

San Antonio Area HIV Health Services Planning Council
 4502 Medical Drive, MS# 45-2 Corporate Square, Suite 200, San Antonio, TX 78229
 Planning Council Support: (301) 807-2196



MINUTES OF THE
Needs Assessment & Comprehensive Planning/Continuum of Care Committees
Thursday, February 2, 2023 | Zoom Teleconference
9:00 a.m. – 11:00 a.m.

NA/CPCCC Committee Members			Recipient Staff		Guest
Alfred Chavira	A	Korie Smith	P	Mary Kay Mitchell	Jesus Esparza
Joe “Jase” Clower	A	Jamie Zapata	A	Carol Nielsen	
LaToya Goodwin	P			Dawn Cook	
Catherine Lemus	P			(210) 862-6702	
Ronique Pleasant	P			Daniel Pineda	
Santiago Serrato	P			Dean Parra	
Mikela Villareal	P			Planning Council Support	
Wayne Wientjes	P			Sharron Harris	
				Gloria Wood	

Call to Order	Meeting was called to order at 9:03 a.m. CST. PC Support welcomed everyone.
Determination of Quorum	Quorum established; 7 Committee Members were in attendance.
Mission Statement	Mission Statement was read by Santiago Serrato.
Approval of the Agenda	Motion to approve Agenda made by Korie, 2 nd by LaToya; no opposition; 1 abstention; motion passed; Agenda approved.
Approval of Minutes from January 5, 2022	Motion to approve Dec 5 Minutes by Korie 2 nd by LaToya; 1 abstention; no opposition; motion passed. Minutes approved.
Update on Bexar County – COVID Community Spread Status	Low community spread in Bexar County.

COMMITTEE BUSINESS ITEMS

Needs Assessment (NA) and Comprehensive Planning/Continuum of Care Committee (CPCCC)
Chair – Korie Smith

Business Item	Discussion / Motion	Planning Council Action
1. Committee Chair – Korie Smith	<ul style="list-style-type: none"> PC Support announced that Korie Smith was the new Committee chair and welcomed her. The new chair appointment has been reported to the HRSA Project Officer. 	
2. Review/Revise Work Plan for 2023 Needs Assessment	<ul style="list-style-type: none"> Reviewed the individual tasks within the Work Plan. Projection of overall timeline would be from Feb to Nov. Will finalize tasks at March meeting. Would like at least one (1) Planning Council member at each focus group. PC Support will create questions and script for focus groups. Expects approval of questions by April meeting. Needs Assessment Survey to be deployed in July. 	

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	<ul style="list-style-type: none"> • Complete focus groups by May or not later than July. • Needs subpopulation data, along with key informants for the population. • Progress Report will be distributed in August. • Final Report projected by November. 	
3. Review/Revise Survey Questions from 2018 Needs Assessments for 2023.	<ul style="list-style-type: none"> • Survey questions were reviewed. • Bring rationale for any adjustments to questions to next meeting. • Will finalize the survey questions at March meeting for approval in April, unless there is opportunity to approve them at the March meeting. 	
4. Review and Resolve Parking Lot Items	<ul style="list-style-type: none"> • Integrated Plan still undergoing review by HRSA. 	

Parking Lot Action Item

No.	Parking Lot Action Items	Assigned To	Date Assigned	Due Date	Status
1.	Update of Integrated Plan Monitoring Process	NA/CPCC	Jan 5, 2023	Ongoing	
2.	Review of Needs Assessment Outcomes, Lessons Learned & Strategies for 2023 Comprehensive Needs Assessment	NA/CPCC	Jan 5, 2023	TBD	In-progress

Public Comment	None
Announcements	Ryan White #101 will be held on Feb 13, 2023 at 9:30a CST
Schedule of Next Meeting	March 2, 2023 at 9:00 a.m.
Adjournment	Motion to adjourn made by Korie, 2 nd by LaToya; meeting adjourned at 10:04 a.m. CST