

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, March 28, 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 February 27, 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 annual and monthly expenditure report.
- c. 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.
- b. Discussion and appropriate action regarding the networking and filling open Planning Council

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

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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. The Committee did not meet in March 2019.
 - b. 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 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.

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: April 25, 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, February 27, 2019 Meeting Location: Metropolitan Community Church, Social Hall 611 E Myrtle St. San Antonio, TX 78212

MEMBERS PRESENT		MEMBERS ABSENT	OTHERS PRESENT
Carmona, C.	Sapient, H.	Courtois, F.	
Casillas, G.	Serrato, S.	Hester, L.	
Deans, R.	Small, G.	Offor, M.	
Flores, E.	Valdivia, D.	Sherman, J.	
Gloria, M.	Wientjes, W.	Whitehead, C.	STAFF PRESENT
Knight, W.			<i>Ryan White Grantee / Administrative Agent Staff</i>
Lee, A.			Newman, M.
E. Lutz proxy			Andrew, R.
Manning, S.			<i>Planning Council Staff</i>
Nelson, C.			Johnson, C.
Pleasant, R.			
Call to order			
		Flores, E. Co-Chair called the meeting to order at 12:40 p.m.	
Mission Statement		The Mission Statement was read by Carmona, C.	
Approval of the Agenda		The agenda was approved on as presented. (S. Manning, W. Knight- all in favor)	
Approval of the Minutes from October 25, 2018		The minutes were approved as presented. (C. Carmona, M. Gloria- all in favor)	
Recipient Report		<p><u>RYAN WHITE ADMINISTRATIVE OVERVIEW</u></p> <ul style="list-style-type: none"> Charlene Doria-Ortiz's final day as the Ryan White Program Director of the SATGA/HSDA Ryan White Program was January 31, 2019. Her "Letter of Intent" for retirement and "plan" for the position is under review and will be submitted in the EHB once approved/signed. Interviews were held for the Ryan White Program Director position throughout the month of January and filled on January 28, 2019 by Leah Meraz. Ms. Leah joins the team from the UHS Department of Funded Programs with an extensive background in grants and programs, including the RW SPNS Housing, Employment, and Care initiative. Interviews were held for the Financial Analyst position on January 16, 2019 and was filled by Cynthia Felix. Ms. Felix is a previous UHS employee and joined the team on January 28, 2019. Interviews were held on January 30 and 31, 2019 for the Sr. Quality Data Analyst position. The position will be filled once all interviews are held. <p><u>Community Activities:</u></p> <ul style="list-style-type: none"> The Program Director and Assistant director attended the quarterly Texas / Louisiana Part A meeting in Dallas, TX on January 11, 2019. The Assistant Director of Grants and Compliance was on a Bexar County / UHS Provider Workshop on January 11, 2019 to discuss the upcoming Program and QM Monitoring for DSHS funded service categories by the DSHS Consultant. The bi-weekly End Stigma, End HIV Alliance (ESEHA) meeting was held on January 13, 2018. Updates were given on Youth Listening Tour 2.0; School Health Advisory Committee Outreach; Peer Mentor 	

- Group Launch; Linkage from Jail Update; Letters of Support; and Moving toward action on stigma.
- o The Clinical Management Team met on January 17, 2019 with Ryan White staff in attendance. Items discussed were Rapid Start and End Stigma End HIV Alliance initiatives.
- o A Consumer life skills training was held and attended by the Program Planner and 20-25 community members on January 19, 2019 titled "Seeds of Change." This event held the following: 1) Resume & Interviewing Skills; 2) Dressing for Success; 3) Housing; 4) College Readiness; 5) Workforce; 6) Budgeting & Banking; and 7) Health and Wellness
- o The Quarterly Early Intervention Services meeting was held on January 23, 2019. Discussions were held on appropriate linkage in the jail system for individuals who test positive while incarcerated and assisting them in their HIV health care once released.
- o Ryan White Staff attended a meeting with the MetroHealth on January 24, 2019 for the campaign #IKnowMyStatusSA. This campaign hopes to get more people tested with a goal of 4,000 by the end of April 2019.
- o To prepare for the National Women and Girls HIV/AIDS Awareness Day (NWGHAAD), three meetings were held in the month of January. Discussions were held around location, media, resources, food, and other items needed to celebrate and commemorate this National Day (March 10, 2019).
- o Ryan White staff participated in one planning meeting in the month of January for the Texas Black Women's Initiative (TxBWI) – "Fashion Show," 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.

Webinars and Trainings:

- o Ryan White (RW) Staff participated in 24 trainings and meetings throughout the month of January. Trainings and meeting topic discussions included: RW Program, Fiscal, Data, and Management activities; RW Program Director Transition; Programs Integration all RW Parts; Monthly Agency Review (MAR) Pre-Meeting; MAR; New Employee Orientation; and SPNS Housing and Employment.

CLINICAL QUALITY MANAGEMENT ACTIVITIES

oThe HIV/Syphilis Testing Taskforce was held on January 16, 2019 with 35 attendees. Topics included: Relaunch of the #KnowYourStatus Campaign; Syphilis Update; Fast Track initiatives; creation of a map for all testers to know who is testing where; and Bexar County Jail updates.

oRyan White staff participated in four Quality Management webinars in the month of January:

oHRSA CQII – Variation and Quality Improvement

oHRSA CQII – Stigma and its influence on HIV Care

oDSHS Quarter I Virtual CQM Meeting

oLocal Ryan White Staff and Drug Formulary to discuss 2019 Drug Formulary revisions

oThe First Quarter 2019 HIV Youth of Color Taskforce meeting was held on January 22, 2019 with 14 members in attendance. With this being the first meeting for 2019 items discussed were creating the Mission and Vision for the Taskforce and a culture lesson on Stigmatizing Language. The Mission and Vision will be finalized at the next meeting in the Spring.

ACA/ADAP/THMP UPDATES

ADAP

There are a total of 82 HIV positive Ryan White Recipients enrolled into the ACA Marketplace who have coverage for year 2019. This is down from the previous year which was 98. The average net premium only for all 82 individuals is \$306.11 per month with the highest being \$693.71 and the lowest being \$27.86 (there is one that is at \$0 premium; however they are pending additional documents).

The average percentage of the gross premium minus the subsidy that a person pays monthly is at 41%.

Year	# of people enrolled for at least 1 month	Average Premium/month	% increase from previous year
2019	82	\$306.11	6%
2018	98	\$289.86	7%
2017	51	\$271.50	55%
2016	32	\$174.76	-

COMMITTEE REPORTS

PLANNING COUNCIL		CO-CHAIRS: ENRIQUE FLORES STEVEN MANNING
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Planning Council Relocation.	Motion: To move meetings from Corporate Square to Metropolitan Community Church (MCC) a central location for members. (C. Carmona, S. Manning)	Sixteen (16) votes in favor. Zero (0) opposed. Zero (0) abstention. ***Motion carried.
Discussion and appropriate action regarding the Planning Council Co-Chair Voting.	Motion: To appoint Ms. Mary Helen Gloria as the new Planning Council Co-Chair after a majority vote from Planning Council. (C. Carmona, S. Manning)	Sixteen (16) votes in favor. Zero (0) opposed. Zero (0) abstention. ***Motion carried.
EXECUTIVE COMMITTEE		CHAIR: STEVEN MANNING
ITEM	MOTION/DISCUSSION	ACTION TAKEN
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 January 31, 2019.	No action was taken.
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. 1) Introduction of meeting attendees Minutes from January 16, 2019 reviewed. •Beverly Johnson moved to accept. •Hugo Sapien seconded the motion. •Minutes accepted amongst Task Force. 2) Presentation by Health Education & Community Leader - Daniel Pineda •Presentation on SPNS National Project of Significance. a)Second year - 50 client's active for patients who are HIV positive for housing/employment. b)Eligibility for HIV positive patients: must be at least 18 years of age, unemployed, and homeless. c)Transition housing accepted in Bexar, Comal, and Wilson counties, as long as they attend a clinic within the service area. 3) Greater than AIDS Presentation •Videos of PrEP were viewed. •Recommendation for presentation on Part D, Ryan White 101.	No action was taken.

	4) 2019 Visual Calendar •Calendar with events to be added/provided. 5) 2019 WAD Coalition Members and Scheduling of First Meeting •WAD 2019 Planning Committee 6) 2019 Topics, Refreshment List & Next Meeting •Janie Zapata representative on Pride Board Members provided information and updates on Fair Housing Rights. •Refreshment sign up.	
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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.	<p>The CPCC Committee reviewed and discussed the Integrated HIV Prevention and Care Plan.</p> <p>-Monitoring Tool worksheet was reviewed and committee developed strategies to make tool more accessible to other partners and community members to improve reporting of pertinent activities. Survey monkey online will be utilized to track/submit activities throughout the year aligned with goals from monitoring tool. A brief summary from each activity will be requested monthly, if applicable. Survey monkey template will be reviewed next meeting.</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>- Next QM meeting March 14, 2019.</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>	.

MEMBERSHIP, NOMINATIONS AND ELECTIONS COMMITTEE		CHAIR: CARLOS CARMONA
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>-Send attendance email reminder to J. Sherman.</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.</p> <p>-Members reviewed missing categories:</p> <ul style="list-style-type: none"> • Youth (i.e. trans), • State Medicaid Agency rep. • Rural area representative <p>Members decided they needed to recruit PLWH:</p> <ul style="list-style-type: none"> • Women <p>In order 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> <ol style="list-style-type: none"> 1. Shannon Callaway, Affected Community, Recently released from Incarceration (H. Sapien, M. Gloria) 	<p>Sixteen (16) votes in favor.</p> <p>Zero (0) opposed.</p> <p>Zero (0) abstention.</p> <p>***Motion carried.</p>

NEEDS ASSESSMENT COMMITTEE

CHAIR: MARY HELEN GLORIA

ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Comprehensive Needs Assessment:	<p>The Committee discussed the Comprehensive Needs Assessment:</p> <ul style="list-style-type: none"> •Comprehensive Needs Assessment Presentation by Collaborative Research <p>The NA Committee will meet again on February 21, 2019 at 11:00 am at Corporate Square, 8th floor conference room.</p>	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.	<p>The FMRA Committee received expenditure report training and reviewed the service category expenditure reports for FY18-19 and approved reallocation request.</p> <p>Motion: To approve the reallocation request (H. Sapien, C. Carmona)</p>	<p>Sixteen (16) votes in favor.</p> <p>Zero (0) opposed.</p> <p>Zero (0) abstention.</p> <p>***Motion carried.</p>

PEOPLE'S CAUCUS

CHAIR: GLENDA SMALL

ITEM	MOTION/DISCUSSION	ACTION TAKEN
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Discussion regarding the People's Caucus Meeting January 2019.	The People's Caucus met on Friday, January 25, 2019 at Metropolitan Community Church. They received a presentation on Importance of Managing your Medications presented by: Shelly Lindahl, PA and sponsored by: ViiV Healthcare. There were a total of 34 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 March 28, 2019 at 12:30 pm	
Announcements	<ul style="list-style-type: none"> • Men's Support Group at CHCS, 1st Thu. of every month 6-7:30pm. • Drag Show- March 8, 2019 Living Church • NWGHAD- March 9, 2019 11-3pm – Black Community Center • HIV Advocacy Day – March 20, 2019 	
Adjournment	The meeting was adjourned at 2:36 pm	

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Committee Reports March 28, 2019

Executive Committee

Report from March 21, 2019.

The Executive Committee met on March 21, 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 Projected Annual and Monthly Expenditures and the report from appointed Planning Council Members the HIV/Syphilis Testing Taskforce.

Items Requested:

- 3 Bids for Planning Council FY 19-20 activities and other Historically Underutilized Business (HUB) options
- PC 101 binder created for all PC members
- Comprehensive Trainings for Executive Committee and PC members
- Uber/Lyft compensation for members traveling more than 1 hour to attend meetings –AA response deadline 3-28-19

Comprehensive Planning/Continuum of Care (CPCC) Committee

Report from March 7, 2019

The CPCC Committee met on March 7, 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.

-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.

The CPCC Committee will meet again on April 4, 2019 at 2:30 pm at the Metropolitan Community Church - Social Hall.

Membership, Nominations and Elections (MNE) Committee

Report from March 7, 2019

The MNE Committee met on March 7, 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 E. Lutz, M. Offor, C. Whitehead attendance notice.

Members reviewed missing categories:

- Youth
- 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.

Members interviewed:

1. J. Zapata, Affected Community, (Youth, i.e. trans)

MNE Committee recommends membership of J. Zapata.

The MNE Committee will meet again on April 4, 2019 at 1:00 pm at the Metropolitan Community Church - Social Hall.

Needs Assessment (NA) Committee

Report from March 7, 2019

The MNE Committee met on March 7, 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 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.

The NA Committee will meet again on April 4, 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 March 2019

The FMRA Committee did not meet in March 2019.

-Restructuring of FMRA Committee's Processes and Procedures

The FMRA Committee will meet again on April 4, 2019 at 4:00 pm at the Metropolitan Community Church - Social Hall.

The People's Caucus

Report from 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.

Agenda Coordination Form
Planning Council Committee Meeting
Thursday, March 28, 2019

	Item #	Background	Recommended Motion	Action Taken
Planning Council				
	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 Items Requested: - 3 Bids for Planning Council FY 19-20 activities and other Historically Underutilized Business (HUB) options - PC 101 binder created for all PC members - Comprehensive Trainings for Executive Committee and PC members - Uber/Lyft compensation for members traveling more than 1 hour to attend meetings –AA response deadline 3-28-19		
Executive Committee	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 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.	-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.	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.	No items.	No Motion Necessary	No action is necessary.
	3. Discussion and appropriate action regarding the proposed Standards of Care.	No items.		

Agenda Coordination Form
Planning Council Committee Meeting
Thursday, March 28, 2019

Memberships, Nominations, and Elections Committee	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> <p>-Attendance email reminder to E. Lutz, M. Ofor, C. Whitehead.</p>	No Motion Necessary	No action is necessary.
	2. 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.</p> <ul style="list-style-type: none"> • Youth • Medicaid Agency rep. • Rural area representative • Women <p>In order 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 Motion Necessary	No action is necessary.

Agenda Coordination Form
Planning Council Committee Meeting
Thursday, March 28, 2019

	3. 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 interviewed: 1. J. Zapata, Affected Community, (Youth, i.e. trans) MNE Committee recommends membership of J. Zapata to Planning Council	Motion to approve candidates.	
Needs Assessment Committee	1. Discussion and appropriate action regarding the Comprehensive Needs Assessment	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.	No Motion Necessary	No action is necessary.
Fiscal Monitoring and Reallocations Committee	1. Discussion and appropriate action regarding the service category expenditure reports FY 2018-2019.	The FMRA Committee did not meet in March 2019. -Restructuring of FMRA Processes and Procedures.		