

**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**  
**Membership, Nominations, and Elections Committee**  
 Thursday, April 6, 2023 | Zoom Teleconference  
 11:00 a.m. – 12:30 P.m.

Membership, Nominations & Elections Committee Members		Recipient Staff	Guest
Ronique Pleasant	P	Mary Kay Mitchell	
Santiago Serrato	P		
Korie Smith	P		
Wayne Wientjes	P		
Charles Whitehead	P		
Daniel Pineda (Pending)	P		
Jesus (Jesse) Esparza	A	<b>Planning Council Support</b>	
Jamie Zapata	A	Sharron Harris	
		Gloria Wood	

<b>Call to Order</b>	Meeting called to order at 11:06 a.m. CST by Ronique Pleasant. PC Support welcomed everyone.
<b>Determination of Quorum</b>	Quorum established; All Committee members in attendance.
<b>Mission Statement</b>	Mission Statement read by Daniel Pineda.
<b>Approval of the Agenda</b>	Motion to approve Agenda made by Santiago Serrato; 2 <sup>nd</sup> by Charles Whitehead as modified; no opposition; no abstentions; motion passed. Agenda approved.
<b>Approval of Minutes from March 2, 2022</b>	Motion to approve the Minutes made by Charles; Korie 2 <sup>nd</sup> the motion; no opposition; no abstentions; Minutes approved.
<b>Update on Bexar County – COVID Community Spread Status</b>	Low community spread in Bexar County.

<b>COMMITTEE BUSINESS ITEMS</b>		
<b>Membership, Nominations, and Elections</b>		
<b>Chair – Ronique Pleasant</b>		
Business Item	Discussion / Motion	Planning Council Action
<b>1. Review Planning Council Membership Roster &amp; Vacancies</b>	PC Support explained the following: <ul style="list-style-type: none"> <li>AA must periodically provide the Planning Council Roster to HRSA.</li> <li>Must track mandatory membership categories.</li> <li>Must track the affected community population on the Roster, ensuring that at least 33% are recipients of RW Part A services (PLWHs).</li> </ul>	

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	<ul style="list-style-type: none"> <li>• PC Support discussed the Planning Council’s current mandatory representation and what categories currently need to be filled.</li> <li>• One person cannot fill multiple mandatory categories, however, their can be more than one member from a single organization representing multiple categories, based on the organization’s structure and the various funding streams (<i>especially multiple Ryan White Parts</i>).</li> <li>• This Committee is responsible for making sure all mandatory categories are filled.</li> <li>• Membership Committee is the committee that’s always looking to recruit and vets all new PC membership applicants.</li> <li>• Vetting can be done through the Committee, or with an Interview Panel of 3 members comprised of other PC Members, to determine whether to recommend the applicant for appointment.</li> </ul>	
<p><b>2. Develop Open Nomination Recruitment Strategy</b></p>	<ul style="list-style-type: none"> <li>• Request guidance from LaToya for help identifying someone who might be interested in the mandatory category of “newly released candidates from incarceration” (<i>recently meaning within last 3-years</i>).</li> <li>• PC will reach out to Ronique &amp; Daniel via email to brainstorm on potential organizations that could be contacted.</li> </ul>	
<p><b>3. Item: Discuss Questions Previously Submitted by the Chair</b></p>	<p>PC Support provided the following answers to questions submitted by Chair:</p> <ul style="list-style-type: none"> <li>• Stipulations for rejoining the Planning Council: If you have been a member for at least 1 year, and resigned, you are eligible to reapply. The only exception is if the Planning Council removes you, then that individual would be ineligible to reapply.</li> <li>• The New Member Orientation is mandatory and should occur after the application is approved – to be determined by Committee whether it will happen before formal appointment.</li> <li>• PC Support suggested scheduling a standard time of the year to do a refresher training, which would be up to the Membership Committee to determine.</li> <li>• Randy and Laura are eligible to fill the Part D Category or Federally-Qualified Health Center Membership Categories, since their agency qualifies under both categories.</li> <li>• More than 1 person from the same agency may serve on the Planning Council to represent multiple membership categories, keeping in mind the potential for conflicts of interest which would affect the ability of the Planning Council to do business (<i>since a member must <u>abstain</u> from</i></li> </ul>	

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	<p><i>voting on a service category if their agency is funded to provide that service).</i></p> <ul style="list-style-type: none"> <li>• There can only be 1 person representing a mandatory category. However, Mental Health &amp; Substance Abuse can be combined into 1 category, but only if the person appointed to represent that category works for an organization that provides both services. <i>Every membership category on the grid must have only 1 person in it and that person can only be counted once.</i></li> <li>• Consumer Advisory Boards (CABs) are not required to be a part of the Planning Council, but nothing prohibits CABs from attending &amp; participating in Planning Council meetings.</li> </ul>	
<p><b>4. Item: Mandatory Forms:</b></p> <p style="padding-left: 20px;"><b>a. Code of Conduct and</b></p> <p style="padding-left: 20px;"><b>b. Conflict of Interest</b></p>	<ul style="list-style-type: none"> <li>• PC Support discussed the need for the mandatory forms and encouraged members to sign and return them.</li> </ul>	
<p><b>6. Item: Review and Resolve Parking Lot Items</b></p>		

**Parking Lot Action Item**

No.	Parking Lot Action Items	Assigned To	Date Assigned	Due Date	Status
1	Mandatory Confirmation Forms	All PC Members	April 6, 2023	May 4, 2023	Underway

<b>Public Comment</b>	None
<b>Announcements</b>	PC Support: People’s Caucus Dinner on 4/12 @ 6p. Ronique: Poppin My S.H.E. 2023 Conference on 4/29 - Free
<b>Schedule of Next Meeting</b>	May 4, 2023 at 11:00 a.m.
<b>Adjournment</b>	Santiago motioned to adjourn; Charles 2 <sup>nd</sup> ; Ronique adjourned the meeting at 12:07 pm CST.