

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
PLANNING COUNCIL
Thursday, September 15, 2022
Zoom Teleconference
12:30 p.m. – 3:00 p.m.**

Planning Council Members				Recipient Staff	Guests
Alfred Chavira	P	Wayne Wientjes	P	Leah Meraz	Breanna Jajjairam, Homeless Outreach Mgr
Joe “Jace” Clower	P	Jamie Zapata	A	Mary Kay Mitchell	Shabaura Perryman, MPH
LaToya Goodwin	P			Tanya Khalfan Mendez	
Catherine Lemus	P			Maricela McQueen	
Ronique Pleasant	P			Annie Johnson	
Santiago Serrato	P			Dawn Cook	
Korie Smith	A			Planning Council Support Staff	
Mikela Villareal	A			Sharron Harris	
Charles Whitehead	P			Gloria Wood	
P = Present		A = Absent			

Call to order	The meeting was called to order at 12:35 p.m.
Determination of Quorum	8 members present; Quorum established
Welcome and Introductions	Wayne Wientjes called meeting to order. PC Support called the roll and welcomed everyone.
Mission Statement	Mission Statement was read by Santiago Serrato.
Approval of the Agenda	No opposition to the agenda as presented. Agenda approved.
Approval of the Minutes from July 21, 2022	Motion to approve Minutes made by Santiago, 2 nd by Jace. No opposition and 1 abstention. Minutes approved.
Recipient Report August 2022	<p>“RW AA Administrative Updates</p> <ul style="list-style-type: none"> • For the month of August, staff began a hybrid work schedule with being in the office 2-3 per week and remoting 2-3 per week. <p>Ryan White staff participated in the following trainings and meetings throughout the month of August: Ryan White/HIV activities; fiscal/accounting; program update; monthly data managers meeting; TCT Meeting with DSHS; Monthly Data</p> <ul style="list-style-type: none"> • Manger Meetings with the Texas Data Mangers regarding TCT; weekly meetings with RDE to implement the new data system; Standards of Care review; meeting with PC Support consultant regarding PC Website; BRAVE/Patient Navigation Data meeting; EHE monthly call; HRSA Healthy Grants Workshop; and CQM Meetings. • AA Program Monitoring to begin in October 2022. • AA Staff attended the HRSA RW Conference.
	<ul style="list-style-type: none"> • Compliance: <ul style="list-style-type: none"> ○ Ryan White Policy and Procedures: updated/revisions of all Ryan White Policies and Procedures has been completed. All policies were sent to the subrecipients and RW/BRAVE Team. The Compliance Team is reviewing HRSA Monitoring Standards to make sure we have

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all the policies required updated/revised or created. The Compliance Team will also review DSHS required polices to make sure we have all policies required updated/revised or created.

- The Compliance Team is in the process of creating a Recipient Manual for Ryan White and Operation BRAVE.

Planning Activities

• Reports

- Part A Reports – Program Submission Report and Program Terms Report – completed and submitted 7/15/22

• Compliance:

- Ryan White Policy and Procedures: updated/revisions of all Ryan White Policies and Procedures has been completed. All policies were sent to the subrecipients and RW/BRAVE Team. The Compliance Team is reviewing HRSA Monitoring Standards to make sure we have all the policies required updated/revised or created. The Compliance Team will also review DSHS required polices to make sure we have all policies required updated/revised or created.
- The Compliance Team is in the process of creating a Recipient Manual for Ryan White and Operation BRAVE.

Clinical Quality Management Activities

LPAP

- The CQM Committee also serves sour LPAP Drug Formulary Committee, and they met on July 20, 2022. The Committee approved the following revisions/additions to the Drug Formulary:

- One update
 - Medication is misspelled on the formulary.
 - Atomoxetine, line 371 on the current formulary should be spelled Atomoxetine.
 - The spelling has been revised.
- One request
 - k phos mono-sod phos di & mono
 - Treats Fanconi Syndrome caused by Tenofovir poisoning.
 - There is no equivalent medication on the RW Formulary
 - Added to the formulary

CQM Committee

- Internal CQM Committee
 - Met on August 5 to review the completed drafts of the agency CQM Plans. Internal Committee members will review draft one final time, then scheduled Agency Coaching Session to begin CQM Plan reviews with Agency CQM Staff.
 - Discussion regarding ongoing issues pulling accurate data from TCT.
- External CQM Committee
 - Met on July 20, 2022.
 - Drug Formulary Request(s)
 - Discussion of 2022 CQM Plans and Activities.

Agency CQM Coaching Sessions:

- In August, the compliance team will be meeting with the agencies

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individually to review the CQM plan in the new formatted template to ensure the information is correct and update any missing information. Subsequent meetings will be scheduled with each of the agencies to review Quality Vision Statements, Annual Goals, and Roles and Responsibilities. Once phase one is completed the compliance team will move to phase 2.

- Phase 1: The compliance team developed a template for the Part A CQM plans. The compliance team used the initial draft the agencies submitted and reformatted the information into the CQM template. The focus will be on the following sections: Quality Vision Statement, Annual Quality Goals, and Roles and Responsibilities. The compliance team will schedule individual WebEx meetings with the agency CQM SPOC to discuss the revised plans and missing information. The agencies will resubmit once complete.
- Phase 2: The AA will have coaching sessions to cover the next phase, understanding performance measures and PCN- 15. This was a section of the CQM plan that all agencies had confusion over. The compliance team will review pulling data and using the data for QI projects. The AA will also discuss the difference of CQM and monitoring and how these two items are different.
- Phase 3: Once the agencies complete the CQM plan for Part A, we will focus on the CQM plans for the remaining funding sources.

Trainings/Technical Assistance provided to the Service Providers, Planning Council, AA Staff, Consumers, and/or Community Stakeholders.

- The service categories for EIS and Outreach were reviewed on August 29, 2022.
- San Antonio Ryan White and Operation BRAVE Programs Administration Overview (101) was held on August 11, 2022

Operation BRAVE Activities

Administrative updates:

- Housing Coordinator has been hired
- Contract amendments sent

Youth activities:

- “A Day to be BRAVE” – will be held on Hopscotch on October 25th from 7-9pm
- College/university tour kickoff in August – 5 sessions at 4 colleges/universities
- 3 outreach events were attended in August totaling in roughly 550 individuals reached

Engagement to care:

- Patient Navigation (Care Coordination Team)
 - Referrals in August 2022: 22
 - Referral source
 - 22 Emergency Department
 - Diagnosis status
 - 15 previously diagnosed
 - 7 newly diagnosed
 - Referral breakdown
 - 4: Part A

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	<ul style="list-style-type: none"> ▪ 14: Operation BRAVE (EHE Program) ▪ 4: Part D ○ Items preventing navigation <ul style="list-style-type: none"> ▪ Several of these clients were not assigned <p>Capacity Building:</p> <ul style="list-style-type: none"> • Meeting to discuss internal process for rapid start implementation in ambulatory setting – date scheduled for September • Transgender Sensitivity Trainings – dates pending <p>Housing activities:</p> <ul style="list-style-type: none"> • Work plan finalized – pending date to discuss with clinic • Discussed developing flyer to promote housing services”
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COMMITTEE REPORTS

Needs Assessment and Comprehensive Planning/Continuum of Care Committee (CPCC)

Chair – Vacant

Business Item	Discussion / Motion	Planning Council Action
No Meeting Due to Lack of Quorum	<ul style="list-style-type: none"> • No quorum for September 1, 2022. • PC Support reported that Stakeholder Workgroup has taken on the work of the Needs Assessment Committee was doing in giving feedback for the Integrated Plan. The Committee would have been given an overview of what has been collected so far. • PC Support looking forward to presenting in October where we are in the development of the Integrated Plan. 	

Membership, Nominations, and Elections Committee (MNE)

Chair– Vacant

Business Item	Discussion / Motion	Planning Council Action
Reviewed and Voted on a New Application to Planning Council (Jesus V. Esparza)	New Application to Planning Council, Jesus V. Esparza (Jesse), approved by the combined FMRA/MNE/Executive Committee on September 15, 2022 for submission to the Planning Council for approval.	Council to vote on this action today.
Discussed Participation in HRSA Planning CHATT	<p>Virtual HRSA Planning Chatt, “<i>Part A Planning Council’s Recruitment & Retention Learning Collaborative</i>”. Each region participating must share the following:</p> <ul style="list-style-type: none"> • recruitment and retention strategy • profile of planning council • background of your jurisdiction. <p>Meetings are taking place at 3:00p CST on Thursdays -- Oct 20, Nov 17, Dec 15, 2022; Jan 19, Feb 16, Mar 16, 2023. Enrollment closes on Fri, Sep 16. PC Support is requesting 3 members to participate, along with herself. Wayne and Jace have committed as of this meeting.</p>	

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Fiscal Monitoring and Reallocations (FMRA) Committee		
Chair - Vacant		
Business Item	Discussion / Motion	Planning Council Action
1. Received and discussed the Sep Recipient Report.	Reviewed and discussed the <i>August</i> Recipient Report. See Recipient Report above.	Discussion only. No action.
2. Review Part A Expenditure & Unduplicated Client Count Report by Service Category	<p>Fiscal Report handout included in the meeting package. Discussed Part A Expenditure. Unduplicated client Count Report not available at this time.</p> <ul style="list-style-type: none"> Annie noted that the goals should be listed at 42%, not 50%, since August invoices are not due until next week and are not available. This report includes invoices only through July. Missing one Service Provider invoices and that should bring us closer to the goal, once received. Oral health spending is low. Service Providers are encouraged to use Part A formula funding first in order to be at 95% at the end of the period. Annie indicated also that a couple of reallocations are coming up soon and the committee will probably receive them next month. PC Support is asking that the co-chairs be present for next Executive Committee meeting to handle the reallocations. 	Discussion only. No action.
Executive Committee		
Co-Chairs – Wayne Wientjes and Santiago Serrato		
Business Item	Discussion / Motion	Planning Council Action
1. Review Reports from Standing Committees.	<ul style="list-style-type: none"> See above. Planning Council Support provided handouts included in the meeting packets. 	
2. Reviewed PSRA Final Decisions	<ul style="list-style-type: none"> See handouts included in the meeting packet received on Mon. PRSA projections for upcoming grant year were sent out on Fri, Aug 19, as well as Sep 12, 2022. The PSRA decisions made in August will become effective with award starting March 1, 2023. 	
3. People’s Caucus Meeting Schedule	<ul style="list-style-type: none"> Will be using hybrid schedule, beginning Fri, Aug 16. Wayne and Sharron have tested technical logistics in meeting room. Due to the availability of the meeting space, the time will change to 12:00n –1:00p. PC Support suggested the option to start earlier if everyone agreed, since we have access to the space at 11:30a. Wayne suggested starting at 11:45a with meeting preliminaries. 	
4. COVID Community Spread update for Bexar County	<ul style="list-style-type: none"> Good News! Wayne reported in Executive Community that community spread is now at moderate (yellow). 	

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	<ul style="list-style-type: none"> Alfred reported that the Booster Vaccine BA4&BA5 rolled out in San Antonio on Sep 14. 	
5. Review Parking Lot Items	<p>Item 1: Dedicated Phone Line: Looking at setting it up so that RW-related calls roll to PC Support. Expect to report final decision in next month's meeting.</p> <p>Item 2: Hybrid Meeting Option for People's Caucus: Completed and scheduled hybrid option for People's Caucus upcoming meetings.</p>	

PLANNING COUNCIL BUSINESS

Planning Council		
Co-Chairs: Santiago Serrato and Wayne Wientjes		
Business Item	Discussion / Motion	Planning Council Action
1. Review/discussion of Standing Committee Reports	See above.	Discussion Only.
2. Program Updates and Collaboration with Recipient's Office	Reports presented above.	Discussion only. No action.
3. People's Caucus Meeting Schedule Update	See above.	Discussion only. No action.
4. Integrated Plan Progress Update	<ul style="list-style-type: none"> Presented to the Stakeholders each goal approved by NA Committee. On Aug 31, at 2nd meeting, discussed the Rapid Start Initiative currently being enhanced in SATGA—when a person tests positive, they are rapidly referred to be linked to care. Embracing the status neutral protocol to be linked to care was raised. Recommended we adopt the 72-hour window to link a person to care. The status neutral protocol embraces treating people regardless of their status. If you test negative, linking to & keeping the person in care—making sure you remain on PrEp, making sure you are seeing your provider on a regular basis, and continue to test negative. If you test positive, linking you to care, making sure you have access to primary medical care and other Part A care services, etc. Basically, it says regardless of a person's status, they are still linked to and maintained in care. This will be expanded upon in the Integrated Plan because the TGA has already adopted this approach and its being implemented. We will give more discussion in the Plan about our efforts to implement the Status Neutral Approach. Expand Condom Distribution and other prevention-related measures. 3rd Meeting on Aug 14 was about Status Neutral Approach and Improving Trust among Communities who can benefit from access to services and how best to build trust with that population 	Discussion only. No action.

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	<ul style="list-style-type: none"> • One additional upcoming meeting for the Stakeholder Workgroup planned, but not yet scheduled. 	
<p>5. Vote on New Applicant to Planning Council (Jesus V. Esparza)</p>	<ul style="list-style-type: none"> • Jace made motion to approve the application for Jesse to become member of Planning Council. Charles seconded the motion. Yes: Santiago, Charles, Jace, Ronique, LaToya No opposition, 1 abstention. Motion passes. Application approved for submission to AA for further processing. Voted to approve Application from Jesse Esparza for submission to AA for further processing. • Listing our Stakeholder’s Workgroup members by name, their organization & their participation role, as part of the intellectual support that helped to build the Integrated Plan to give everyone credit for their contributions in helping to develop the Plan. 	<p>Council voted to approve the application of Jesus V. Esparza.</p>
<p>6. Planning Council Website</p>	<p>Website Address: www.saplanningcouncil.org</p> <ul style="list-style-type: none"> • Reviewed the live website with the Council. Will be adding events that Ronique shares weekly—possibly link to BRAVE’s events on BRAVE’s site. • Sends updates of any additional information to PC Planning Council Support that you would like to have posted. • Share with PC Support any community events you’d like to have posted in the calendar. • Stakeholders’ discussion suggested adding testimonials. • Wayne shared positive comments regarding the website. • PC indicated she will start looking at visits and give updates on visits. • Start thinking about ways to promote the website and additional information that might be helpful to share. 	

Parking Lot Action Items

#	Item	Assigned To	Date Assigned	Due Date	Status
	None				

Public Comment	No Public Comment
Announcements	<ul style="list-style-type: none"> • LaToya invited everyone to purchase tickets and join the BeatAids Banquet on Sep 23. Will send the flyer to PC Support to circulate. • Jace announced VA meeting tonight to discuss Monkey Pox, HIV and Covid at 7:00p. Doors open at 6:30p.

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	<ul style="list-style-type: none">• Oct 8th or 30th is show hosted by Woodlawn Point & the Sanctuary of the Connected Church. Jace will send flyer to PC support to circulate.
Schedule of Next Meeting	Oct 20, 2022, 12:30p
Adjournment	Meeting adjourned at 1:53p.