

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

Special Meeting: Executive Committee
Center for Healthcare Services Conference room
1219 McCullough Ave. San Antonio TX, 78212
Wednesday, March 6, 2019

2:00 am to 5:00 pm

AGENDA

I. Call to Order

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

II. Welcome and Introductions

-  **Approval of Agenda**
-  **Approval of Minutes February 26, 2019**

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.

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 Draft Letter for Collaborative Research – Jeff Daniel.

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.*

XI. Scheduling of Next Meeting: March 21, 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.

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

This meeting is wheelchair accessible. The accessible entrance is located at the front entrance of 4801 NW Loop 410, Corporate Square. 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.



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)

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EXECUTIVE COMMITTEE MINUTES

2:00 am – 5:00 pm, Thursday, March 6, 2019

Meeting Locations: CHCS, 1219 McCullough, San Antonio, TX 78212

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
C. Carmona		
F. Courtois		
E. Flores		STAFF PRESENT
M. Gloria		
C. Nelson		<i>Ryan White Grantee / Administrative Agent Staff</i>
G. Small		
		<i>Planning Council Staff</i>
		C. Johnson
Call to order	E. Flores, called the meeting to order at 2:05 pm	
Approval of the Agenda and Minutes February 26, 2019	The agenda and minutes was approved as ammended.	
Items Discussed	<ul style="list-style-type: none"> Discussion regarding Memorandum of Understanding (MOU) 2.0 Draft tabled. Motion: Table Memorandum of Understanding (MOU) discussion until comprehensive training on PC roles and responsibilities is received by members (F. Courtois, C. Carmona) -Six (6) All in favor -Zero (0) abstentions or opposed -Requests: <ol style="list-style-type: none"> 1) Training Options (Planning CHATT, Health Collaborative Houston EMA Planning Council) 2) Develop Binder with PC 101 materials and agendas, etc 3) Review PC Annual Budget and Scope of Work for all PC Contractual week 4) AA Grievance procedure for RW cleints, if any 5) Centralized Fund Reallocation process and procedures for PC and AA to discuss Discussion regarding Draft Letter for Collaborative Research – Jeff Daniel Motion: To submit letter with corrections to consultant Jeff Daniel and AA Principal Investigator and Director (M. Gloria, F. Courtois) -Six (6) All in favor -Zero (0)abstentions or opposed -Executive Committee members requested that if consultant had any questions or concerns that he address them with Executive Committee (meet 3rd Thursday of every month) 	
Public Comment	None	
Set Planning Council Agenda for	The Planning Council agenda for February 27, 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 March 21, 2019 at 10:00 am.	
Announcements	<ul style="list-style-type: none"> HIV Advocacy Day March 20, 2019 Night at the Park Event April 6, 2019 – Maverick Park 	
Adjournment	The meeting ended at 4:42 pm	

**Agenda Coordination Form
Executive Committee Meeting
Wednesday, March 6, 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 Draft Letter for Collaborative Research – Jeff Daniel.	Review / edit Draft Letter for Collaborative Research –Consultant Jeff Daniel.		