

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, August 22, 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 July 25, 2019

VI. Recipient Report

L. Meraz / AA Staff

Committee Reports

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

A. Executive Committee

- i. Report from the Executive Committee
 - a. Discussion and appropriate action regarding the Planning Council's monthly expenditure report.
 - b. 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

- 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 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

- i. Discussion and appropriate action regarding the Membership, Nominations and Elections report.
 - a. Discussion and appropriate action regarding Attendance Compliance, as stated in Section

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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.
 - b. 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

- i. 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.*

VIII. Scheduling of Next Meeting: September 26, 2019

IX. Announcements

- HRSA PC TA full day training is August 28, 2019 at MCC from 9:00am – 4:00 pm
- BEAT AIDS Banquet is September 27, 2019.

X. Adjournment

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THE SAN ANTONIO AREA HIV HEALTH SERVICES PLANNING COUNCIL

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

PLANNING COUNCIL MINUTES

12:30 p.m., Thursday, July 25, 2019

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

MEMBERS PRESENT		MEMBERS ABSENT	GUESTS	
Carmona, C.	Serrato, S.	Courtois, F.	Juarez, Jerry	
Casillas, G.	Small, G.	Lutz, E.		
Deans, R.	Valdivia, D.	Sapien, H.		
Flores, E.	White, M.	Sherman, J.		
Gloria, M.	Whitehead, C.	Zapata, J.	STAFF PRESENT	
Holland, L.	Wientjes, W.		Ryan White / Administrative Agent Staff	
Hester, L.			R. Andrew	Johnson, A.
Knight, W.			Newman, M.	J. Vasquez
Mutchler, M.			Planning Council Staff	
Nelson, C.				
Pleasant, R.				
Call to order		E. Flores, PC Co-Chair, called the meeting to order at 12:34 p.m.		
Mission Statement		The Mission Statement was read by G. Small.		
Approval of the Agenda		The agenda was approved on as presented.		
Approval of the Minutes from June 27, 2019		The minutes were approved as presented.		
Recipient Report – M. Newman		<ul style="list-style-type: none">• Ryan White Administrative Overview<ul style="list-style-type: none">○ Part A Notice of Funding Announcement (Part A Application Guidance) was received on July 2, 2019; with a due date to HRSA of September 30, 2019.○ The HRSA webinar on Ending the HIV Epidemic: A Plan for America was held on June 25, 2019. The SATGA staff learned about upcoming national plans to address the HIV Epidemic and targeted locations that will receive additional support and Technical Assistance in the upcoming years.○ A call was held with EGM consulting on June 11 with AA staff to discuss the Technical Assistance Needs for the Planning Council.• Community Activities<ul style="list-style-type: none">○ Local initiatives to address care for PLWH who are transgender have increased over the past year. Per TDSHS data for 2017, in the SATGA 81 transgender individuals have HIV. A planning meeting was held on June 4, 2019 with the Transgender Educational Network of Texas to develop a summit in July to address healthcare in the transgender community. The summit is scheduled to take place on July 27, 2019.○ The SCAETC hosted a local HIV and Oral Health Symposium on June 14, 2019. Presentations included HIV Basics, Dental Management and HIV Care, Differential Diagnosis of HIV Oral Lesions, and Perspectives in Medical and Dental Care of HIV. Oral health in the SATGA has seen an increase in cases that are more complicated and costly. An evaluation of procedures and cost		

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	<p>analysis will be conducted in the next year by the AA in order to identify gaps in care and new opportunities to enhance the service delivery of oral health in the SATGA.</p> <ul style="list-style-type: none"> • Clinical Quality Management Activities <ul style="list-style-type: none"> ○ The Ryan White CQM Committee met via WebEx on June 18, 2019. The usage of 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
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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 presentation from the End Stigma End HIV Alliance on their Stigma Storytelling Project. Presentation has been allotted fifteen (15) minutes	The PC reviewed and discussed appropriate action regarding the presentation received from ESEHA.	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. Whitehead, M. Gloria) (17) Seventeen Votes in favor (0) Zero Abstentions (0) Zero Opposed
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. The Planning Council discussed the current vacant position of the Planning Council Liaison. E. Flores reported that the PC Support person needs to be knowledgeable, have expertise, be organized, and flexible to attend PC events. If the PC were to bring in a consultant, they must be impartial. F. Courtois recommended in the Executive Committee that if they were to bring a consultant that they have them for the remainder of the year and make a permanent decision after that time. The Planning Council maintained that they must be involved with reviewing and selecting a consultant for the PC Support.	Motion: look for a consultant to fill the PC Support Position for the remainder of the grant year (through February 29, 2020). (W. Knight, C. Carmona) (17) Seventeen Votes in favor (0) Zero Abstentions (0) Zero Opposed
Discussion and appropriate action regarding the requested Planning Council HRSA Technical Assistance	Support Staff updated the PC regarding the requested Planning Council Technical Assistance from HRSA	No action was taken.

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	Support Staff updated the committee regarding the requested Planning Council Technical Assistance from HRSA. 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. 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 met with the Executive Committee by conference call on July 24, 2019 at 9:00 am.	
Discussion and appropriate action regarding the Sponsorship Application received	<p>The PC reviewed and discussed appropriate action regarding the submitted Sponsorship Application</p> <p>The PC approved the sponsorship application provided the section on the application “Please describe specifically how the funds requested will be used” was amended to match the email sent by PC Member J. Zapata on 7/25/19: “Support Trans Power SA-PRIDE Summit Sponsorship. Trans Power SA is a group of trans folks who are advocating for local trans resources, healthcare, and support through networking and educational events.”</p>	<p>Motion: To approve Sponsorship Application as amended (C. Whitehead, M. Gloria) (16) Sixteen Votes in favor (1) One Abstentions – G. Casillas (0) Zero Opposed</p>
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.</p> <p>No minutes received. R. Andrew reported the MetroHealth gave a presentation on STI Data.</p>	No action was taken.
FISCAL MONITORING AND REALLOCATIONS COMMITTEE		CHAIR: FREDERIC COURTOIS
ITEM	MOTION/DISCUSSION	MOTION/ACTION TAKEN
Discussion and appropriate action regarding the Planning Council Committee Overview	The PC reviewed and discussed the Planning Council Committee Overview	No action was taken.

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Discussion and appropriate action regarding the Planning Council Committee Overview	The PC reviewed the service category expenditure reports for FY 2019-2020.	No action was taken.
Discussion and appropriate action regarding the service category expenditure reports FY 2019-2020.	The PC reviewed the Unduplicated Client and Units of Services Report FY 2019-2020	No action was taken.
NEEDS ASSESSMENT COMMITTEE		CHAIR: GLENDA SMALL
ITEM	MOTION/DISCUSSION	MOTION/ACTION TAKEN
Discussion and appropriate action regarding the Planning Council Committee Overview	The PC reviewed and discussed 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	<p>Motion: Finalize the FY 18-19 Comprehensive Needs Assessment with the recommendations from last Committee Meeting (C. Carmona, C. Whitehead) (17) Seventeen Votes in favor (0) Zero Abstentions (0) Zero Opposed</p> <p>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. (G. Casillas, C. Whitehead) (17) Seventeen Votes in favor (0) Zero Abstentions (0) Zero Opposed</p>

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MEMBERSHIP, NOMINATIONS AND ELECTIONS COMMITTEE		CHAIR: CARLOS CARMONA
ITEM	MOTION/DISCUSSION	MOTION/ACTION TAKEN
Discussion and appropriate action regarding the Planning Council Committee Overview	The PC reviewed and discussed the Planning Council Committee Overview	No action was taken.
Discussion and appropriate action regarding Attendance Compliance, as stated in Section 5.4.	The PC reviewed 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 PC reviewed and discussed 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 PC reviewed any resignations/applications received regarding Planning Council Positions.	Motion: To accept the resignation of L. Hester (W. Knight, G. Small) (16) Sixteen Votes in favor (1) One Abstentions – L. Hester (0) Zero Opposed
COMPREHENSIVE PLANNING / CONTINUUM OF CARE COMMITTEE		CHAIR: CYNTHIA NELSON
ITEM	MOTION/DISCUSSION	MOTION/ACTION TAKEN
Discussion and appropriate action regarding the Planning Council Committee Overview	The PC reviewed and discussed the Planning Council Committee Overview	No action was taken.
Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan Monitoring Tool.	The PC reviewed and discussed the final survey tool for the Integrated HIV Prevention and Care Plan.	Motion: Revise Final Survey Tool per PDF “RedCap: Community Activities Log” (C. Whitehead, C. Carmona) (17) Seventeen Votes in favor (0) Zero Abstentions (0) Zero Opposed
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.

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PEOPLE’S CAUCUS		CO-CHAIRS: CARLOS CARMONA & GLENDA SMALL
ITEM	MOTION/DISCUSSION	MOTION/ACTION TAKEN
Presentation: Presented by: Sponsored by:	The Importance of Treating HIV: A Presentation for People New to Treatment Joyce Samaras ViiV HealthCare	No action was taken

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Public Comment	
Review of Planning Council Grievances	There were no Planning Council grievances.
Scheduling of Next Meeting	The next meeting is scheduled for August 22, 2019 at 12:30 pm
Announcements	<ul style="list-style-type: none"> • G. Casillas is working on bringing together a group of HIV+ persons in the rural area. He requests the PC and other groups let him know of any surveys/information/updates etc. that he can pass on to the group. • PSRA Workshop is August 15, 2019 at MCC from 1:00 pm to 5:00 pm. This workshop is mandatory for all PC Members • HRSA PC TA full day training is August 28, 2019. Location and times to be determined. • Tentative PC Annual Training on August 22, 2019 from 3:00 pm to 5:00 pm at MCC. • BEAT AIDS Banquet is September 27, 2019. • Executive Committee will review the Assessment of the Administrative Mechanism at their next meeting on August 15, 2019. • FMRA will receive a presentation from the RW Program Planner at the August 15, 2019 Meeting on the Cost Effectiveness of Health Insurance Premiums v. Outpatient/LPAP.
Adjournment	The meeting was adjourned at 2:21 pm

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