

# 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, July 21, 2022  
Zoom Teleconference  
12:30 p.m. – 3:00 p.m.

Planning Council Members		Recipient Staff		Guests
Alfred Chavira	<b>A</b>	Charles Whitehead	<b>P</b>	Leah Meraz
Joe "Jase" Clower	<b>A</b>	Wayne Wientjes	<b>P</b>	Shabaura Perryman, MPH
LaToya Goodwin	<b>P</b>	Jamie Zapata	<b>A</b>	Mary Kay Mitchell
Catherine Lemus	<b>P</b>			Tanya Khalfan Mendez
Ronique Pleasant	<b>P</b>			Maricela McQueen
Santiago Serrato	<b>P</b>			
Korie Smith	<b>A</b>			<b>Planning Council Support Staff</b>
Mikela Villareal	<b>P</b>			Sharron Harris
Morjorie White	<b>P</b>			Gloria Wood
<b>P = Present</b>		<b>A = Absent</b>		

<b>Call to order</b>	The meeting was called to order at 12:37 p.m.
<b>Determination of Quorum</b>	8 members present; Quorum established
<b>Welcome and Introductions</b>	Santiago Serrato called meeting to order, and PC Support welcomed everyone and called roll.
<b>Mission Statement</b>	Mission Statement was read by Santiago Serrato.
<b>Approval of the Agenda</b>	Motion to approve the Agenda was made by Ronique. LaToya 2 <sup>nd</sup> . (1- abstention). Agenda approved.
<b>Approval of the Minutes from June 21, 2022</b>	Minutes with modifications were approved with no opposition and 1 abstention.
<b>Recipient Report July 2022</b>	<p><b>RW Administrative Overview (Leah):</b></p> <ul style="list-style-type: none"> <li>Received final notice of award for Part A, just over \$6M. Received an increase from last year. Working on finalizing contracts to service providers.</li> <li>Meeting with developers on a weekly basis for implementation regarding new data system, RDE (eSanAntonio). Provided updates at service provider meetings and care coordinator meetings, showing what the system will look like and allowing users to ask questions and provide feedback.</li> <li>Expect to have official rollout by the end of this year.</li> <li>Continued to work from home in June, alternating days in the office. Expected to return to the office full time in August. Will continue to look into possible adjustments due to rise in covid numbers. Best way to reach AA is via email.</li> <li>Texas Part A jurisdictions, which are San Antonio, Dallas, Austin, and Houston, along with EHE met to discuss putting together a letter to the State regarding ADAP issues (concerns with wait times, approvals, and review of applications) to let them know the impacts that the ADAP issues are having on the community.</li> <li>AA stressed the importance of feedback from Planning Council at community</li> </ul>

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and agency levels being shared with them via PC Support. HRSA is aware of the issues and supports the letter going out to the State and the AA wants to include issues experienced directly by the community, and not the AA issues.

- PC Support reiterated the importance of the Council's feedback for input into the letter to the State, as it relates to the community's inability to access services, particularly medications.
- Participated in their regularly scheduled standard weekly and/or quarterly meetings.

### **Planning Activities (Leah & Tanya):**

- Part A Progress Report for FY 21-22 was submitted May 27, 2022.
- Part A Terms Report, and Part A Program Report were submitted on July 15, 2022.
- June Pride Ride with SA Cyclist, Mixxedfit SA, FAM210, Operation Brave and Pride Center was a success. About 55 people attended and HIV resources were provided to participants.
- Operation BRAVE attended the River Parade on June 18. Had multiple people on the floats.

### *Patient Navigation (Care Coordination Team)*

- There were 9 Referrals in both May and June, all coming from the Emergency Department. There were 7 individuals who were previously diagnosed and 2 newly diagnosed.
- Referral Breakdown –
  - In May, 8 went to Part A and 1 to Operation Brave. There was one person who was pending notification and that person has been notified.
  - In June, 3 went to Operation Brave, 3 went to Part A, and several went to the Part D Program.

### **Operation BRAVE (Tanya):**

#### *Administrative Updates:*

- Housing Coordinator interviews were conducted, and top candidate identified. Scheduled to start early next month.
- Received Final Notice of Award with a small bump in funding from last fiscal year. Will work to increase allocations based on that. Working on revising contracts.

#### *Youth Activities:*

- The Program Coordinator is working on "A Day to be BRAVE" – a follow up from last year's Advocacy Day held in November 2021. Focus shifted to slight changes this year to reach some of the target populations; i.e., venue change and time of day change—event to be held in late October 2022, just before Halloween.
- Had 6 outreach events conducted in June reaching roughly 725 individuals.

#### *Engagement to Care:*

- Care Coordinator numbers listed above

#### *Capacity Building:*

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- Continuing to work to schedule two additional Transgender Sensitivity Trainings in coming months – dates and times still pending.
  - Going through Checklist of activities for Rapid Start implementation. Working to roll it out in August timeframe.
- Housing Activities:*  
Working to finalize work plan drafts after feedback sessions held the previous month.
- Clinical Quality Management Activities:**
- The team spent the past year to make sure AA had what they needed on their level; now they’re working to make sure the Providers have what they need on their level.
  - Will create a TA to work with the Providers on their CQM Plans. Next step will be performance measures i. e ., what are performance measures, how do we choose them and how do they drive what we do.
  - Had CQM Meeting yesterday with entire CQM Committee and updated them. Will bring the TA’s to this Committee and possibly bring them to the Planning Council later as well.
  - Standards of Care Review – still doing those monthly. Next one is scheduled next week on Tue, looking at LPAP & EFA.
  - Doing another Ryan White & Operation BRAVE 101 Overview on Thu, Aug 11.
  - The Ryan White Conference is open and free (virtual) to people to attend Registration is open until Aug 9. There is a track on Clinical Quality Management, a track on Monitoring both program and fiscal, as well as track on Planning Council. It is scheduled August 23rd-25<sup>th</sup>.
  - Mary Kay encouraged everyone who can to attend the Conference.
  - PC Support will send out link to the Conference to everyone.

## COMMITTEE REPORTS

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

Chair – Vacant

Business Item	Discussion / Motion	Planning Council Action
1. Continued Review of Draft Integrated Plan Framework	<ul style="list-style-type: none"> <li>• Continuing to follow the framework from the 2022-2026 Plan. The Committee continued to review the goals and objectives of the prior year plan picking up at Objective A, Strategy II A.3, “Expanding education and training for PLWHA, Community Stakeholders, and Service Providers,” and ending on page 6. For the August Meeting, the committee will begin with Goal III: “Reducing HIV Related Health Disparities” starting a page 7 and provide for new recommendations to enhance the objectives for the 2022-2026 Plan.</li> <li>• Homework assignments for the committee was to review Goal III, the final goal and supporting activities and make</li> </ul>	Discussion only. No action.

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	recommendations at the next meeting on ways to enhance the strategy.																												
2. Discuss Schedule for Integrated Plan Workgroup	<ul style="list-style-type: none"> <li>Members were given a Stakeholder Workgroup update. The Workgroup now includes:</li> </ul> <table border="1"> <thead> <tr> <th>VIII. Name</th> <th>Reference</th> <th>Contact Info</th> </tr> </thead> <tbody> <tr> <td>Wayne Wientjes</td> <td>Current PC co-chair</td> <td></td> </tr> <tr> <td>Santiago Serrato</td> <td>Current PC Co-chair</td> <td></td> </tr> <tr> <td>Frederic Courtois</td> <td>Former Member</td> <td><a href="mailto:fredericcourtois88@gmail.com">fredericcourtois88@gmail.com</a></td> </tr> <tr> <td>Gregory Casillas</td> <td>Former Member</td> <td><a href="mailto:greg@thriveyouthcenter.org">greg@thriveyouthcenter.org</a></td> </tr> <tr> <td>Adolph "AJ" Delgado</td> <td>Former Member</td> <td><a href="mailto:adolph.delgado@gmail.com">adolph.delgado@gmail.com</a></td> </tr> <tr> <td>Enrique Flores</td> <td>Former Member</td> <td><a href="mailto:Eflores.sanantonio@gmail.com">Eflores.sanantonio@gmail.com</a></td> </tr> <tr> <td>LaToya Goodwin</td> <td>Current Member</td> <td><a href="mailto:LGoodwin@beataids.org">LGoodwin@beataids.org</a></td> </tr> <tr> <td>Michele Durham</td> <td>Exec. Dir., BEATAIDS</td> <td><a href="mailto:mdurham@beataids.org">mdurham@beataids.org</a></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>PC Support indicated the 1<sup>st</sup> meeting of Stakeholder Group would be to focus on agreed-upon objectives and implementing strategies for any additions to <b>Goal I</b>. The 2<sup>nd</sup> meeting would try to get to <b>Goal II</b>.</li> </ul>	VIII. Name	Reference	Contact Info	Wayne Wientjes	Current PC co-chair		Santiago Serrato	Current PC Co-chair		Frederic Courtois	Former Member	<a href="mailto:fredericcourtois88@gmail.com">fredericcourtois88@gmail.com</a>	Gregory Casillas	Former Member	<a href="mailto:greg@thriveyouthcenter.org">greg@thriveyouthcenter.org</a>	Adolph "AJ" Delgado	Former Member	<a href="mailto:adolph.delgado@gmail.com">adolph.delgado@gmail.com</a>	Enrique Flores	Former Member	<a href="mailto:Eflores.sanantonio@gmail.com">Eflores.sanantonio@gmail.com</a>	LaToya Goodwin	Current Member	<a href="mailto:LGoodwin@beataids.org">LGoodwin@beataids.org</a>	Michele Durham	Exec. Dir., BEATAIDS	<a href="mailto:mdurham@beataids.org">mdurham@beataids.org</a>	
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Gregory Casillas	Former Member	<a href="mailto:greg@thriveyouthcenter.org">greg@thriveyouthcenter.org</a>																											
Adolph "AJ" Delgado	Former Member	<a href="mailto:adolph.delgado@gmail.com">adolph.delgado@gmail.com</a>																											
Enrique Flores	Former Member	<a href="mailto:Eflores.sanantonio@gmail.com">Eflores.sanantonio@gmail.com</a>																											
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Michele Durham	Exec. Dir., BEATAIDS	<a href="mailto:mdurham@beataids.org">mdurham@beataids.org</a>																											
3. Identify any additional datasets for PSRA	Committee was reminded that PSRA Activities scheduled originally for August 24-25, 2022, conflicts with the dates of the National Ryan White Conference in Washington, DC and that the Part A Recipient staff are required to attend the conference. The Committee agreed to move the PSRA Activities to August 18-19 from 9:00 a.m. – 4:00p.m. Central Time, and any remaining PSRA activity not completed on the 18th will occur August 19 from 9:00 a.m. – 12:00 Noon.																												

## Ad-Hoc Website Committee

Chair: Vacant

Business Item	Discussion / Motion	Planning Council Action
Convened a special meeting to preview the demo site Menu Tabs for completion in preparation to Go Live:	<ul style="list-style-type: none"> <li><a href="https://mbernstein37.wixsite.com/sapc3">https://mbernstein37.wixsite.com/sapc3</a> <ol style="list-style-type: none"> <li>Home</li> <li>About</li> <li>Calendar</li> <li>Services</li> <li>Resources</li> <li>HIV Testing Locator</li> </ol> </li> <li>Set a tentative go-live goal for July 12, 2022, if all editing is completed.</li> </ul>	Discussion only. No action.

## Membership, Nominations, and Elections Committee (MNE)

Chair– Vacant

Business Item	Discussion / Motion	Planning Council Action
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Mandatory Membership Categories & Discuss Recruitment Strategies	The Updated Membership Roster handout was included in the meeting package.	Discussion only. No action.
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## Fiscal Monitoring and Reallocations (FMRA) Committee Chair - Vacant

Business Item	Discussion / Motion	Planning Council Action
1. Review Part A Expenditure & Unduplicated Client Count Report by Service Category	Fiscal Report handout included in the meeting package.	Discussion only. No action.
2. Part A Award Update from HRSA/HAB for Grant Year.	Review and approve final allocations based on actual award amount.	

## Executive Committee Co-Chairs – Wayne Wientjes and Santiago Serrato

Business Item	Discussion / Motion	Planning Council Action
• Review Reports from Standing Committees.	See above. Planning Council Support provided handouts included in the meeting packets. <i>No Quorum at last month's meeting on June 16.</i>	
• PSRA Date Change and Update	No Quorum on June 16.	
• Covid Community Spread Update for Bexar County	No Quorum on June 16.	
• Comprehensive Plan Stakeholder Working Group Volunteers and/or Nominations Update.	<i>No Quorum on June 16.</i>	

## 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	<p>Please see above. Further discussion includes the following:</p> <ul style="list-style-type: none"> <li>• <u>Needs Assessment:</u></li> </ul> <p>PC Support indicated that she would like to start PSRA Stakeholder Workgroup Meetings in Aug. Options proposed are Aug 4, 9, 10, 16, 30 &amp; 31. List of dates to be sent out to the Stakeholder group, soliciting their availability for 3 of the dates best for them.</p> <p>Mary Kay reminded the Planning Council that the PSRA is a very important legislative requirement of the Planning</p>	Discussion Only. No Action.

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Council, and also that every Planning Council Member is required to attend.

- Ad Hoc Website Working Group:

Santiago expressed concern regarding getting the word out and asked about doing an infomercial. PC Support suggested that we get the Website live and then we'll focus on how best to market it.

- MNE:

MK indicated that the Planning Council is required to be reflective of the HIV Positive population and explained the Reflectiveness Report and how it's compiled. Not only do we have to fill categories, we have to be reflective. PC Support further expounded on filling the categories and the reflectiveness response.

PC Support created and presented a Membership Recruitment Flyer based on Morjoriee White's previous request, and explained from which counties members can be recruited.

- FMRA

PC Support suggested Committee pay attention to what's green and yellow in the report, and that the green indicates spending higher than allocated, and the yellow is spending lower than allocated.

MK indicated Part A Formula and Supplemental go hand-in-hand. 95% of Formula must be spent, and Supplemental is based on need.

Still do not have counts for Unduplicated Units of Service due to System issues.

- Executive Committee:

1. PSRA Update Change & Update- August 18-19, 2022.
2. Covid Community Spread Update for Bexar County - To obtain specific information on Covid-19 Community Levels, visit the Centers for Disease Control and Prevention (CDC) at COVID-19 Community Level, use the State dropdown menu to select Texas, then use the County dropdown menu to select Bexar County. Find out more about the COVID-19 situation in Bexar County, Texas with COVID-19 Data Tracker.
3. In addition to Covid 19 Tracker explanation, by PC Support, Santiago requested that we start to focus on Monkey Pox also.
4. Comprehensive Plan Stakeholder Working Group Volunteers and/or Nominations Update - Several

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	options were suggested. List to be sent out to the Stakeholder group members, soliciting their availability for 3 of the options best for them.	
2. Review and Resolve Parking Lot Items	None.	

## Parking Lot Action Items

#	Item	Assigned To	Date Assigned	Due Date	Status
	None				

<b>Public Comment</b>	No Public Comment
<b>Announcements</b>	<ul style="list-style-type: none"> <li>• Wayne announced that Dr. Wu would be presenting on Monkey Pox at Living Positive San Antonio meeting tonight. Living Positive, SA meets every Thu@7pm.</li> <li>• PC Support reminded everyone that PSRA will take place instead of FMRA/Exec/MNE and Planning Council Meetings next month.</li> </ul>
<b>Schedule of Next Meeting</b>	Aug 18, 2022 12:30 pm, however, PSRA will replace.
<b>Adjournment</b>	Meeting adjourned at 1:56p.