSA Cost Analysis Report.

The FMRA Committee will meet again on September 19, 2019 at 10:00 am at the Metropolitan Community Church.

# The People's Caucus

Report from July 26, 2019.

The People's Caucus met on Friday, July 26, 2019 at t Metropolitan Community Church. They received a presentation from Danielle Houston on Early HIV Treatment Initiation (Rapid HIV Treatment) sponsored by Gilead. There were a total of 39 people that attended.

The People's Caucus will meet on August 23, 2019 at 6:00 pm at Metropolitan Community Church and will receive a presentation from and sponsored by ASP Pharmacy.