

# 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, May 19, 2022

Zoom Teleconference

12:30 p.m. – 3:00 p.m.

Executive Committee Members				Recipient Staff		Guests	
Alfred Chavira	A	Morjoriee White	A	Leah Meraz	LaToya Goowin		
Joe “Jace” Clower	A	Charles Whitehead	P	Mary Kay Mitchell	Marc Hernandez		
Adolph “AJ Delgado	A	Wayne Wientjes	P	Maricella McQueen			
Loretta Holland	A	Jamie Zapata	A	Annie Johnson			
Catherine Lemus	P			Dawn Cook			
Ronique Pleasant	P						
Santiago Serrato	P			<b>Planning Council Support Staff</b>			
Korie Smith	P			Sharron Harris			
Mikela Villareal	A			Gloria Wood			
<b>P = Present</b>		<b>A = Absent</b>					

Call to Order	The meeting was called to order at 12:35p.
Determination of Quorum	5 Members Present; Quorum Established
Welcome and Introductions	Wayne Wientjes did welcome and introductions
Mission Statement	Mission Statement was read by Wayne.
Approval of the Agenda	Motion to approve the agenda was made by Charles Whitehead. Jace 2 <sup>nd</sup> . Wayne abstained. Agenda approved.
Approval of the Minutes from April 2022	Motion to approve Minutes was made by Charles, 2 <sup>nd</sup> by Korie. 1 abstention. Minutes were approved.
Recipient Report May 2022	<p><b>RW Administrative Overview</b> (Leah)</p> <ul style="list-style-type: none"> <li>• Updates are 2 positions filled: Financial Grants Compliance position (Vince) started May 16. Will be helping Annie with contract, contracts compliance &amp; helping with fiscal monitoring. His background is in Compliance. He’s from France. Program Manager of Quality &amp; Compliance was filled, and employee (<i>Dawn Cook</i>) started April 25.</li> <li>• AA staff continues to work from home with alternating days to be in the office. Starting next week, Mon-Thu, will be alternating.</li> <li>• RW staff participated in 21 trainings and meetings</li> <li>• Mary Kay updating Policy &amp; Procedures for Ryan White &amp; Operation Brave</li> <li>• ADAP Liaison continues to work with agency, pharmacy and other staff on transition to TCT. Agencies have not had adequate training and continue to struggle with the</li> </ul>

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communication regarding the status of application. THMP is currently behind in processing applications.

## **Planning Activities:**

- Part A & MAI Annual Progress Report is due next week.
- Part B, State Rebate & State Services Annual Report is due next week.
- Black Women’s Health Initiative was held Apr 30, at 11:00a – 2:00p at True Vision Church; over 200 registered; HIV Testing and Covid Vaccines were offered.
- Pride Ride June 2022 - Team Taco Cycling Group & Mixxedfit SA & Pride Center & FAM210 – June 4, 2022 at 10am
- Patient Navigation – There were 8 referrals in April, 5 from emergency Department, 1 health department, 1 provider referral, 1 health department & 1 self-referral.

## **Clinical Quality Management (CQM) Activities:**

- Due to TCT transition, do not have 4<sup>th</sup> quarter data and cannot determine performance measures; accurate data not available.
- Held CQM External Committee meeting on March 29, 2022, 40 people in attendance. Next meeting scheduled for June 15, 2022.
- Ryan White & Operation BRAVE held an 101 overview on May 16, 2022.
- Had Standards of Care Update for RW 2022 Service Category Overview -Referral held on March 22, 2022.

## **Operation BRAVE Activities: (Mary Kay)**

- LVN Positions have been filled.
- Continuing trying to engage individuals experiencing homelessness.
- Peer check-ins throughout the month. Learned peer successes: 1 peer accepted to medical school at Texas Tech University; 1 peer graduating soon with a focus in public health.
- Working to streamline peer program and stipend process.
- 5 outreach events were attended. About 460 individuals reached.
- Social Media engagement continues to increase.
- Care coordinators continue to participate in outreach events to assist in capacity building.
- Post-tests have been sent to clinical staff who participated in Transgender Sensitivity Training to see what they retained or what they thought of the training. A one-page recap of the presentation was sent to staff for reference.
- Looking into opportunities to expand sensitivity training to outside locations/clinics Housing activities.
- Draft work plan was sent for review and recommendations.
- 16 referrals were made by Care Coordination to the housing program.

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COMMITTEE REPORTS		
Needs Assessment and Comprehensive Planning/Continuum of Care Committee (CPCC)		
CHAIR – TBD		
Business Item	Discussion / Motion	Planning Council Action
Discuss Framework & Meeting Logistics for PSRA	<ul style="list-style-type: none"> <li>• <b>2-step process:</b> PSRA prioritizes the RW services that HRSA allows to be provided/funded; reallocation, i.e., allocate the percentage of dollars to the services you want to fund. An additional small piece is Directives which are instructions to the AA to improve access to services.</li> <li>• PC Support along with AA drafted a PSRA proposal.</li> </ul>	
Identify Datasets for PSRA	<ul style="list-style-type: none"> <li>• Reminded Committee that last year’s presentation was sent out to everyone that shows you background on PRSA process— documents, some of the needs assessment findings, unduplicated client trends from 2018-20 to help prepare you to make your decisions for PRSA. Asking for thoughts on any new data you want to see in the presentation.</li> </ul>	

Membership, Nominations, and Elections Committee		
CHAIR: TBD		
Business Item	Discussion / Motion	Planning Council Action
Update on New Committee Chairs	<ul style="list-style-type: none"> <li>• PC Support proposed collapsing the Membership Committee into the Fiscal &amp; Executive Committee for the remainder of the year, would then only have to appoint the Needs Assessment chair.</li> <li>• Would separate the Membership Committee back out beginning next year.</li> <li>• Wayne is working on Glenda and Steve Manning, who are former members, however, the bylaws</li> </ul>	

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	<p>may need to be revised to waive the language to bring someone in that has not served for a year.</p> <ul style="list-style-type: none"> <li>• PC Support proposed amending by-laws' language to allow flexibility for individuals with prior PC experience to serve at the discretion of the PC members, and bringing up for Planning Council vote at upcoming meeting.</li> </ul>	
<b>Review a New PC Applicant Membership Application</b>	<ul style="list-style-type: none"> <li>• Welcomed LaToya as our newest PC applicant and voted on her last month for approval, advancing her application to the Judge.</li> <li>• Ways to recruit more people from Peoples' Caucus.</li> <li>• Recruiting during Pride month.</li> <li>• Mandatory Compliance Form – still needs forms from about 4 members.</li> <li>• Reaching out to those who have poor attendance.</li> </ul>	
<b>Ad-Hoc Website Committee</b>		
<b>CHAIR – Vacant</b>		
<b>Business Item</b>	<b>Discussion / Motion</b>	<b>Planning Council Action</b>
<b>Review Previous Website, <a href="http://saplanningcouncil.org">saplanningcouncil.org</a>, provide recommendations for improvements</b>	<p><b>May 5:</b></p> <ul style="list-style-type: none"> <li>• Date change agreed upon changing the date to Fridays, 8:30a-9:00 CST beginning May 13-June 24, 2022.</li> <li>• Would use stock photo images representative of the community's diversity to establish the site and replace stock images with approved photos as they become available.</li> <li>• Review sample website templates provided by Michael Bernstein, Promesa's design team.</li> <li>• Agree on a template design to build the new site.</li> </ul>	
<b>Reviewed and Discussed 4 Website Templates</b>	<p><b>May 13:</b></p> <ul style="list-style-type: none"> <li>• Obtained a consensus to begin with template 3 (preferred the images and vibrant color), preferred the simplicity of template 4, liked the background imaging on a combination of templates 2 &amp; 4, but wanted less black and white, preferred a more colorful background.</li> </ul>	

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<b>Next Steps for May 20<sup>th</sup> Meeting</b>	<ul style="list-style-type: none"> <li>Will review a rough mark-up of the new site and go from there.</li> </ul>	
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<b>Fiscal Monitoring and Reallocations (FMRA) Committee</b>		
<b>CHAIR – Vacant</b>		

Business Item	Discussion / Motion	Planning Council Action
<b>Review Part A Expenditure &amp; Unduplicated Client Count Report by Service Category</b>	<ul style="list-style-type: none"> <li>Still looking at FY 21 – invoices total in Feb - \$140,750.</li> <li>Working on final report to submit to HRSA</li> <li>UDC has not been completed—do not yet have good data. Will share as soon as TCT has better data, will share it.</li> <li>MAI funded services expenditures totaled \$18,912.92.</li> <li>2021 vs 2022 quarters – significantly decreased from last year’s Quarter 4.</li> <li>Medical transportation and Referral for Healthcare were the only 2 categories that went up compared to last year.</li> <li>Part A Formula expenditures – met goal at 96.91%.</li> <li>Wayne &amp; Santiago expressed concern for lack of support services funding in particular medical transportation. Mary Kay suggested to take funding from Medical Nutrition to add to Medical Transportation. Annie reminded them that 1.96% was allocated to transportation in the PSRA, and they must go by the allocations.</li> <li>Spend at least 75% of our Core Services. Under 75% gets us in trouble with HRSA.</li> <li>Part A Supplemental -Still have pending items, so may be able to bring it down to 95%. Do have waiver, but cannot carry over Supplemental funds.</li> <li>No cap for medical transportation, 1 bus pass per month. Keep in mind transportation is specifically attached to a medical service.</li> <li>Must have data to back up what the client says they need.</li> <li>MAI – 75.52% spent.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Cares Act – Utilized majority of funds at 98.88%. Cares Act is Covid funding HRSA gave on top of Ryan White funds. Used for PPE and setting up to work remotely, i.e., telemedicine, laptops, adobe, etc.</li> </ul>	
<b>Executive Committee</b> <b>PC Co-Chairs – Santiago Serrato &amp; Wayne Wientjes</b>		
<b>Business Item</b>	<b>Discussion / Motion</b>	<b>Planning Council Action</b>
<b>Mandatory Compliance Forms</b>	Still need the forms from: <ul style="list-style-type: none"> <li>• Jace</li> <li>• AJ – Reach out to see if he wants to voluntarily resign.</li> <li>• Mikela</li> <li>• Marjorie</li> <li>• Jamie – Reach out to Jamie.</li> </ul>	
<b>2023-2024 PSRA Proposal</b>	<ul style="list-style-type: none"> <li>• PC to send Exec Committee the overview, for background on the PSRA process to review.</li> <li>• Making sure you discussed the datasets and any additional data you want added to the presentation for the PSRA discussion.</li> <li>• Making sure you get the most recent needs assessment report, utilization &amp; spending data trends.</li> <li>• Schedule for how frequent to send out data that helps you with PSRA.</li> <li>• Discuss consumer input sessions for PSRA.</li> <li>• Conduct the in-person event. PC Support proposing last week of August—Wed, August 24<sup>th</sup> &amp; Thu, 25. The first day would be Wed, Aug 24 from 9a-4p. From 9a-12n on Thursday, if needed.</li> <li>• Group discussion on priority setting, first part of ranking is non-funded service, core &amp; support</li> <li>• Only use the 25<sup>th</sup> if we didn't finish on the 24<sup>th</sup>.</li> </ul> Activities involved: <ul style="list-style-type: none"> <li>• Rank each non unfunded service first in order of priority, both core and support.</li> <li>• Rank funded services</li> <li>• Vote to approve the order</li> <li>• Reallocation: Reallocate to core services first, then support services,</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Vote to approve the percentages recommended for core and support for the services to be funded</li> <li>• Survey for feedback on ways to improve the process for the following year</li> <li>• Entertain motion to adjourn</li> <li>• The above activities would be the proposal to submit to Planning Council at its next meeting.</li> </ul>	
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## PLANNING COUNCIL BUSINESS

PLANNING COUNCIL		
Co-Chairs: Santiago Serrato and Wayne Wientjes		
Business Item	Discussion/Motion	Action
Review/Discussion of Standing Committee Reports	<ul style="list-style-type: none"> <li>• FMRA/Executive Committee agreed to bring up for vote at this meeting collapsing MNE Committee into the Fiscal &amp; Executive Committee for the remainder of the year, thereby having to nominate only one chairperson for Needs Assessment/CPCC. Discussion to amend By-Laws to allow flexibility for individuals with prior PC experience to serve at the discretion of the PC members.</li> <li>• Still need Mandatory Compliance Forms from:               <ul style="list-style-type: none"> <li>○ Jace</li> <li>○ AJ – Reach out to see if he wants to voluntarily resign.</li> <li>○ Mikela</li> <li>○ Marjoriee</li> <li>○ Jamie – Reach out to Jamie.</li> </ul> </li> <li>• PSRA scheduled for August 24-25. Will try to do all the work on the 24<sup>th</sup>, but will include the 25<sup>th</sup></li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Planning Council voted to combine MNE with FMRA/Executive Committee.</b></li> <li>2. <b>Planning Council voted to approve the motion to revise the By-Laws.</b></li> </ol>

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	<p>in case we don't finish on the 24<sup>th</sup>. Will send out the PowerPoint. It will be updated to include as much data as possible thru December 2021. Will also send out the PSRA Proposal so you will know what the plan is. Tell us at least by June if you have questions or additional data that you want included.</p> <ul style="list-style-type: none"><li>• PC Support will start drafting people for the Stakeholder Working Group. Would like to have 1<sup>st</sup> meeting by July, convening the Group 2 or 3 times to get feedback to incorporate into the Integrated Plan, which is due in December. Must start putting together the meat of the Plan. HRSA wants to know what the community involvement is. Charles, Wayne, and Santiago have agreed to participate in the workgroup. Additional active members of the Planning Council are requested to lend their voices to what's important for the Integrated Plan, and nominate community representatives, i.e., police officers, or others who can add value to the thought process beyond Ryan White, but will help with building a comprehensive integrated plan, to make sure that every constituency present in our TGA has a voice in this working group. Email PC Support your</li></ul>	
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	<p>nominations before the end of May. If you want to participate in the workgroup, email that to PC Support, who will give you the template for the Plan. Mary Kay reiterated to the Council the importance of their voice being a part of this process. <b>LaToya Goodwin agreed to be a part of the Workgroup.</b></p>	
<p>Receive Award from HRSA/HAB for Grant Year. Review and approve final allocations based on actual award amount.</p>	<p>Still waiting for final award.</p>	
<p>Review and Resolve parking lot items PC Support will start drafting people</p>	<p>None.</p>	

<b>Public Comment</b>	Wayne thanked and commended Mary Kay for the Training on Monday.
<b>Announcements</b>	Mary Kay will not be available June 8-28, 2022.
<b>Schedule of Next Meeting</b>	Thursday, June 16, 2022
<b>Adjournment</b>	Motion to adjourn by Charles, 2 <sup>nd</sup> by Korie. Meeting adjourned at 1:39p.