

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
 Combined Fiscal Monitoring & Reallocations,
 Membership, Nominations & Elections Committees and
 Executive Committee**

**Thursday, January 19, 2023 | Zoom Teleconference
 10:00 a.m. – 12:00 noon**

NA/CPCC Committee Members		Recipient Staff	Guest
Santiago Serrato	P	Leah Meraz	Maria Melisa Hernandez
Wayne Wientjes	P	Mary Mitchell	
Ronique Pleasant	P	Annie Johnson	
Mikela Villareal	A	Tanya Khalfan Mendez	
Kori Smith	P	Dawn Cook	
LaToya Goodwin	P	Carol Nielsen	
Alfred Chavira	A	Daniel Pineda	
Charles Whitehead	P	Planning Council Support	
Jase Clower	P	Sharron Harris	
Catherine Lemus	P	Gloria Wood	

Call to Order	Santiago called the meeting to order at 10:04a CST
Determination of Quorum	Quorum established.
Mission Statement	Santiago read the Mission Statement.
Approval of the Agenda	Motion to approve Agenda made by Charles Whitehead; 2 nd by Wayne Wientjes; no opposition, no abstention; motion passed; Agenda approved.
Approval of Minutes from November 17, 2022	Motion to approve Minutes of November 17, 2022 by Charles; 2 nd by Wayne; no opposition, no abstention; motion passed; Minutes approved.

COMMITTEE BUSINESS ITEMS

**Needs Assessment (NA) and Comprehensive Planning/Continuum of Care Committee (CPCC) Business
 Chair – Vacant**

Business Item	Discussion / Motion	Planning Council Action
A. Seeking Chair for Committee	<ul style="list-style-type: none"> PC Support made another plea for a chair for the remaining Standing committees that are currently without chairs, in particular the Needs Assessment/CPCC Committee, since it has to complete a Comprehensive Needs Assessment this year. 	
B. Integrated Plan Monitoring Process	<ul style="list-style-type: none"> Awaiting feedback from HRSA before beginning further planning activities for monitoring effort. 	
C. NA/CPCC Work Plan Development	Needs Assessment <ul style="list-style-type: none"> PC Support suggested Committee review the work plan monthly after each quarter. 	

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Membership, Nomination & Elections Committee Business		
Chair – Ronique Pleasant		
Business Item	Discussion/Motion	Planning Council Action
A. Committee Update	<ul style="list-style-type: none"> • PC Support solicited update from the new Committee Chair, if any. • Ronique announced that Daniel Pineda would like to apply for Planning Council membership and that Catherine Lemus is retiring and would like to have possibly 2 applicants from CentroMed replace her—1 would be Part C and the other would also have to fit into a specific category. • Current Members of the Membership Committee: <ul style="list-style-type: none"> ○ Wayne Wientjes (former Chair) ○ Charles Whitehead ○ Korie Smith • Stand-alone Membership Committee will restart on March 2, 2023. 	
Fiscal Monitoring and Reallocations (FMRA) Committee Business		
Chair - Vacant		
Business	Discussion/Motion	Planning Council Action
Review Part A Expenditure & Unduplicated Client Count Report by Service Category	Part A Expenditures: Annie <ul style="list-style-type: none"> • Expenditures were at 51.58% for the November period. • Reviewed and approved a reallocation at the meeting. Due to lack of quorum at full Planning Council meeting, so an email was disseminated to attain confirmation to approve the reallocation. • PC Support reminded the Committee that the By-Laws were updated to provide for the Recipient to do a Rapid Reallocation during December, January, and February. However, Recipient always makes every effort to make sure the Planning Council is in full agreement with any reallocation needs during that period. 	
Part A Recipient Report – January 2023	Recipient Report: Admin Overview (Leah) <ul style="list-style-type: none"> • Continue working in hybrid schedule—in office 2-3 times per week. Staff in office Mon-Fri. • Staffing: Fully staffed. ADAP Liaison position was filled by Jeni Deck; Assistant Director for Data filled by Dean Potter; and Community Outreach position filled by Kelly Roberts. All new people have Ryan White experience. 	

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	<ul style="list-style-type: none">• Training and Meetings: Regular meeting with fiscal and accounting team, data management meetings, meeting with DSHS, and continued meeting with new data system for RDE; pushed back December date for roll out to Part A start of the new year. <p><u>Program Activities: (Leah)</u></p> <ul style="list-style-type: none">• Leah thanked everyone for their work to have the Integrated Plan completed. It was submitted by deadline on December 9.• Both P.O.'s are working together to review the Plan. <p><i>Operation BRAVE:</i></p> <ul style="list-style-type: none">• One outreach event attended by the peers.• Had one transgender sensitivity training held for RW-AA Staff• Housing Referrals are picking up. <p><i>Care Coordination:</i></p> <ul style="list-style-type: none">• 21 referrals made to the team in Dec. 15 of those referrals had previous diagnosis; 3 individuals had a new diagnosis and 3 are pending notification from State, but currently appear to be newly diagnosed. <p><i><u>ADAP (Mary Kay)</u></i></p> <ul style="list-style-type: none">• Jeni Deck started in December. Meets weekly with DSHS staff and other ADAP liaisons in the State to discuss current trends, application process, and announcements from the community.• DSHS is reporting that they are reviewing new application that were received on 12/21 and reviewing recertifications on applications that were received 11/14, and reviewing self - attestations received on 11/21. <p><i>Data:</i></p> <ul style="list-style-type: none">• Data Team is working with service providers on the 2022 RSR preparations, due in March.• RDE - Working on data migration and setting up pilot users with providers on demo site to provide feedback. Set to launch March 1, 2023.• TCT data team continues to work with the State to assist staff with access and navigating through TCT.• Attended weekly TCT Support and TA meetings with DSHS; used this time to also follow-up on pending and hot items.	
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	<ul style="list-style-type: none"> • Team is running reports that show trends based on UDC/UOS. <p><u>Compliance Activities:</u></p> <p><i>Monitoring (Mary Kay)</i></p> <ul style="list-style-type: none"> • <i>Compliance/Monitoring:</i> Completed Part A and MAI monitoring. Created an aggregate report. Have met standard requirements, except for Eligibility (98 & 97% due to process change during Covid). • Services require 80% compliance rate. All met target, except HISPCA (66%) due to missing documentation. Will be fixed next year. <p><i>Manuals:</i></p> <ul style="list-style-type: none"> • Completed Administrative Standards specific for providers. Currently drafting one for BRAVE, finishing up monitoring program manual, program, CQM, and recipient manuals are in process. Subrecipient manual will be updated next month & will be attached to contracts beginning March 1. <p><i>Standards of Care:</i></p> <ul style="list-style-type: none"> • Revising Standards of Care (SOC) based on monitoring outcomes and updated HRSA monitoring standards. Removing a DSHS Food Bank indicator from Part A. • Under Outpatient-Adding Covid vaccinations under immunization and rewording the indicators that are there • Indicator specifically for having assessment for domestic abuse and housing stability will be split into 2 separate indicators. • Working on BRAVE SOC. Will begin doing BRAVE monitoring in a week. They will have 2 weeks to get ready. <p><i>Trainings/Technical Assistance</i></p> <ul style="list-style-type: none"> • Have scheduled all but one provider for a specific TA for Referral Non-Medical & Medical Case Management. • Next SOC Review scheduled for Oct 24 at 10:00 a.m. <p><i>Clinical Quality Management (Dawn)</i></p> <ul style="list-style-type: none"> • Working with each individual agency on the CQM Plans and getting them finalized prior to the end of the funding year. 	
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	<ul style="list-style-type: none"> • Currently, working with agencies in Phase 2 to cover infrastructure, performance measures, quality annual goals to build a foundation. • Met on January 12 with Data Assistant Director, who will be assisting in pulling data. 	
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A. Expenditures Report	<p>Expenditure Report: Annie <i>Part A Formula –</i></p> <ul style="list-style-type: none"> • Expenditures as of Dec 31 should be at 75%. Even though we’re showing 65%, we’re confident that we will reach the 95% or over. • PC Support will do one-on-ones to make sure the Planning Council Members understand the Expenditures Report. • Medical Nutrition was zeroed out since there is no Registered Dietician. Nutritional Supplements are therefore coming out of Medical Food Bank. <p><i>Part A Supplemental - at 57% spending.</i> <i>MAI - at 43%. PC Support reiterated that Planning Council Members, as well as People’s Caucus make sure that the community is aware of these services and from where they can get the services.</i> <i>Unduplicated Client & Units of Service -</i> PC Support explained this report.</p>	
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EXECUTIVE COMMITTEE BUSINESS
Co-Chair – Santiago Serrato Co-Chair – Wayne Wientjes

Business	Discussion/Motion	Planning Council Action
A. Review Reports from Standing Committees	<ul style="list-style-type: none"> • See above. • Further to the Needs Assessment Committee report, Wayne indicated that in his talks with the YWCA 6 interns have been offered to Living Positive. The interns will be paid by the YWCA and he suggested that one of the interns will be available for help on the needs assessment. Jase is also a point of contact. • Korie indicated her interest in entering her name for consideration for Chair of the Needs Assessment Committee. 	
B. Discuss the 2023-2024 Meeting Schedule	PC Support discussed the 2023-24 meeting schedule. Membership Committee will expand in March. People’s Caucus will be hybrid and have quarterly dinner meeting in April.	

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	<p>Motion to approve the calendar as presented made by Wayne Wientjes and 2nd by Charles Whitehead. Wayne, Korie, Ronique voted thumbs up. No opposition; no abstentions, motion passes. Agenda is approved. Executive Committee can revisit if desired.</p>	
C. Subcommittee Chair Vacancies – Recruitment Discussion	<ul style="list-style-type: none"> • PC Support explained the Planning Council application process Vote on Daniel Pineda application. • Vote on Daniel Pineda’s application: Wayne and Santiago voted aye; no opposition, no abstentions. Daniel’s application is approved for forwarding to the upcoming Planning Council meeting for a vote. 	
D. Request from Frederic Courtois (former Planning Council Member) to make a presentation on Drug Overdoses	<ul style="list-style-type: none"> • Wayne suggested presentation may be better suited for the People’s Caucus rather than Planning Council. Santiago agreed. • PC Support will relay suggestion to F. Courtois. 	

Parking Lot Action Items

#	Item	Assigned To	Date Assigned	Due Date	Status
1	Pursue Dedicated Phone Line for Planning Council	Sharron Harris	7/21/2022	ASAP	Pending
2	Pursue Hybrid Meeting Option for People’s Caucus	Sharron Harris	7/21/2022	ASAP	Confirmed for 9/16

Public Comment	None.
Announcements	None.
Schedule of Next Meeting	Feb 16, 2023, 10:00 A. M. CST
Adjournment	Motion to adjourn made by Jase, 2 nd by Charles. Meeting adjourned at 11:19 a.m. CST.