

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,
 and Executive Committee**
 Thursday, April 20, 2023 | Zoom Teleconference
 10:00 a.m. – 12:00 noon

NA/CPCC Committee Members		Recipient Staff	Guest
Santiago Serrato	P	Leah Meraz	
Wayne Wientjes	P	Annie Johnson	
Ronique Pleasant	P	Tanya Khalfan Mendez	
Kori Smith	P	Mary Mitchell	
Daniel Pineda (Pending)	P		
		Planning Council Support	
		Sharron Harris	
		Gloria Wood	

Call to Order	Meeting was called to order by Wayne Wientjes at 10:06 a.m.
Determination of Quorum	Quorum established; 4 members and 1 pending member present
Mission Statement	Mission Statement read by Ronique Pleasant
Approval of the Agenda	Motion to approve agenda made by Ronique; 2 nd by Korie; no opposition; no abstention; motion passed; agenda approved.
Approval of Minutes from March 16, 2023	Motion to accept the Mar 16 minutes made by Korie; 2 nd by Santiago; no opposition; 1 abstention; motion passed; minutes approved.

EXECUTIVE COMMITTEE BUSINESS		
Co-Chair – Santiago Serrato		
Co-Chair – Wayne Wientjes		
Business	Discussion/Motion	Planning Council Action
A. Item: Recipient Report (handouts included with meeting package).	April Recipient Report presented by Leah Meraz and Tanya Khalfan Mendez. See Recipient Report included in Meeting Packet.	
B. Item: Fiscal Report, Review Part A Expenditure & Unduplicated Client Count Report by Service Category (handouts included with meeting package)	Report was presented by Annie Johnson. <ul style="list-style-type: none"> • Still reporting FY22-23 -- missing a couple of Feb invoices. • Part A Formula currently 91.68% expended; received a waiver, so no penalty for not reaching 95%. • Part A Supplemental – 84.48% expended. • MAI – 82.70% expended. 	

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	<ul style="list-style-type: none"> • UDC – Feb 1,818 • UDS – Feb 9,274 <p>See Fiscal Report (Expense Report Part A FY22-23_03.14.23) included in Meeting Packet.</p> <ul style="list-style-type: none"> • Annie will present to the Committee what the transportation deficiency was (only 85% expended) in response to Wayne’s questions of why bus passes, etc., based on the level of spending, were not available. 	
<p>C. Update on COVID Community Spread 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-10 situation in Bexar County, Texas with COVID-19 Data Tracker. (For possible Action) The Chair may entertain a motion for possible action.</p>	<p>Community spread is low.</p>	
<p>D. Item: Discuss FMRA/Executive Work Plan for Grant Year 2023-2024.</p>	<ul style="list-style-type: none"> • Reviewed the work plan-- • Final grant award was received last week; however, allocations have not been done yet. • Terms Agreement is synonymous with the Reflectiveness Report. • Projected Date for results of the AEAM questions is June or July. • Final review & concurrence on PSRA to be in August, but may be moved to Sep. • Will discuss whether a lengthy, comprehensive AEAM is needed in Needs Assessment Committee meeting or revisit it next month in Executive Committee once AEAM questions are presented. • Annie will plan for carryover to be in November. • AA indicated that the MOU is recommended. PC Support will share what the MOU looks like later in the year. • PC Support indicated Needs Assessment Committee is the most appropriate Committee to develop directives to the Recipient. 	

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	<ul style="list-style-type: none"> FMRA/Executive Committee workplan was approved. Motion to approve the workplan was made by Korie; Santiago 2nd the motion; no opposition; no abstentions. Motion passed; workplan approved. 	
E. Discuss Summer Schedule: 1. Date for PSRA Work Session 2. Interest in taking a summer meeting break (July or August)?	<ul style="list-style-type: none"> Needs Assessment Committee to recommend date for PSRA Workshop. Santiago recommended Survey Monkey for poll on whether to take a summer vacation. PC Support will conduct the poll and report at next month's meeting. 	
F. Other: Membership Recommendation to Remove Jamie Zapata from Planning Council.	<ul style="list-style-type: none"> Executive Committee voted unanimously to remove Jamie Zapata from the Planning Council for violation of the Planning Council's attendance requirements. Motion to remove Jamie and present to Planning Council by Ronique Pleasant; 2nd by Korie Smith. 	

COMMITTEE BUSINESS ITEMS

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

Business Item	Discussion / Motion	Planning Council Action
A. Committee Report	a. Item: Reviewed HIV Epidemiology of the TGA. Total of 7,921 PLWH in the SATGA. Agreed to 435 or 5.5% of the 7,921 as the Sample size of surveys to be collected for the 2023 Needs Assessment. b. Item: Reviewed the 2023 Needs Assessment Discussion Guide – Agreed to conduct 1 to 2 focus group discussions possibly at the end of the survey.	

Membership, Nomination & Elections Committee Business
 Chair – Ronique Pleasant

Business Item	Discussion/Motion	Planning Council Action
A. Committee Report	a. Item: PC Removal – At the March 2 nd MNE Meeting, members unanimously voted to remove Jamie Zapata from Planning Council, due to violation of Planning Council attendance requirements. The committee is	

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	<p>seeking Executive Committee vote of concurrence to present our recommendation to the full Planning Council for final approval. <i>The Chair shall entertain a motion for action.</i></p> <p>b. Item: Planning Council Membership – Reviewed the updated Membership Roster to reflect pending appointments to Planning Council. The committee also discussed current vacancies and recruitment strategies.</p> <p>c. Item: Questions from MNE Chair – Reviewed & discussed questions about qualifications for mandatory membership categories and whether one person can fill more than one category. Also, can more than one person from the same agency serve on Planning Council.</p> <p>d. Item: Mandatory Forms – Members were reminded, they will receive the mandatory forms that must be signed annually. 1). Code of Conduct; and 2). Conflict of Interest.</p>	
People’s Caucus Chair - Vacant		
Business	Discussion/Motion	Planning Council Action
A. Committee Report	<p>a. Item: Funded Services Discussions – Committee voted to have monthly presentation of the following services:</p> <ul style="list-style-type: none"> a. Emergency Financial Assistance -May 19th b. Medical Transportation – June 16th c. Mental Health – July 21st d. Oral Health – Sept. 22nd e. Referral for Health Care Services – Oct. 20th f. HIPSCA – Nov. 17th g. Outpatient Ambulatory Health Services h. Medical Nutrition Therapy <p>b. Item: Quarterly Dinner Meeting Update – Held the first quarterly dinner meeting on April 12th at Guillermo’s. Turnout for the dinner was good, about 30 people in attendance.</p>	

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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	Presentation on Drug Overdoses and its cross-section with HIV from Frederic Courtois	Sharron		TBD	Pending

Public Comment	Wayne & Santiago gave a synopsis of People’s Caucus’ 1 st Quarterly Dinner – Had representation from 3 different agencies. Great presentation by Brittanie (Janssen). Co-chairs very pleased with presenter.
Announcements	PC Support announced pending update to the website.
Schedule of Next Meeting	May 18, 2023, 10:00 A. M. CST
Adjournment	Motion to adjourn by Santiago; 2 nd by Korie. Meeting adjourned at 11:37 a.m. CST.