

# 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**  
**Thursday, March 21, 2019**  
**10:00 am to 11:30 am**

### 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 February 21, 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 Planning Council's projected FY 19-20 budget report.
      - 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. The Committee did not meet for the month of March 2019.

**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. Set Planning Council Agenda for March 28, 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: April 18, 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

Historical Robert B. Green, CareLink Administration,  
903 W Martin St. San Antonio, TX 78207  
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.*

## EXECUTIVE COMMITTEE MINUTES

**10:00 am – 11:30 am, Thursday, February 21, 2019**

**Meeting Locations: Corporate Sqaure, 4801 NW Loop 410, San Antonio, TX 78229**

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
C. Carmona	C. Nelson	J. Daniel
F. Courtois		
E. Flores		<b>STAFF PRESENT</b>
M. Gloria		A. Taranova A. Johnson L. Meraz
S. Manning		<i><b>Ryan White Grantee / Administrative Agent Staff</b></i>
G. Small		M. Newman H. Benavides
		<i><b>Planning Council Staff</b></i>
		C. Johnson
<b>Call to order</b>	S. Manning, called the meeting to order at 10:05 am	
<b>Approval of the Agenda</b>	The agenda was approved as presented.	
<b>Approval of the Minutes from January 21, 2019</b>	The minutes were approved as presented.	
<b>Grantee Report</b>	<ul style="list-style-type: none"> <li>○ <b><u>UHS ADMINISTRATIVE OVERVIEW</u></b> <b><u>Updates and Announcements</u></b></li> <li>○ Grant amount will be received in full at the beginning of FY 19-20.</li> <li>○ <b><u>RYAN WHITE ADMINISTRATIVE OVERVIEW</u></b> <b><u>Administrative Activities:</u></b> <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ 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.</li> <li>○ 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.</li> <li>○ 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.</li> </ul> </li> <li>○ <b><u>Community Activities:</u></b> <ul style="list-style-type: none"> <li>○ The Program Director and Assistant director attended the quarterly Texas / Louisiana Part A meeting in Dallas, TX on January 11, 2019.</li> <li>○ 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.</li> <li>○ 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.</li> <li>○ 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.</li> <li>○ A Consumer life skills training was held and attended by the Program Planner and 20-25</li> </ul> </li> </ul>	

	<p>community members on January 19, 2019 titled “Seeds of Change.” This event held the following: 1) Resume &amp; Interviewing Skills; 2) Dressing for Success; 3) Housing; 4) College Readiness; 5) Workforce; 6) Budgeting &amp; Banking; and 7) Health and Wellness</p> <ul style="list-style-type: none"><li>○ 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.</li><li>○ 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.</li><li>○ 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).</li><li>○ 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.</li></ul> <p><b><u>Webinars and Trainings:</u></b></p> <ul style="list-style-type: none"><li>○ 1. 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.</li></ul> <p><b><u>CLINICAL QUALITY MANAGEMENT ACTIVITIES</u></b></p> <ul style="list-style-type: none"><li>○ The 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.</li><li>○ Ryan White staff participated in four Quality Management webinars in the month of January:</li><li>○ HRSA CQII – Variation and Quality Improvement</li><li>○ HRSA CQII – Stigma and its influence on HIV Care</li><li>○ DSHS Quarter I Virtual CQM Meeting</li><li>○ Local Ryan White Staff and Drug Formulary to discuss 2019 Drug Formulary revisions</li><li>○ The 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.</li></ul> <p><b><u>ACA/ADAP/THMP UPDATES</u></b></p> <p><b><u>ADAP</u></b></p> <ul style="list-style-type: none"><li>○ 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).</li><li>○ The average percentage of the gross premium minus the subsidy that a person pays monthly is at 41%.</li></ul> <table><tr><th>Year</th><th># of people enrolled for at least 1 month</th><th>Average Premium/month</th><th>% increase from previous year</th></tr><tr><td>2019</td><td>82</td><td>\$306.11</td><td>6%</td></tr><tr><td>2018</td><td>98</td><td>\$289.86</td><td>7%</td></tr><tr><td>2017</td><td>51</td><td>\$271.50</td><td>55%</td></tr><tr><td>2016</td><td>32</td><td>\$174.76</td><td>-</td></tr></table>	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	-
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2016	32	\$174.76	-																		

## COMMITTEE REPORTS

<b>PLANNING COUNCIL</b>	<b>CHAIR: STEVEN MANNING</b>	
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding Planning Council Meeting Relocation.	Letter submitted on 02/06/2019 to Administrative Agency regarding concern with Planning Council meeting relocation to Corporate Square offices and Dr. Villareal addressed the Planning Council concern for which they had the option to move meetings to a more convenient location. Executive Committee discussed the matter at Executive Session.	No action was taken.
<b>EXECUTIVE COMMITTEE</b>	<b>CHAIR: ENRIQUE FLORES</b>	
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, both parties would review further.	
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 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. Report by member M. Offor via conference call.</p> <ol style="list-style-type: none"> <li>1) Introduction of meeting attendees Minutes from January 16, 2019 reviewed. <ul style="list-style-type: none"> <li>• Beverly Johnson moved to accept.</li> <li>• Hugo Sapien seconded the motion.</li> <li>• Minutes accepted amongst Task Force.</li> </ul> </li> <li>2) Presentation by Health Education &amp; Community Leader - Daniel Pineda <ul style="list-style-type: none"> <li>• Presentation on SPNS National Project of Significance. <ol style="list-style-type: none"> <li>a) Second year - 50 client's active for patients who are HIV positive for housing/employment.</li> <li>b) Eligibility for HIV positive patients: must be at least 18 years of age, unemployed, and homeless.</li> <li>c) Transition housing accepted in Bexar, Comal, and Wilson counties, as long as they attend a clinic within the service area.</li> </ol> </li> </ul> </li> <li>3) Greater than AIDS Presentation <ul style="list-style-type: none"> <li>• Videos of PrEP were viewed.</li> <li>• Recommendation for presentation on Part D, Ryan White 101.</li> </ul> </li> <li>4) 2019 Visual Calendar <ul style="list-style-type: none"> <li>• Calendar with events to be added/provided.</li> </ul> </li> <li>5) 2019 WAD Coalition Members and Scheduling of First Meeting <ul style="list-style-type: none"> <li>• WAD 2019 Planning Committee sign up and update. <ol style="list-style-type: none"> <li>6) 2019 Topics, Refreshment List &amp; Next Meeting</li> </ol> </li> </ul> </li> <li>• Janie Zapata representative on Pride Board Members provided</li> </ol>	No action was taken.

	<p>information and updates on Fair Housing Rights.</p> <ul style="list-style-type: none"> <li>• Refreshment sign up.</li> </ul> <p>7) Announcements</p> <ul style="list-style-type: none"> <li>• HIV Healthcare Summit will be February 14-15, 2019 at the Mexican American Unity Council located at 233 W. Commerce, beginning at 8:00 a.m. until 5:00 p.m. Speakers include: Dr. Rafael Martinez, Amanda Miller with CentroMed; Robert Salcido with Pride Center San Antonio; Jesus Ortega with UT Dell Medical and many more. The workshop will cover PrEP/PEP, Rapid Testing, Transgender Health, Safe Space Training, Health Literacy, Social Justice, Mental Health, and Trauma Informed Care.</li> </ul> <p>8) Adjournment</p> <ul style="list-style-type: none"> <li>• Meeting adjourned at 11 :00 a.m.</li> </ul>	
<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 will review and discuss 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.
Discussion and appropriate action regarding the 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 proposed Standards of Care.	<p>The CPCC committee reviewed the following service categories:</p> <ul style="list-style-type: none"> <li>•No Items.</li> </ul>	
<b>MEMBERSHIP, NOMINATIONS AND ELECTIONS COMMITTEE</b>	<b>CHAIR: CARLOS CARMONA</b>	
Discussion and appropriate action regarding Attendance Compliance, as stated in Section 5.4 of the Planning Council Bylaws.	<p>The MNE Committee reviewed current attendance records of the Planning Council and determine if any members should receive a letter from the Committee regarding his/her attendance requirement.</p> <p>→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 action was taken.

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"> <li>•Youth (i.e. trans),</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>Members interviewed:</p> <ol style="list-style-type: none"> <li>1. Shannon Callaway, Affected Community, Recently released from Incarceration</li> </ol> <p>MNE Committee recommends membership of S. Callaway.</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 received expenditure report training and reviewed the service category expenditure reports for FY18-19 and approved Rapid Reallocation request.	No action was taken.
<b>NEEDS ASSESSMENT COMMITTEE</b>	<b>CHAIR: MARY HELEN GLORIA</b>	
1. Discussion and appropriate action regarding the Comprehensive Needs Assessment	The NA Committee will meet again on February 21, 2019 at 11:00 am at Corporate Square, 8th floor conference room.	No action was taken
<b>PEOPLE'S CAUCUS</b>	<b>CHAIR: GLENDA SMALL</b>	
Discussion regarding the People's Caucus met on January 2019 at the Metropolitan Community Church.	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.	
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	-Request Special Executive Meeting TBD (E. Flores, M. Gloria) Six (6) in favor, Zero (0) opposed and abstentions The next Executive Committee was scheduled for March 21, 2019 at 10:00 am.
Announcements	<ul style="list-style-type: none"> <li>• Men's support group every 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month at CHCS, from 6-7:30pm.</li> <li>• People's Caucus February 22, 2019</li> </ul>
Adjournment	The meeting ended at 11:29 am



**Agenda Coordination Form**  
**Executive Committee Meeting**  
**Thursday, March 21, 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.	Motion: To postpone MOU discussion until further training is received by Executive Committee members and Planning Council.	
<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 expenditure report posted through February 28, 2019.	No Motion Necessary	No action is necessary.
	3. Discussion and appropriate action regarding the Planning Council's projected FY 19-20 budget report.	Review Planning Council's projected FY 19-20 budget report.	Motion: To approve PC Projected FY 19-20 budget report.	
	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.
<b>Comprehensive Planning / Continuum of Care Committee</b>	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.	Next QM meeting March 14, 2019.	No Motion Necessary	No action is necessary.
	3. Discussion and appropriate action regarding the proposed Standards of Care.	No items.	No Motion Necessary	No action is necessary.
	1. Discussion and appropriate action regarding Attendance Compliance, as stated in Section 5.4.	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. -Attendance email reminder to E. Lutz, M. Offor, C. Whitehead.	No Motion Necessary	No action is necessary.

**Agenda Coordination Form**  
**Executive Committee Meeting**  
**Thursday, March 21, 2019**

<b>Memberships, Nominations, and Elections Committee</b>	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"> <li>• Youth (i.e. trans),</li> <li>• Medicaid Agency rep.</li> <li>• Rural area representative</li> <li>• Women</li> </ul> <p>In order 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.</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>Members interviewed:  1. Jamie Zapata, Affected Community, (Youth, i.e. trans)  MNE Committee recommends membership of J. Zapata to Planning Council</p>	Motion: To recommend membership of J. Zapata to Planning Council.	

**Agenda Coordination Form**  
**Executive Committee Meeting**  
**Thursday, March 21, 2019**

<b>Needs Assessment Committee</b>	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.
<b>Fiscal Monitoring and Reallocations Committee</b>	1. Discussion and appropriate action regarding the service category expenditure reports FY 2018-2019.	The FMRA Committee did not meet in March 2019.	No Motion Necessary	No action is necessary.

# San Antonio Area HIV Health Services Planning Council

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



## Committee Reports March 21, 2019

### **Executive Committee**

Report from March 2019.

Please see minutes from February 21, 2019.

### **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 (i.e. trans),
- 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. Jamie 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.

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.