

# San Antonio Area HIV Health Services Planning Council

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## **NOTICE OF PUBLIC MEETING** **Executive Committee** **Metropolitan Community Church,** **611 E Myrtle St. San Antonio, TX 78212** **Thursday, September 19, 2019** **1:00 pm to 2:30 pm** **AGENDA**

### **I. Call to Order**

Mary Helen Gloria, Co-Chair of the Planning Council. (Presiding)  
Enrique Flores, Co-Chair of the Planning Council.

### **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**

*(For Possible Action) The Chair may entertain a motion for possible action*

### **V. Approval of the Minutes from September 19, 2019**

*(For Possible Action) The Chair may entertain a motion for possible action*

### **VI. Recipient Report**

### **VII. Committee Reports**

#### **A. Needs Assessment**

**Glenda Small, Chair**

- a. Report from the NA Committee.
  - i. Discussion and appropriate action regarding HRSA/HAB Comprehensive Site Visit and Technical Assistance.
  - ii. Discussion and appropriate action regarding Needs Assessment update.

#### **B. Membership, Nominations and Elections**

**Carlos Carmona, Chair**

- a. Report from the MNE Committee.
  - i. Discussion and appropriate action regarding Planning Council Membership Matrix.
  - ii. Discussion and appropriate action regarding Planning Council Membership Attendance.

**For meeting information, please call, Thomas Rodriguez-Schucker (888) 571-0001 x102**

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.

- iii. Discussion and appropriate action regarding Actions/Recommendations of the NME Committee.

**C. Fiscal Monitoring and Reallocations**

**Frederic Courtois, Chair**

- a. Report from the FMRA Committee.
  - i. Discussion and appropriate action regarding the RWHAP Part A Expenditures Report for Service Categories.
  - ii. Discussion and appropriate action regarding the RWHAP Part A Unduplicated Client Count for Service Categories.
  - iii. Discussion and appropriate action regarding the RWHAP Part A Planning Council Expenditures and Budget.

**D. Comprehensive Planning/Continuum of Care**

**Cynthia Nelson, Chair**

- a. Report from the CPCC Committee.
  - i. Discussion and appropriate action regarding Integrated HIV Prevention and Care Plan.
  - ii. Discussion and appropriate action regarding Texas DSHS RWHAP Part B Service Standards revision.
  - iii. Discussion and appropriate action regarding PCN 13-02 and 16-02.
  - iv. Discussion and appropriate action regarding CQM Report.

**E. F. People's Caucus**

**Glenda Small, Co-Chair  
Carlos Carmona, Co-Chair**

- a. Report from the People's Caucus Committee.
  - i. Discussion and appropriate action regarding the October 25, 2019 meeting.
  - ii. Discussion and appropriate action regarding December 13, 2019 meeting.

**F. Executive Committee**

**Mary Helen Gloria, Co-Chair**

- a. Report from the Executive Committee
  - i. Discussion and appropriate action regarding the Planning Council's monthly expenditure report.
  - ii. Discussion and appropriate action regarding the requested Planning Council HRSA Technical Assistance
  - iii. Discussion and appropriate action regarding actions/recommendations from the MNE Committee.
  - iv. Discussion and appropriate actin regarding People's Caucus Committee Meetings for 2019.

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## **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 October 24, 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: TBD**

## **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

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 pm – 12:30 pm, Thursday, September 19, 2019 Meeting Locations: Metropolitan Community Church, 611 E Myrtle St., San Antonio, TX 78212

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT	
C. Carmona			
G. Small			
E. Flores		<b>STAFF PRESENT</b>	
M. Gloria		<i>Ryan White Grantee / Administrative Agent Staff</i>	
C. Nelson		A. Johnson	L. Meraz
			A. Taranova
		<i>Planning Council Staff</i>	
		T. Schucker	M. Koran
<b>Call to order</b>	E. Flores, called the meeting to order at 11:09 am		
<b>Approval of the Agenda</b>	The agenda was approved as presented.		
<b>Approval of the Minutes from July 18, 2019</b>	The minutes were approved as presented. <b>Motion</b> by C. Carmona, 2 <sup>nd</sup> by M. Gloria. Approved unanimously.		
<b>Grantee Report – presented by L. Meraz</b>	<p>L. Meraz shared the information regarding the ETHE Grant, what has been presented so far. There will be funding for the grant for 5-10 years. T. Schucker presented a powerpoint about the Grant including what jurisdictions are eligible, and the 4 pillars of the grant breakdown.</p> <p>Ryan White Staff Participated in 32 trainings and meetings throughout the month of Aug. Trainings and topic discussions included RWA Activities; Data; Program; Invoice Reconciliation; ARIES training; fiscal; monitoring; SPNS Housing and Employment; preparation for monitoring; Organizational Structure; MOU updates and case manager training</p> <p>In preparations for a requested HRSA Technical Assistance for the Planning Council and Administrative Agency, a phone call was held with HRSA consultant EGM on Aug. 2, 2019 to discuss processes and agenda items for the TA.</p> <p>Weekly conference call with Collaborative Research in preparation for the writing of the 2020-2021 Part A Application. Assigned duties were distributed in early August to help keep track of specific items needed and responsible parties for the application. The AA is scheduled to submit the grant on September 24, 2019.</p> <p>The HRSA NOFO TA Webinar for the “Ending the Epidemic” grant was held on Aug. 27, 2019.</p>		

## COMMITTEE REPORTS

EXECUTIVE COMMITTEE		
CHAIR: ENRIQUE FLORES & MARY HELEN GLORIA		
ITEM	MOTION/DISCUSSION	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 **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	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 ** Motion Carried
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 as the chair of the committee. (C. Carmona/C. Nelson) All in favor ** Motion Carried
Discussion and appropriate action regarding representation on the HIV/Syphilis Testing Taskforce.	Reviewed minutes from the HIV/Syphilis Testing Taskforce Meeting.	
COMPREHENSIVE PLANNING / CONTINUUM OF CARE COMMITTEE (CPCC)		
CHAIR: CYNTHIA NELSON		
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan Monitoring Tool.	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.  Depending on how many activities, Agency information may be collected and reported once a month.  A suggestion was made that when events ask for sponsorship, this may then become a prerequisite of the sponsorship to receive information from the events on how it may help the Care Continuum and increases in testing.	No action was taken

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 was taken.
<b>MEMBERSHIP, NOMINATIONS AND ELECTIONS COMMITTEE (MNE)</b>	<b>CHAIR: CARLOS CARMONA</b>	
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding Attendance Compliance, as stated in Section 5.4 of the Planning Council Bylaws.	<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 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.	No action was taken.
<b>FISCAL MONITORING AND REALLOCATIONS COMMITTEE (FMRA)</b>	<b>CHAIR: FREDERIC COURTOIS</b>	
ITEM	MOTION/DISCUSSION	ACTION TAKEN
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	No action was taken.

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 was taken.
Discussion and appropriate action regarding the Unduplicated Client and Units of Services Report FY 2019-2020	A. Johnson presented the unduplicated client and units of service report to the committee.	No action was taken.
<b>NEEDS ASSESSMENT COMMITTEE (NA)</b>	<b>CHAIR: GLENDA SMALL</b>	
<b>ITEM</b>	<b>MOTION/DISCUSSION</b>	<b>ACTION TAKEN</b>
Discussion and appropriate action regarding the HRSA/HAB comprehensive site visit and technical assistance visit.	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. Planning Council Support also went through the Policy Clarification Notices 13-02 and 16-03 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.	No action was taken.
<b>PEOPLE’S CAUCUS</b>	<b>CO-CHAIRS: GLENDA SMALL &amp; CARLOS CARMONA</b>	
<b>ITEM</b>	<b>MOTION/DISCUSSION</b>	<b>ACTION TAKEN</b>
Discussion and appropriate action regarding the People’s Caucus Report.	Discussion was had over the upcoming People’s Caucus meeting,	No action was taken.

Public Comment	None
Set Planning Council Agenda for	The Planning Council agenda for August 22, 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 October 24, 2019 at 11:00 am.
Announcements	
Adjournment	The meeting ended at 12:38 pm