

San Antonio Area HIV Health Services Planning Council

Corporate Square Suite 200, 4801 NW Loop 410, San Antonio TX, 78229 Office (210) 358-3215 FAX (210) 702-6952



NOTICE OF PUBLIC MEETING

Executive Committee
Metropolitan Community Church,
611 E Myrtle St. San Antonio, TX 78212
Monday, May 20, 2019
11:00 am to 12:30 pm
AGENDA

I. 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 March 6, 2019 and April 18, 2019

VI. Recipient Report

M. Newman

VII. Committee Reports

A. Executive Committee

Enrique Flores, 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 letter sent to Collaborative Research Consultant – Jeff Daniel.
- d. 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.
 - 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 report.**
 - a. Discussion and appropriate action regarding Attendance Compliance, as stated in Section 5.4 of the Planning Council Bylaws.

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

This meeting is wheelchair accessible. The accessible entrance is located at the front entrance of 903 W Martin St. CareLink Administration. 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.

- 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 Report:

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 18-19.
 - b. Discussion and appropriate action regarding the restricting of FMRA Committee.

F. People's Caucus

Glenda Small, Co-Chair

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

The People's Caucus met on Friday, April 19, 2019 at Metropolitan Community Church. They received a presentation on "The Role of a Pharmacist" presented by: Margaret Adjei and sponsored by: ASP Cares Pharmacy. There were a total of 25 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. Set Planning Council Agenda for May 23, 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: June 20, 2019

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, San Antonio, TX 78229
210.358.5997 (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 10:00 am – 11:30 am, Thursday, April 18, 2019 Meeting Locations: Metropolitan Community Church, 611 E Myrtle St., San Antonio, TX 78212

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
C. Carmona		
F. Courtois		
E. Flores		STAFF PRESENT
M. Gloria		L. Meraz M. Newman
C. Nelson		<i>Ryan White Grantee / Administrative Agent Staff</i>
G. Small		
		<i>Planning Council Staff</i>
		C. Johnson
Call to order	M. Gloria, called the meeting to order at 10:16 am	
Approval of the Agenda	The agenda was approved as presented.	
Approval of the Minutes from March 21, 2019	The minutes were approved as presented.	
Grantee Report	<p><u>UHS ADMINISTRATIVE OVERVIEW</u></p> <p><u>Updates and Announcements</u></p> <ul style="list-style-type: none"> PC Training and Data requests are being processed. <p><u>RYAN WHITE ADMINISTRATIVE OVERVIEW</u></p> <p><u>Administrative Activities:</u></p> <ul style="list-style-type: none"> The Ryan White Part A Sr. Data Analyst position was filled by Christopher Aragon on March 25, 2019. Ryan White Staff attended the national HRSA “Ending the HIV Epidemic: A Plan for America” webinar on March 13, 2019. The webinar provided the nation with helpful resources and ways to collaborate in the efforts of ending the HIV Epidemic. Ryan White staff attended the joint Ryan White Part B Contractor meeting and Quality Manager Summit in Austin, TX on March 19-20, 2019. Discussion items included Part B and State Services Changes/Amendments, THMP/ADAP Liaison Position, HOPWA Update and 2019 Monitoring Observations, Monitoring RWHAP and QA: 2019 Observations, Policy Updates, Fiscal Monitoring Unit: Part 1 - Roles and Responsibilities, Fiscal Monitoring Unit: Part 2 - Preparing for an Upcoming Fiscal AA Monitoring Site Visit and Sub-recipient Monitoring, Greater than AIDS Campaign: Care and Treatment, and Quality Management Summit – CQM and QCII. <p><u>Community Activities:</u></p> <ul style="list-style-type: none"> The HIV/Syphilis Testing Taskforce was held on March 6, 2019 with 26 attendees. A training and data presentation on Trauma Informed Care by Dr. Jen Osborne, Professor at St. Philip's College. Attendees learned about the relationship between the Adverse Childhood Experiences (ACE) questionnaire and how it correlates with a person's vulnerability to risky and harmful behaviors as an adult. The Quarterly End Stigma, End HIV Alliance (ESEHA) and Fast Track Cities meeting was held on March 14, 2019 with Ryan White staff present. Topics discussed were new focus for ESEHA; received grants; Health Justice Council growth and Listening Tour 2.0; Jail and soft handoff; and updates on data. The National Women and Girls HIV/AIDS Awareness Day (NWGHAAD) event was held on 	

	<p>March 9 at an east side community center. The Ryan White Program staff assisted by providing resources and attending the bag stuffing preparation meeting on March 8, 2019.</p> <ul style="list-style-type: none"> ○ The Ryan White Program will be supporting the San Antonio Metro Health Department's second annual #IKnowMyStatusSA campaign and attended a kick-off meeting on March 28, 2019. The campaign consists of reaching the goal of completing 4,000 HIV tests by the end of April 2019. <p><u>CLINICAL QUALITY MANAGEMENT ACTIVITIES</u></p> <ul style="list-style-type: none"> ○ The Assistant Director of Ryan White Programs attended the monthly Clinical Management Team meeting on March 21, 2019. Topics of discussion were Rapid Start update, End Stigma End HIV Alliance and HIV Syphilis Testing Taskforce update ○ Ryan White staff attended the joint Ryan White Part B Contractor meeting and Quality Manager Summit in Austin, TX on March 19-20, 2019. Discussion items included Quality Management Summit – CQM and QCII. <p><u>ACA/ADAP/THMP UPDATES</u></p> <ul style="list-style-type: none"> ○ The Program Planner attended an ADAP Regional Call on March 5, 2019. This meeting helped clarify questions relating to ARIES status updates; medication certification form; supporting documentation; self-attestations; income verification form; earned income for self-employed clients; Out of State residents; and expedited cases.

COMMITTEE REPORTS

PLANNING COUNCIL	CHAIR: MARY HELEN GLORIA	
NO ITEM	MOTION/DISCUSSION	ACTION TAKEN
EXECUTIVE COMMITTEE	CHAIR: ENRIQUE FLORES	
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Memorandum of Understanding (MOU) between Planning Council and Administrative Agency.	Review the Memorandum of Understanding (MOU) between Planning Council and Administrative Agency would be tabled until further training is received.	(5) Votes Favor (1) One Abstain (0) Opposed
Discussion and appropriate action regarding the Letter of Support for proposal to National Institutes of Mental Health, "PositiveLinks for Youth and Emerging Adults (PL4Y) by Dr. Barbara Taylor	Review and approve Letter of Support for proposal to National Institutes of Mental Health, "PositiveLinks for Youth and Emerging Adults (PL4Y) by Dr. Barbara Taylor (Motion: C. Nelson, C. Carmona)	
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 March 2019.	
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. Report by H. Sapien</p> <ol style="list-style-type: none"> 1) Minutes and Highlights from March 6, 2019 Introduction of meeting attendees. Meeting called to order at 9:07 a.m. Minutes from March 6, 2019 reviewed and approved. <ul style="list-style-type: none"> • Rhonda Andrews motioned to accept. • Krystal Uriegas seconded the motion. • Minutes accepted amongst Task Force. 2) Metro Health #IKNOWMYSTATUSSA campaign <ul style="list-style-type: none"> • City Council will kickoff event. 3) FFACTS Clinic topic of Same Day Treatment Process <ul style="list-style-type: none"> • Krystal Franco, RN and Lauren Tyler, RN presented on Rapid Start at UHS FFACTS Clinic. • Discussion of services in Bexar County. • Recommendation for possible presentation for Rapid Start medications. 4) Announcements <ul style="list-style-type: none"> • Reminder to send all announcements to HStestingtaskforce@yahoo.com. • St. Philips Wellness Fair will be held April 10, 2019 from 11:00 a.m. – 1:00 p.m. and are willing to share a table. • Rhonda Andrews announced National Ryan White Conference honored HIV/Syphilis Testing Task Force. Texas HIV Syndicate needs members to learn the Achieving Together Plan. Ms. Andrews also announced that there will be Case Management training for Motivational Interviewing 101. Also, the Youth of Color Task Force's next meeting will be April 16, 2019. • Andy Cherolis with BEAT AIDS announced that they are developing an Advisory Board and will need volunteers. • Domesticas Unidas will be having a men's clinic at Living Church on April 5, 2019 from 5:00 p.m. – 8:00 p.m. • April 6, 2019 at Maverick Park there will be a Youth Homelessness Awareness Day. 	No action was taken.

-COMPREHENSIVE PLANNING / CONTINUUM OF CARE COMMITTEE		CHAIR: CYNTHIA NELSON
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan.	The CPCC Committee will review and discuss the Integrated HIV Prevention and Care Plan. - Integrated Prevention and Care Plan Monitoring Tool activities and survey continue to be reviewed. - Community-based organizations and community members will be asked to report through online survey on pertinent activities monthly, aligned with objectives from tool. A brief summary from each activity will be requested and incorporated into the Plan.	No action was taken.
Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the Quality Management Committee.	Report from the Planning Council Representatives appointed to the Quality Management Committee. -No items	No action was taken.
Discussion and appropriate action regarding the proposed Standards of Care.	The CPCC committee reviewed the following service categories: •Proposed Standards of Care were reviewed and approved Changes included: <ul style="list-style-type: none"> Reduction of administrative burden for service providers Integration ALL Ryan White Parts Document Format Change 	
MEMBERSHIP, NOMINATIONS AND ELECTIONS COMMITTEE		CHAIR: CARLOS CARMONA
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 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 PC. -Email R. Deans attendance notice.	No action was taken.
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 Legislation. Members reviewed missing categories: <ul style="list-style-type: none"> Youth (18-24), 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.	No action was taken.

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. -Members reviewed applications received and recommend that potential applicants outside of the vacant HRSA required categories will be placed on a waitlist until another opening become available.	No action was taken.
FISCAL MONITORING AND REALLOCATIONS COMMITTEE	CHAIR: FREDERIC COURTOIS	
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Fiscal and Reallocations report.	The FMRA Committee discussed service expenditure report for FY 18-19 and restructuring of FMRA Committee, proposed to move meetings prior to Executive Committee next month and restructuring of FMRA Committee's Processes and Procedures	No action was taken.
NEEDS ASSESSMENT COMMITTEE	CHAIR: MARY HELEN GLORIA	
1. Discussion and appropriate action regarding the Comprehensive Needs Assessment	<p>The NA Committee reviewed the Comprehensive Needs Assessment report findings of Out of Care:</p> <p><u>-Issues:</u></p> <ul style="list-style-type: none"> *NA Out of Care sample size of 28 too small. *Limited timeframe for survey completion, survey administration: clients took survey at agency, no staff went to look for "hard to reach" clients would need more time * Agency capacity to address out of care population, not enough capacity only on agency providing service *Data collection discrepancy, not all agencies use ARIES if outside of RW *Out of Care definition not the same for all agencies *Centralized Put of Care List shared by all agencies <p><u>Requests:</u></p> <ul style="list-style-type: none"> *Return to Care Data from agencies on ARIES *Out of Care data from Metrohealth 	No action was taken
PEOPLE'S CAUCUS	CHAIR: GLENDA SMALL	
Discussion regarding the People's Caucus met on March 2019 at the Metropolitan Community Church.	The People's Caucus met on Wednesday, March 27, 2019 at Guillermo's Restaurant. They received a presentation on "Confident Discussions: The Importance of HIV Drug Resistance in the Treatment of HIV-1" presented by: Sammy Alvarado and sponsored by: Janssen Infectious Diseases, Inc. There were a total of 55 people that attended. The People's Caucus will meet again Friday, May 24, 2019.	
Public Comment	None	

Set Planning Council Agenda for	The Planning Council agenda for April 25, 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 May 16, 2019 at 10:00 am.
Announcements	<ul style="list-style-type: none"> • Men's support group every 1st and 3rd Thursday of the month at CHCS, from 6-7:30pm. • People's Caucus April 19, 2019 • LTS Luncheon June 5th, 2019 • ASP Cares Pharmacy now open at local ASO
Adjournment	The meeting ended at 11:44 pm

Agenda Coordination Form
Executive Committee Meeting
Monday, May 20, 2019

	Item #	Background	Recommended Motion	Action Taken
	1. Discussion and appropriate action regarding the Memorandum of Understanding (MOU) between Planning Council and Administrative Agency.	Review Memorandum of Understanding (MOU) between Planning Council and Administrative Agency.		
Executive Committee	2. 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 April 30, 2019.	No Motion Necessary	No action is necessary.
	3. Discussion and appropriate action regarding the letter sent to Collaborative Research Consultant – Jeff Daniel.	Discuss letter sent to Collaborative Research Consultant – Jeff Daniel.		
	4. 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	1. Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan.	<ul style="list-style-type: none"> •Integrated Prevention and Care Plan Monitoring Tool activities reviewed and survey will be updated •Community-based organizations and community members will be asked to report through online survey on pertinent activities monthly, aligned with objectives from tool •Event summaries will be due the 15th and end of the month 	No Motion Necessary	No action is necessary.
	2. Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the Quality Management Committee.	<ul style="list-style-type: none"> • QM meets June 18, 2019 – undergoing restructuring, improving on Quality Improvement 	No Motion Necessary	No action is necessary.
	3. Discussion and appropriate action regarding the proposed Standards of Care.	<ul style="list-style-type: none"> • SoC will still be reviewed/approved by PC, however the SoC will be spearheaded by Clinical Quality Management Workgroup 	No Motion Necessary	No action is necessary.
	1. 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>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.</p>	No Motion Necessary	No action is necessary.

Agenda Coordination Form
Executive Committee Meeting
Monday, May 20, 2019

Memberships, Nominations, and Elections Committee	2. Discussion and appropriate action regarding the networking and filling open Planning Council positions	<p>Members reviewed missing categories:</p> <ul style="list-style-type: none"> • Medicaid Agency rep. - DSHS • Youth (18-24) -Health Justice Youth Council, J. Sherman • Women – PEERS, G. Small • Rural area representative - Check if G. Casillas eligible <p>To abide by HRSA guidelines the Planning Council membership should be reflective of the epidemic.</p> <p>-Re-send flier and application to all committee members -M. Offer to be replaced by new Metrohealth staff -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.</p>	No Motion Necessary	No action is necessary.
	3. Discussion and appropriate action regarding resignations/applications/representative changes received regarding Planning Council Positions.	<p>The MNE Committee reviewed any resignations/applications received regarding Planning Council Positions.</p> <p>No items.</p>		

**Agenda Coordination Form
Executive Committee Meeting
Monday, May 20, 2019**

Needs Assessment Committee	1. Discussion and appropriate action regarding the Comprehensive Needs Assessment	<p>The NA Committee reviewed the Comprehensive Needs Assessment report findings of Out of Care: Discussion: Survey Administration •Out of Care sample too small (n=28), clients surveyed came to agency to complete it within the set timeframe •Suggestion: Out of Care group should have been the first one to survey Data Gaps •Need Out of Care Baseline Data •There is no standard Out of Care definition for RW agencies; only Retention in Care is standardized Responsibilities •Distinction between committee, agency and consultant company responsibilities when conducting NA •Comprehensive NA every 3 years, Mini-NA annually Capacity •Only one agency conducting Early Intervention Services (EIS), however EIS includes services like case-management not only outreach •Currently 2 staff conducting outreach support Action Options: •Augmentation to Out of Care NA to obtain more data, consider focusing on substance use and Out of Care for the next NA •Consider funding Outreach Services category at PSRA reallocation, keeping in mind that this means taking funds away from other categories. In addition, agencies have to bid to provide Outreach services. •PSRA decisions are data-driven and services categories ranked by PC •On-going monitoring of NA activities and reports provided to committee needs to take place •NA Committee develops recommendations to the AA and Planning Council for each surveyed group: Out of Care, Newly Diagnosed, In Care. (Examples: Standardize the Out of Care definition for agencies to track utilizing same standard, Increase capacity for Outreach Services by proposing fund reallocation) Requests: •Metrohealth Out of Care data request (follow-up) •Email Comprehensive NA Report and Presentations for committee review prior to meeting on May 23, 2019 11 AM – provide recommendations by the end of June 2019</p>	No Motion Necessary	No action is necessary.
Fiscal Monitoring and Reallocations Committee	1. Discussion and appropriate action regarding the service category expenditure reports FY 2019-2019.	The FMRA Committee discussed service expenditure report for FY 18-19 and restructuring of FMRA Committee.	No Motion Necessary	No action is necessary.

San Antonio Area HIV Health Services Planning Council

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Committee Reports May 20, 2019

Executive Committee

Report from April 2019.

Please see minutes from April 18, 2019.

Comprehensive Planning/Continuum of Care (CPCC) Committee

Report from May 2, 2019

The CPCC Committee met on May 2, 2019 at Metropolitan Community Church - Social Hall, 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.

- Integrated Prevention and Care Plan Monitoring Tool activities reviewed and survey will be updated
- Community-based organizations and community members will be asked to report through online survey on pertinent activities monthly, aligned with objectives from tool
- Event summaries will be due the 15th and end of the month
- QM meets June 18, 2019 – undergoing restructuring, improving on Quality Improvement
- SoC will still be reviewed/approved by PC, however the SoC will be spearheaded by Clinical Quality Management Workgroup

The CPCC Committee will meet again on June 6, 2019 at 2:30 pm at the Metropolitan Community Church - Social Hall.

Membership, Nominations and Elections (MNE) Committee

Report from May 2, 2019

The MNE Committee met on May 2, 2019 at Metropolitan Community Church - Social Hall, 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.

Members reviewed missing categories:

- Medicaid Agency rep. - DSHS
- Youth (18-24) -Health Justice Youth Council, J. Sherman
- Women – PEERS, G. Small
- Rural area representative - Check if G. Casillas eligible

To abide by HRSA guidelines the Planning Council membership should be reflective of the epidemic.

- Re-send flier and application to all committee members
- M. Offor to be replaced by new Metrohealth staff
- 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.

The MNE Committee will meet again on June 6, 2019 at 1:00 pm at the Metropolitan Community Church - Social Hall.

Needs Assessment (NA) Committee

Report from May 2, 2019

The MNE Committee met on May 2, 2019 at Metropolitan Community Church - Social Hall, to discuss the appropriate action regarding Comprehensive Needs Assessment.

- A. Comprehensive Needs Assessment Report: Out of Care
- B. Proposed Action Plan and next focus group (In Care or Newly Diagnosed)

Discussion:

Survey Administration

- Out of Care sample too small (n=28), clients surveyed came to agency to complete it within the set timeframe
- Suggestion: Out of Care group should have been the first one to survey

Data Gaps

- Need Out of Care Baseline Data
- There is no standard Out of Care definition for RW agencies; only Retention in Care is standardized

Responsibilities

- Distinction between committee, agency and consultant company responsibilities when conducting NA
- Comprehensive NA every 3 years, Mini-NA annually

Capacity

- Only one agency conducting Early Intervention Services (EIS), however EIS includes services like case-management not only outreach
- Currently 2 staff conducting outreach support

Action Options:

- Augmentation to Out of Care NA to obtain more data, consider focusing on substance use and Out of Care for the next NA
- Consider funding Outreach Services category at PSRA reallocation, keeping in mind that this means taking funds away from other categories. In addition, agencies have to bid to provide Outreach services.
- PSRA decisions are data-driven and services categories ranked by PC
- On-going monitoring of NA activities and reports provided to committee needs to take place
- NA Committee develops recommendations to the AA and Planning Council for each surveyed group: Out of Care, Newly Diagnosed, In Care. (Examples: Standardize the Out of Care definition for agencies to track utilizing same standard, Increase capacity for Outreach Services by proposing fund reallocation)

Requests:

- Metrohealth Out of Care data request (follow-up)
- Email Comprehensive NA Report and Presentations for committee review prior to meeting on May 23, 2019 11 AM – provide recommendations by the end of June 2019

The NA Committee will meet again on June 6, 2019 at 11:00 am at Metropolitan Community Church (MCC), 611 E Myrtle St. SA, TX 78212.

Fiscal Monitoring and Reallocations (FMRA) Committee

Report from May 2, 2019

The FMRA Committee discussed service expenditure report for FY 18-19 and restructuring of FMRA Committee.

The FMRA Committee will meet again on June 20, 2019 at 10:00 am at the Metropolitan Community Church - Social Hall.

The People's Caucus

Report from April 2019.

The People's Caucus met on Friday, April 19, 2019 at Metropolitan Community Church. They received a presentation on "The Role of a Pharmacist" presented by: Margaret Adjei and sponsored by: ASP Cares Pharmacy. There were a total of 25 people that attended.