

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
Needs Assessment/Comprehensive Planning and Continuum of Care Committees
Thursday, May 4, 2023 | Zoom Teleconference
9:00 a.m. – 11:00 a.m.

NA/CPCC Committee Members				Recipient Staff	Guest
Joe “Jase” Clower	A	Barbara Jardine (Pending)	P		Maria Melisa Hernandez – FFACT Clinic
Ronique Pleasant	E	Daniel Pineda (Pending)	P		
Santiago Serrato	P				
Korie Smith	P				
Mikela Villareal	E				
Wayne Wientjes	E				
Laura Gonzales (Pending)	A			Planning Council Support	
Randy Garza (Pending)	A			Sharron Harris	
P = Present	A = Absent	E = Excused		Gloria Wood	

Call to Order	Meeting called to order by PC Support at 9:04a CST. PC Support welcomed everyone.
Determination of Quorum	Quorum established; 2 Appointed Committee and 2 pending members were in attendance.
Mission Statement	Mission Statement was read by Korie Smith.
Approval of the Agenda	Motion to approve Agenda made by Santiago Serrato, 2 nd by Barbara Jardine; no opposition; no abstentions; motion passed; Agenda approved.
Approval of Minutes from April 6, 2023	Motion to approve April 6, 2023 Minutes by Santiago, 2 nd by Barbara; 1 abstention; no opposition; motion passed. Minutes approved.
Update on Bexar County – COVID Community Spread Status	Low community spread in Bexar County.

COMMITTEE BUSINESS ITEMS		
Needs Assessment (NA) / Comprehensive Planning and Continuum of Care Committee (CPCC)		
Chair – Korie Smith		
Business Item	Discussion / Motion	Planning Council Action
1. Item: Needs Assessment Progress Update	<ul style="list-style-type: none"> The Survey will be published via Survey Monkey in both English & Spanish and will also be available in paper copies in both English and Spanish. Prospective date for launch of survey is mid to late May. 	
2. Item: Focus Group Goals	<ul style="list-style-type: none"> PC Support requested Committee thoughts on additional questions to add to Discussion Guide for Focus Groups. PC Support requested the Committee to think about how to strategically plan the Focus Group to get the best results. 	

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

	<ul style="list-style-type: none"> • Envisions three (3) groups: <ul style="list-style-type: none"> ○ MSM Youth, ○ Adults (positive), and ○ Provider Representative/Peer Advocate. 	
3. Item: Review Framework and Meeting Logistics for PSRA Focus Group Participation	<ul style="list-style-type: none"> • Proposed dates for PSRA and for recommendation to Executive and Planning Council are as follows: <ul style="list-style-type: none"> ○ August 24, 9:00a - 4:00p, and ○ August 25th (if necessary) from 9:00a – 12:00n. 	
4. Item: Identify datasets for PSRA	<ul style="list-style-type: none"> • PC Support reviewed data from 2022 planning. • Reiterated the percentages HRSA allows for core services and support services. • Documents were included in meeting package. 	
5. Item: Review PC Training Needs	<ul style="list-style-type: none"> • PC Support reviewed training needs for Priority Setting and requested notification from members if more comprehensive PSRA training is needed. 	
6. Item: Review and Resolve Parking Lot Items.	<ul style="list-style-type: none"> • Still waiting for HRSA’s guidance. 	

Parking Lot Action Item

No.	Parking Lot Action Items	Assigned To	Date Assigned	Due Date	Status
1.	Update of Integrated Plan Monitoring Process	NA/CPCC	Jan 5, 2023	Ongoing	

Public Comment	None.
Announcements	None.
Schedule of Next Meeting	June 1, 2023 at 9:00 a.m.
Adjournment	Motion to adjourn by Santiago Serrato, 2 nd by Barbara Jardine ; meeting adjourned at 9:59 a.m. CST.