

# San Antonio Area HIV Health Services Planning Council

Corporate Square Suite 200, 4701 NW Loop 410, San Antonio, TX 78229 (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, April 25, 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**

**IV. Approval of the Minutes from March 28, 2019.**

**VI. Recipient Report**

**M. Newman**

**VI. 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 of Support for proposal to National Institutes of Mental Health, "PositiveLinks for Youth and Emerging Adults (PL4Y) by Dr. Barbara Taylor .
- d. Discussion and appropriate action regarding the sponsorship of Baile De Vida hosted by Mujeres Unidas to be held June 1<sup>st</sup>, 2019.
- 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.
  - 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**

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

This meeting is wheelchair accessible. The accessible entrance is located at Corporate Square Suite 200, 4801 NW Loop 410. 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 called Texas Relay at 7-1-1 for assistance.

- 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.
  - 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:

**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 FY 18-19 service category expenditure report.
  - b. Review FMRA Committee restructuring processes and procedures.

**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 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.

**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. Scheduling of Next Meeting: May 23, 2019**

**X. Announcements**

**XI. 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 - Suite 200  
4801 NW Loop 410, San Antonio, TX 78229  
210.358.3215 (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.*

## PLANNING COUNCIL MINUTES

**12:30 p.m., Thursday, March 28, 2019**

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

MEMBERS PRESENT		MEMBERS ABSENT	OTHERS PRESENT
1. Carmona, C.	12. Pleasant, R.	Offor, M.	M. White
2. Casillas, G.	13. Sapien, H.	Sherman, J.	K. Berry
3. Courtois, F.	14. Serrato, S.		
4. Deans, R.	15. Small, G.		
5. Flores, E.	16. Valdivia, D.		<b>STAFF PRESENT</b>
6. Gloria, M.	17. Wientjes, W.		<i>Ryan White Grantee / Administrative Agent Staff</i>
7. Hester, L.	18. Whitehead, C.		Newman, M. L. Meraz
8. Knight, W.			Andrew, R. H. Benavides
9. Lee, A.			<i>Planning Council Staff</i>
10. E. Lutz-proxy J.E.			Johnson, C.
11. Nelson, C.			
<b>Call to order</b>		Flores, E. Co-Chair called the meeting to order at 12:42 p.m.	
<b>Mission Statement</b>		The Mission Statement was read by C. Nelson.	
<b>Approval of the Agenda</b>		The agenda was approved on as presented. (C. Carmona, W. Wientjes- all in favor)	
<b>Approval of the Minutes from February 27, 2019</b>		The minutes were approved as presented. (G. Small, M. Gloria - all in favor)	
<b>Recipient Report – H. Benavides</b>		<b>RYAN WHITE ADMINISTRATIVE OVERVIEW</b> <ul style="list-style-type: none"> <li>o A Team Integration Meeting was held on February 5, 2019 to help all funding streams of Ryan White to become aware and accustomed to roles and responsibilities and how to work as a coordinated team. The Ryan White Program is integrated Part A, B, D, MAI, SPNS, State Services, and HOPWA into one team.</li> <li>o Interviews for the Senior Quality Data Analyst were held on February 13, 2019.</li> <li>o Ms. Charlene Doria-Ortiz received the Hidalgo Award at the Commissioners Court on February 26, 2019. This award is to honor individuals for a lifetime of service in the community.</li> <li>o The 1st Quarter Service Provider meeting was held on February 28, 2019 with 15 people present. The Service providers shared current updates with successes and challenges they are seeing in their clinics. A presentation by LUCHA was given; this program focuses on young minority men to provide education and awareness on HIV and other STIs. The new service category referral for healthcare services was also discussed.</li> </ul> <b>Community Activities:</b> <ul style="list-style-type: none"> <li>o The HIV/Syphilis Testing Taskforce was held on February 6, 2019 with 32 attendees. A presentation on the Special Project of National Significance for Employment, Housing, and Care was given to help promote referrals to the program. A representative from the Pride Board provided information and updates</li> </ul>	

	<p>on Fair Housing Rights. Videos on PrEP from Greater than AIDS was shown and a group calendar of testing events was created.</p> <ul style="list-style-type: none"> <li>○ The End Stigma, End HIV Alliance (ESEHA) meeting was held on February 22, 2019 with Ryan White staff present. Updates were given on ESEHA common priorities, goals infographic, discussion on group norms/partner agreement, and year 2 initiatives.</li> <li>○ To prepare for the National Women and Girls HIV/AIDS Awareness Day (NWGHAAD), one meeting was held in the month of February. Discussions were held around location, media, resources, food, and other items needed to celebrate and commemorate this National Day (March 10, 2019).</li> <li>○ Ryan White staff participated in one planning meeting in the month of February for the Texas Black Women's Initiative (TxBWI) – “Health, Fashion, and More,” scheduled for October 12, 2019. The mission of the TxBWI is to promote active, engaged, and empowered communities to address HIV disparity among Black women and other women of color related to HIV prevention and care and to achieve sustainable systemic change.</li> <li>○ The 4th annual 5K Walk/Run HIV/AIDS Awareness PrEP in Your Step event for the National Black HIV/AIDS Awareness Day was on February 9, 2019. Ryan White supported the event by supplying water and snacks for the participants as well as disseminated materials</li> <li>○ The HIV Summit was held on February 14 – 15, 2019 with 57 participants. Topics on the 2-day summit included Increasing Your Understanding of LGBTQ+ People: An Introduction to Creating Safe Zones; Cultural Humility in Providing Gender-Affirming Care; Mental Health and HIV; Understanding Adverse Childhood Experiences; Trauma Informed Care; HIV in the Latinx Population and the Importance of Routine Testing; Social Justice and Health Equity; HIV Pre- and Post-Exposure Prophylaxis; Early Initiation of HIV Treatment; and a case manager open discussion forum.</li> </ul> <p><b><u>Webinars and Trainings:</u></b></p> <ul style="list-style-type: none"> <li>○ Ryan White Staff participated in 31 trainings and meetings throughout the month of February. Trainings and topic discussions included: Ryan White/HIV Activities; Data; Program; Invoice Reconciliation; ARIES training; strategic updates; fiscal; resource allocations; Emotional Intelligence; pending contracts; Ryan White budgets; Satori Alternatives to Managing Aggression Training; and SPNS Housing and Employment.</li> <li>○ Ryan White staff attended the HRSA program submission / terms webinar on February 28, 2019. This webinar is to help guide staff through the process of the program terms report and provide updates on reporting requirements.</li> <li>○ Alamo Area Resource Center and BEAT AIDS received a technical assistance webinar on the HOPWA FY18-19 Year-End report on February 1 and February 6, respectively. This TA was vital to guiding new staff in submission of their final report for HOPWA for 2018-2019.</li> <li>○ Ryan White staff attended a discussion on February 19, 2019 with the DSHS Program Training on future program endeavors and how to integrate into fiscal activities. Future Case Manager Institute trainings will be developed from the input given.</li> </ul> <p><b><u>CLINICAL QUALITY MANAGEMENT ACTIVITIES</u></b></p> <ul style="list-style-type: none"> <li>○ The Clinical Management Team met on February 21, 2019 with Ryan White staff in attendance. Items of discussion were Rapid Start – 30 day update and End Stigma End HIV Alliance and HIV/Syphilis Testing Taskforce update.</li> <li>○ Ryan White staff participated in a conference call on February 25, 2019 with Project Officer Michael Carrigan, to review the Quality Management Plan to receive feedback and technical assistance on the development of the 2019-2020 QM Plan for the SATGA.</li> <li>○ A technical assistance call was held with members from the San Antonio AIDS Foundation on February 27, 2019 to help establish a baseline and goals for their agency QM Plan. The plans from the agencies will be shared and reviewed quarterly at the QM meetings.</li> </ul> <p><b><u>ACA/ADAP/THMP UPDATES</u></b></p> <ul style="list-style-type: none"> <li>○ The SAHSDA/TGA continues to monitor the ADAP Eligibility Workers and their work load so as to meet compliance with monitoring and to analyze and address any system or training needs.</li> <li>○ The Texas HIV Medication Program (THMP) made new updates to the “Self Employment Logs.” The announcement was forwarded to all service providers and community stakeholders on February 14, 2019 to keep them updated and aware of this change</li> </ul>
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## COMMITTEE REPORTS

PLANNING COUNCIL		CO-CHAIRS: ENRIQUE FLORES STEVEN MANNING
ITEM	MOTION/DISCUSSION	ACTION TAKEN
EXECUTIVE COMMITTEE		CHAIR: STEVEN MANNING
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Memorandum of Understanding (MOU)	<p>-Motion: To table MOU to be reviewed at a later time due to Planning Council restructuring committees and learning their roles and responsibilities as PC. (C. Carmona, C. Nelson)</p> <p>-Discussion regarding MOU will resume in April 25, 2019 with any updates on committees restructuring and trainings</p> <p><u>Items Requested:</u></p> <p>-3 Bids for Planning Council FY 19-20 activities and other Historically Underutilized Business (HUB) options</p> <p>-PC 101 binder created for all PC members</p> <p>-Comprehensive Trainings for Executive Committee and PC members</p> <p>-Uber/Lyft compensation for members traveling more than 1 hour to attend meetings – AA response deadline 3-28-19 –</p> <p>o <u>AA Response:</u> Currently investigating if process is possible through UHS, if not allowed they will inform PC.</p>	<p>Eighteen (18) votes in favor. Zero (0) opposed. Zero (0) abstention.</p> <p>***Motion carried.</p>
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 February 28, 2019.	No action was taken.
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>1)Introduction of meeting attendees Meeting called to order at 9:14 a.m. Minutes from February 6, 2019 reviewed and approved.</p> <ul style="list-style-type: none"> <li>•Tammy Harris moved to accept.</li> <li>•April Tejada seconded the motion.</li> <li>•Minutes accepted amongst Task Force.</li> </ul> <p>2)Presentation on Trauma Informed Care - Jen Osborne, PhD.</p> <ul style="list-style-type: none"> <li>•Building Self-Healing Communities</li> </ul> <p>3)Announcements</p> <ul style="list-style-type: none"> <li>•Reminder to send announcements and any events to place on HIV/Syphilis Testing Task Force Community Calendar.</li> <li>•April 25th for St. Philip's College Culture Fest- Needing vendors for food or crafts and</li> </ul>	No action was taken.

	<p>donations.</p> <ul style="list-style-type: none"> <li>•Donation of proceeds requested to the church hosting (Living Way).</li> <li>•Rhonda Andrew reminded members that there are extensive 2-day trainings on Trauma Informed Care/ACES.</li> <li>•Theresa Jones reminded members to stop at the resource table and take information.</li> <li>•WAD Committee at 11 :00 a.m.</li> <li>•Frank Rosas notified members that Thursday, March 14, 2019 - ESEHA Meeting at the library. Wednesday, March 20, 2019- HIV Advocacy Day in Austin, Texas. A transportation caravan is being coordinated. Need to register online.</li> <li>•Jacundo Ramos announced the National Women's and Girl's event coming up and information at the table in the back.</li> <li>• Krystal Franco announced a Hepatitis C Seminar at the FF ACTS Clinic, Tuesday, March 26, 2019. Need to RSVP with Krystal via email. The seminar includes lunch, gift cards, and is free to everyone.</li> <li>• Members notified to contact Luis Luna for Texas Wears Condoms, per Marlene Burriola. Marlene's last day is Friday.</li> </ul>	
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<b>COMPREHENSIVE PLANNING / CONTINUUM OF CARE COMMITTEE</b>		<b>CHAIR: CYNTHIA NELSON</b>
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan.	<p>The CPCC Committee reviewed and discussed the Integrated HIV Prevention and Care Plan.</p> <p>-Monitoring Tool worksheet objectives and first draft of online survey were reviewed. Community-based organizations and community members will be asked to report on pertinent activities throughout the year aligned with goals from monitoring tool through finalized online survey. A brief summary from each activity will be requested monthly, if applicable and incorporated into the Integrated HIV Prevention and Care Plan.</p>	No action was taken.
Report from the Planning Council Representatives appointed to the Quality Management Committee.	<p>Report from the Planning Council Representatives appointed to the Quality Management Committee.</p> <p>-No items</p>	No action was taken.
Discussion and appropriate action regarding the Standards of Care.	<p>The CPCC committee reviewed the following service categories:</p> <p>-No items</p>	.

<b>MEMBERSHIP, NOMINATIONS AND ELECTIONS COMMITTEE</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 determined 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> <p>-Email E. Lutz, M. Offor, C. Whitehead attendance notice.</p>	No Motion Necessary
Discussion and appropriate action regarding the networking and filling open Planning Council positions.	<p>To fill vacancies according to the categories according to the Ryan White Legislation. Members reviewed missing categories:</p> <ul style="list-style-type: none"> <li>• Youth</li> <li>• Medicaid Agency rep.</li> <li>• Rural area representative</li> <li>• Women</li> </ul> <p>To abide by HRSA guidelines the Planning Council membership should be reflective of the epidemic.</p> <p>-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 action was taken.
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>Candidates interviewed for PC membership:</p> <p>1. Members interviewed:</p> <p>J. Zapata, Affected Community, (Youth, i.e. trans)</p> <p>MNE Committee recommends membership of J. Zapata.</p>	<p>Eighteen (18) votes in favor.</p> <p>Zero (0) opposed.</p> <p>Zero (0) abstention.</p> <p>***Motion carried.</p>

<b>NEEDS ASSESSMENT COMMITTEE</b>		<b>CHAIR: MARY HELEN GLORIA</b>
<b>ITEM</b>	<b>MOTION/DISCUSSION</b>	<b>ACTION TAKEN</b>
Discussion and appropriate action regarding the Comprehensive Needs Assessment:	<p>The Committee discussed the Comprehensive Needs Assessment:</p> <ul style="list-style-type: none"> <li>•Comprehensive Needs Assessment Presentation by Collaborative Research</li> </ul> <p>The NA Committee reviewed the Comprehensive Needs Assessment report findings of In Care, Out of Care and Newly Diagnosed groups. The NA Committee will focus on Out of Care findings first and develop action items for NA Committee and recommendations to Administrative Agency.</p>	No action was taken

<b>FISCAL MONITORING AND REALLOCATIONS COMMITTEE</b>		<b>CHAIR: FREDERIC COURTOIS</b>
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Fiscal and Reallocations report.	The FMRA Committee did not meet in March 2019. -Restructuring of FMRA Committee's Processes and Procedures	Sixteen (16) votes in favor. Zero (0) opposed. Zero (0) abstention.  ***Motion carried.
<b>PEOPLE'S CAUCUS</b>		<b>CHAIR: GLENDA SMALL</b>
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion regarding the People's Caucus Meeting February 2019.	The People's Caucus met on Friday, February 22, 2019 at Metropolitan Community Church. They received a presentation on "Medication Update BIKTARVY 96 Week Data Update" presented by: Daniel Ramos and sponsored by: Gilead Sciences, Inc. There were a total of 26 people that attended.	No action was taken
Public Comment	None.	
Review of Planning Council Grievances	There were no Planning Council grievances.	
Scheduling of Next Meeting	The next meeting is scheduled for April 25, 2019 at 12:30 pm	
Announcements	<ul style="list-style-type: none"> <li>Men's Support Group at CHCS, 1<sup>st</sup> Thu. of every month 6-7:30pm.</li> <li>Night at the Park Event at Maverick Park-April 6, 2019 6PM</li> <li>MCC Loteria – April 6, 2019 6PM</li> <li>Baile de Vida – June 1<sup>st</sup>, 2019</li> <li>WEBB Party at Aztec Theatre– April 19, 2019</li> </ul>	
Adjournment	The meeting was adjourned at 1:48 pm	



**Agenda Coordination Form**  
**Planning Council Committee Meeting**  
**Thursday, April 25, 2019**

	Item #	Background	Recommended Motion	Action Taken
<b>Planning Council</b>				
	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. -Request for Trainings and PC 101 Binder for all members - Planning CHATT working on TA plan		
<b>Executive Committee</b>	2. Discussion and appropriate action regarding the Planning Council's monthly expenditure report.	Planning Council support staff will present Planning Council's annual and monthly expenditure report posted through February 28, 2019.	No Motion Necessary	No action is necessary.
	3. 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 Letter of Support presented.	Motion: To approve proposed letter of support PositiveLinks for Youth and Emerging Adults (PL4Y) by Dr. Barbara Taylor	
	4. Discussion and appropriate action regarding the sponsorship of Baile De Vida hosted by Mujeres Unidas to be held June 1st, 2019.	Review sponsorship application for community event.	Motion: To approve sponsorship application for Baile de Vida from Mujeres Unidas	
	5. 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.
	1. Discussion and appropriate action regarding 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 Motion Necessary	No action is necessary.

**Agenda Coordination Form**  
**Planning Council Committee Meeting**  
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<b>Comprehensive Planning / Continuum of Care Committee</b>	2. Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the Quality Management Committee.	No items.	No Motion Necessary	No action is necessary.
	3. Discussion and appropriate action regarding the proposed Standards of Care.	Proposed Standards of Care were reviewed and approved Changes included: -Reduction of administrative burden for service providers -Integration ALL Ryan White Parts -Document Format Change		
<b>Memberships, Nominations, and Elections Committee</b>	1. Discussion and appropriate action regarding Attendance Compliance, as stated in Section 5.4.	-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.	No Motion Necessary	No action is necessary.
	2. Discussion and appropriate action regarding the networking and filling open Planning Council positions	Members reviewed missing categories: -Medicaid Agency rep. -Rural representative (recommended) -Youth 18-24 (to be reflective of epidemic)	No Motion Necessary	No action is necessary.

**Agenda Coordination Form**  
**Planning Council Committee Meeting**  
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	3. Discussion and appropriate action regarding resignations/applications/representative changes 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.	Motion: To approve waitlist on candidates.	
<b>Needs Assessment Committee</b>	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 findings and discussed the following issues:</p> <ul style="list-style-type: none"> <li>*NA Out of Care sample size of 28 too small</li> <li>*Limited timeframe for survey administration: clients completed survey at agency and no staff went to look for "hard to reach" clients as this would require more time</li> <li>*Agency Capacity to address out of care population: not enough capacity only one agency providing service</li> <li>*Data collection discrepancy: not all agencies use ARIES if outside of RW</li> <li>*Out of Care definition: not the same for all agencies</li> <li>*Lack of Centralized Out of Care List shared by all agencies</li> </ul> <p>Requests:</p> <ul style="list-style-type: none"> <li>*Return to Care Data from agencies on ARIES</li> <li>*Out of Care data from Metrohealth</li> </ul>		
<b>Fiscal Monitoring and Reallocations Committee</b>	1. Discussion and appropriate action regarding the service category expenditure reports FY 2018-2019.	The FMRA Committee discussed service expenditure report for FY 18-19.		
	2. Review FMRA Committee restructuring processes and procedures.	Restructuring of FMRA Committee, proposed to move meetings prior to Executive Committee next month.	Motion: To approve FMRA meeting time/date change	

# San Antonio Area HIV Health Services Planning Council

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## Committee Reports April 25, 2019

### **Executive Committee**

Report from April 18, 2019.

The Executive Committee met on April 18, 2019 at Metropolitan Community Church, 611 E Myrtle St. to discuss appropriate action regarding the Memorandum of Understanding (MOU) between Planning Council and Administrative Agency, the Planning Council Monthly Expenditures, Letter of Support request and the report from appointed Planning Council Members the HIV/Syphilis Testing Taskforce.

-Request for Comprehensive Trainings - Planning CHATT working on TA plan for urgent need and regular trainings.

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

Report from April 4, 2019

The CPCC Committee met on April 4, 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 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.

-Proposed Standards of Care were reviewed and approved

#### Changes included:

- Reduction of administrative burden for service providers
- Integration ALL Ryan White Parts
- Document Format Change

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

### **Membership, Nominations and Elections (MNE) Committee**

Report from April 4, 2019

The MNE Committee met on April 4, 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.

-Email R. Deans attendance notice.

Members reviewed missing categories:

- **Medicaid Agency rep. (required)**
- Rural area representative
- Youth (18-24)

- 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.

-Members reviewed 2 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.

The MNE Committee will meet again on May 2, 2019 at 1:00 pm at the Metropolitan Community Church - Social Hall.

### **Needs Assessment (NA) Committee**

Report from April 4, 2019

The MNE Committee met on April 4, 2019 at Metropolitan Community Church - Social Hall, to discuss the appropriate action regarding Comprehensive Needs Assessment.

The NA Committee reviewed the Comprehensive Needs Assessment report findings of Out of Care findings and discussed the following issues:

- \*NA Out of Care sample size of 28 too small

- \*Limited timeframe for survey administration: clients completed survey at agency and no staff went to look for "hard to reach" clients as this would require more time

- \*Agency Capacity to address out of care population: not enough capacity only one 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

- \*Lack of Centralized Out of Care List shared by all agencies

#### **Requests:**

- \*Return to Care Data from agencies on ARIES

- \*Out of Care data from Metrohealth

The NA Committee will meet again on May 2, 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 April 4, 2019

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.

The FMRA Committee will meet again on **May 16, 2019** at 10:00 am at the Metropolitan Community Church - Social Hall.

### **The People's Caucus**

Report from March 2019.

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.