

# 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, June 16, 2022

Zoom Teleconference

12:30 p.m. – 3:00 p.m.

Planning Council Members				Recipient Staff		Guests	
Alfred Chavira	P	Charles Whitehead	A	Leah Meraz	Shabaura Perryman, MPH		
Joe “Jace” Clower	P	Wayne Wientjes	A	Annie Johnson			
LaToya Goodwin	P	Jamie Zapata	A	Tanya Khalfan Mendez			
Catherine Lemus	P			Dawn Cook			
Ronique Pleasant	P			Carol Nielson			
Santiago Serrato	P						
Korie Smith	P			<b>Planning Council Support Staff</b>			
Mikela Villareal	A			Sharron Harris	Don Marzullo (Tech)		
Morjorie White	P			Gloria Wood	Michael Bernstein (Tech)		
<b>P = Present</b>		<b>A = Absent</b>					

Call to Order	The meeting was called to order at 12:37p.
Determination of Quorum	8 Members Present; Quorum Established
Welcome and Introductions	Santiago Serrato offered the welcome and PC Support called the roll.
Mission Statement	Mission Statement was read by Santiago.
Approval of the Agenda	Motion to approve the agenda was made by Korie Smith. Jase Clower 2 <sup>nd</sup> . (1-abstention). Agenda approved.
Approval of the Minutes from May 19, 2022	Motion to approve the Minutes was made by Jase; 2 <sup>nd</sup> by Korie. (1-abstention) Minutes were approved.
Recipient Report June 2022	<p><b>RW Administrative Overview (Leah):</b> AA has returned to the office under a hybrid option, Tues-Thu. However, team members may use the Office five days a week.</p> <ul style="list-style-type: none"> <li>All of the jurisdictions in Texas for Part A are getting together with EHE to put together an advocacy letter to inform HRSA and DSHS about the challenges with ADAP as presented to the community. Planning Council member were asked if they experienced challenges to be included in the letter. Feedback for letters should be emailed to Planning Council Support (PC Support) and she will forward to Leah. ADAP Liaison (Rachel) is also gathering information from the pharmacies and agencies.</li> <li>Received final award from Part A for a little over \$6M. An increase in Supplemental Funds was received. Working on distributing the funds to the Service Providers.</li> </ul>

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- Continuing to meet with RDE e-Compass, who is doing the software development for the new data system, which will resolve the TCT issues.
  - Participated in 21 different trainings and meetings during the month of May
- Planning Activities (Tanya):**
- For Patient Navigation, there were 9 new referrals from the Emergency Department. Outcomes are: 7 previously diagnosed and 2 newly diagnosed. Of the 9, 8 went to Part A Patient Navigator and 1 went to Operation Brave EHE Care Coordinator. 1 individual is pending notification.
- Clinical Quality Management (CQM) Activities (Leah):**
- Currently reviewing subrecipients' CQM plans; also meeting with subs 1 on 1 to review plans and any technical assistance that may be needed. Getting specific information is a challenge due to TCT issues. Next CQM meeting is Jul 20, 2022.
- Operation BRAVE Activities (Tanya):**
- Housing position was taken down for updates, however, it got reposted and is still live.
  - Received Final Notice of Award for EHE on June 15, 2022.
  - Program Coordinator and peers participated in youth-led discussions on predetermined topics within the target age range. Having great conversation and feedback on these discussions.
  - Outreach Coordinator attended 3 events in May and reached approximately 310 individuals.
  - Followers on social media platforms increased by 12 for Facebook and 4 for Instagram.
- Working to implement transgender sensitivity training at multiple clinics. Post tests were sent out to the clinical staff who participated in the training.
- Response rate has been low due to timing of when training occurred and when the post test was sent out. Future post tests will be sent out on the same day as the training.
  - Working to set up trainings in an emergency setting and in a women's health setting.
  - Continuing to work to implement rapid start in the ambulatory setting.
  - Continuing RTA—multiple housing meetings during the last month going thru the workplan line by line, gathering feedback on how the program would be implemented considering existing activities, and integration of the two. Got great feedback. Looking to see if adjustments to the workplan are needed based on the feedback.

## COMMITTEE REPORTS

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

CHAIR – TBD

Business Item

Discussion / Motion

Planning Council Action

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<ul style="list-style-type: none"><li>• <b>Draft Integrated Plan</b></li></ul>	<ul style="list-style-type: none"><li>a. The framework for the 2022-2026 Plan, due December 9, 2022, will follow the same framework as the prior year plan. The committee reviewed the goals and objectives of the prior year plan from the beginning of the plan up to Objective A, Strategy II A.3, ending on page 3, and asked for new recommendations to enhance the objectives for the 2022-2026 Plan. Members were reminded that the past Stakeholder group was made up of individuals with a broad range of experience, including members of the AA staff, Planning Council Support, Agency Staff, Planning Council and people outside the HIV sphere. The committee was asked for recommendations to serve on the stakeholder workgroup; the following individuals were recommended:</li><li>b. LaToya recommended - Diana Zamaron, Drug Court Manager, Felony Drug Court/Reentry Court Office: 210-335-3063, <a href="mailto:dzamarron@bexar.org">dzamarron@bexar.org</a> and Aida Negron, Manager, Jail Program &amp; Services, <a href="mailto:aida.negron@bexar.org">aida.negron@bexar.org</a></li><li>c. Mary Kay, suggested Danielle Houston, with Gilead, to provide an update on the “Peer Mentor Program” and to serve on the Workgroup.</li><li>d. Other suggestions included: seek recommendations from Ronique and Alfred.</li><li>e. Homework assignments for the committee was to review each remaining strategy and make recommendations at the next meeting on ways to enhance the strategy.</li></ul>	
<ul style="list-style-type: none"><li>• <b>Discuss Schedule for Comprehensive Plan Workgroup</b></li></ul>	<ul style="list-style-type: none"><li>• PC Support suggested 3-4 meetings of the Stakeholder Workgroup, primarily virtual and maybe one in-person meeting. Meetings are anticipated to start in August.</li></ul>	

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<b>3. Identify any additional datasets for PSRA</b>	<ul style="list-style-type: none"> <li>Committee was reminded at PSRA Activities are schedule for August 24-25, 2022. Agreed the schedule for August 24 will be 9:00 a.m. – 4:00p.m. Central Time, and any remaining PSRA activity not completed on the 24<sup>th</sup> will occur August 25 from 9:00 a.m. – 12:00 Noon</li> </ul>	
<b>4. Other Discussion</b>	<ul style="list-style-type: none"> <li><b>People’s Caucus</b> - The 1<sup>st</sup> in-person meeting for the People’s Caucus since COVID shut-down everything is planned for July 22, 2022 at 12 Noon at the Metropolitan Community Church, but it depends on the status of COVID in the community, and the church’s board approval of the Planning Council’s COVID Safety protocols. PC support agreed to draft COVID safety protocols and present them to the Executive Committee for approval.</li> <li><b>Loretta’s Resignation</b> – this is Loretta’s last meeting, she is staying with DSHS and still in the HIV realm, but going to Fiscal Support &amp; Oversight, providing fiscal monitoring &amp; technical support.</li> </ul>	

**Membership, Nominations, and Elections Committee**  
**CHAIR: TBD**

Business Item	Discussion / Motion	Planning Council Action
<b>1. Review Vacancies in Mandatory Membership Categories &amp; Discuss Recruitment Strategies</b>	<p>Until the end of this grant year, MNE will be a part of the Executive Committee. PC Support requested the group to look at what membership looks like now--have 12 members, and are 13 members short of the 25 that the Council can have. Also, to please feel free to refer people--representatives from the community, representatives from Part A-funded providers and representatives from other providers of HIV care in the area are all welcome. Current vacancies are as follows:</p> <ul style="list-style-type: none"> <li>Social Services Provider</li> <li>Mental Health Substance Abuse Provider</li> <li>Hospital Planning Agency</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Formally Incarcerated but Recently Released &amp; Positive at the Time</li> <li>• Part B Representative</li> <li>• State Medicaid Agency Representative</li> </ul> <p>Reminded everyone that the numbers are getting low and we need to build them back up.</p> <ul style="list-style-type: none"> <li>• Morjoriee requested a flyer that explains the process and what the organization is, to help recruit. Sharron indicated that she would prepare a promotional tool, i.e, a fact sheet.</li> <li>• Morjoriee indicated that she is with the Department of Human Services (HOPWA Representative for the City), instead of Health Department.</li> </ul>	
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## Ad-Hoc Website Committee CHAIR – Vacant

Business Item	Discussion / Motion	Planning Council Action
<b>June 1 Meeting</b>	Previewed the demo site and agreed on the following Menu Tabs for new website: <a href="https://mbernstein37.wixsite.com/sapc3">https://mbernstein37.wixsite.com/sapc3</a> Home About Calendar Client Services Resource HIV Testing Locator	
<b>June 3 Meeting</b>	Identified additional content for each of the menu tabs.	
<b>June 10 Meeting</b>	Reviewed & discussed the content of each Menu Tab and provided feedback for enhancements	

## Fiscal Monitoring and Reallocations (FMRA) Committee CHAIR – Vacant

Business Item	Discussion / Motion	Planning Council Action
<b>1. Review Part A Expenditure &amp; Unduplicated Client Count Report by Service</b>	<ul style="list-style-type: none"> <li>• Shared final expenditure report for closeout of previous Grant Year Service by Service Providers– \$4.472M that was budgeted – 94.8% utilized.</li> </ul>	

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<p><b>Category by Service Category</b></p> <p><b>2. Part A Award Update from HRSA/HAB for Grant Year. Review and approve final allocations based on actual award amount.</b></p>	<ul style="list-style-type: none"> <li>• MAI – 4 service categories - Expended 72.52%. Will not be penalized--had Covid waiver. Sharron will think about how to do information sessions with People’s Caucus to help them become more aware of the MAI services categories so they can encourage people to take advantage of the services, if they are needed.</li> <li>• Comparison between last year’s 1<sup>st</sup> quarter spending vs. current 1<sup>st</sup> quarter.</li> <li>• Monthly activity - Don’t have data to complete the reporting beyond Dec, except for spending. PC Support suggested we may have to be more cautious this year during PSRA and hold our categories harmless, since we don’t know what the final utilization numbers are, unless the Recipient sees where the need has grown, or another Provider is coming to the network that might require additional services In a Service Category.</li> <li>• Grant Year 2023: Ryan White Services Report is due end of July. Processed \$43,000 of March and \$43,000 of April. Have \$258,000 that is pending as of June 10, sitting at 11.68% should be 17%.</li> <li>• Part A Supplemental – Got extra supplemental this year from FY 20. Once final award, they may reallocate funds—may see a reallocation in August.</li> <li>• MAI – 5.92% expended. Bal \$432,223.80.</li> </ul>	
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**Executive Committee**  
**PC Co-Chairs – Santiago Serrato & Wayne Wientjes**

Business Item	Discussion / Motion	Planning Council Action
1. Review Reports from Standing Committees	See above.	
2. NA/CPCC Chair Vacancy Update and/or Next Steps.	No update provided	
3. Review Covid Protocol for In-Person Meetings	<ul style="list-style-type: none"> <li>• Church location is requiring Covid protocols. Reviewed CDC and other jurisdiction’s covid protocols to compile these recommended San Antonio Area HIV Health Services Planning Council’s Covid 19 In-Person Meeting Protocols.</li> </ul>	VOTE: Motion to approve made by Korie, 2 <sup>nd</sup> by Ronique. Motion pass by unanimous vote;

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	<ul style="list-style-type: none"> <li>• Purpose is to provide some recommended preventive measures for in person meetings during a pandemic scenario of Covid.</li> <li>• Applies to anyone who attends an in-person planning council sponsored activity must comply with these protocols.</li> <li>• Planning Council voted to approve the protocols.</li> <li>• Motion to approve the protocols made by Korie Smith. Seconded by Ronique. No opposition. 1 abstention. Motion carried.</li> </ul> <p>Santiago to look into using Living Positive as an alternative meeting place.</p>	
<p><b>4. Update on Comprehensive Plan Stakeholder Working Group Volunteers and/or Nominations</b></p>	<ul style="list-style-type: none"> <li>• Worked on draft framework for the integrated plan and looked at some of the goals &amp; objectives and some of the implementing strategies.</li> <li>• The group had a homework assignment to look through all the strategies that were outlined in the previous 5-year plan and were asked to bring any new goals and objective recommendations to the Needs Assessment Committee.</li> <li>• Got recommendations for candidates who might be willing to serve on the Stakeholders Workgroup</li> <li>• Reconfirmed that Priority Setting event is scheduled for the 24<sup>th</sup> &amp; 25<sup>th</sup> of August.</li> <li>• Planning first in-person session of the People’s Caucus on July 22.</li> <li>• Loretta resigned. Her last meeting was the Needs Assessment Meeting on June 2.</li> </ul>	
<p><b>5. Review and Resolve Parking Lot Items</b></p>	<p>None.</p>	

## PLANNING COUNCIL BUSINESS

<b>PLANNING COUNCIL</b>		
<b>Co-Chairs: Santiago Serrato and Wayne Wientjes</b>		
Business Item	Discussion/Motion	Action
Review/Discussion of Standing Committee Reports	See Above.	
Receive Award from HRSA/HAB for Grant Year. Review and approve final	<ul style="list-style-type: none"> <li>• Received final award from Part A for a little over \$6M.</li> <li>• Received an increase in Supplemental Funds.</li> </ul>	

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allocations based on actual award amount.	<ul style="list-style-type: none"> <li>Working on reallocating the funds to the Service Providers.</li> </ul>	
Review COVID Protocols for In-Person Meetings. (For Possible Action)	<ul style="list-style-type: none"> <li>Planning Council voted to approve the COVID Protocols for In-Person Meeting.</li> <li>Motion to approve the protocols made by Korie Smith. Seconded by Ronique. No opposition. 1 abstention. Motion carried.</li> </ul>	<b>Planning Council approved the COVID Protocols for In-Person Meetings.</b>
Review and Resolve parking lot items PC Support will start drafting people	None.	

<b>Public Comment</b>	None.
<b>Announcements</b>	<ol style="list-style-type: none"> <li>Still trying to get Stakeholder Workgroup.</li> <li>Operation Brave will be on a float on the 18<sup>th</sup>.</li> <li>Santiago said Saturday Tad Michaels from RuPaul Season 3 performing at Woodlawn Living Positive, \$20/ticket. All VIP seats sold out.</li> <li>Following Sat, Living Positive will have a table at Pride.</li> <li>Beats is testing on the 18<sup>th</sup> for Juneteenth and testing for Pride on June 25 at Comanche Park on Rigsby at the Main Pavilion.</li> </ol>
	Thursday, July 22, 2022 at 10:00 a.m.
<b>Adjournment</b>	Motion to adjourn by LaToya, 2 <sup>nd</sup> by Ronique. Meeting adjourned at 2:33 p.m.