

**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  
 Membership, Nominations, and Elections Committee  
 Thursday, March 2, 2023 | Zoom Teleconference  
 11:00 a.m. – 12:30 P.m.**

Membership, Nominations, and Elections Committee Members				Recipient Staff	Guest
Ronique Pleasant	P	Jamie Zapata	A	Mary Kay Mitchell	
Santiago Serrato	P				
Korie Smith	P				
Wayne Wientjes	A				
Charles Whitehead	P				
				<b>Planning Council Support</b>	
				Sharron Harris	
				Gloria Wood	

<b>Call to Order</b>	Meeting called to order at 11:03 a.m. CST by Ronique Pleasant. PC Support welcomed everyone.
<b>Determination of Quorum</b>	Quorum established; 4 Committee Members were in attendance.
<b>Mission Statement</b>	--
<b>Approval of the Agenda</b>	Motion to approve Agenda made by Santiago Serrato; 2 <sup>nd</sup> by Korie Smith; no opposition; no abstentions; motion passed. Agenda approved.
<b>Approval of Minutes from February, 2022</b>	No Minutes to be approved.
<b>Update on Bexar County – COVID Community Spread Status</b>	Low community spread in Bexar County.

<b>COMMITTEE BUSINESS ITEMS</b>		
<b>Membership, Nominations, and Elections</b>		
<b>Chair – Ronique Pleasant</b>		
<b>Business Item</b>	<b>Discussion / Motion</b>	<b>Planning Council Action</b>
<b>Parking Lot Item (Planning Council Attendance)</b>	<ul style="list-style-type: none"> <li>• PC Support explained the following:                             <ul style="list-style-type: none"> <li>○ Members are expected to attend their Committees of Record meetings and the full Planning Council each month.</li> <li>○ Chairs are expected to attend the meetings of the Committee they chair, the FMRA/Executive Committee, and the full Planning Council each month.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Work happens in the Committees and each Chair reports what happened in their Committee to the Executive Committee and full Planning Council.</li> <li>● Chair is in agreement with having additional meetings in Apr and May, and then every other month.</li> <li>● Committee members discussed inactive memberships.</li> <li>● PC Support and Mary Kay explained that the process of removing someone would include the recommendation going to Executive Committee and Planning Council for approval and then to AA for submittal to the Judge for official removal or acceptance of a resignation.</li> <li>● A motion was made to remove Jamie Zapata from the Planning Council Roster by Charles Whitehead and 2<sup>nd</sup> by Korie Smith. Charles, Korie, Santiago voted in favor; Ronique abstained as Chair; no opposition; the motion passed.</li> <li>● Ronique was advised by PC Support that the recommendation to remove Jamie from the Planning Council Roster should be in her Committee report to the Executive Committee for approval.</li> </ul>	
<p><b>1. Item: Review/Revise MNE Committee Work Plan (PCAT) for 2023</b></p>	<ul style="list-style-type: none"> <li>● PC Support reviewed with the Committee its Work Plan, suggesting the following:           <ul style="list-style-type: none"> <li>○ that the option for Planning Council training be kept open;</li> <li>○ that the Committee help build the capacity of Planning Council Members to understand their work through any recommendations they may have regarding training needs.</li> </ul> </li> <li>● Ronique suggested RW 101 Part 1 and Brave, and Standards of Care Review.</li> <li>● Daniel suggested training on understanding the DSHS data, such as epidemiology in the four counties.</li> </ul>	
<p><b>2. Item: Review SATGA Epidemiology &amp; Membership Reflectiveness for Compliance</b></p>	<ul style="list-style-type: none"> <li>● HIV prevalence in the TGA is the most valuable epi data: Positive individuals in the TGA – 7,179</li> <li>● White = 18.64% - Reflectiveness % satisfied.</li> <li>● Black non-Hispanic = 33.33% - Reflectiveness % satisfied</li> <li>● Hispanic = 41.67% need to grow to 61.50%.</li> <li>● Multi-race = 3.90% - Reflectiveness is 0%.</li> <li>● Age – balanced but should recruit new members ages 25-34 &amp; 13-24.</li> <li>● Need more males.</li> <li>● Need to recruit to match what we need to reflect.</li> </ul>	
<p><b>3. Item: Review Mandatory Membership Categories</b></p>	<ul style="list-style-type: none"> <li>● PC Support reviewed the mandatory membership categories and solicited help from the Committee in:</li> </ul>	

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	<ol style="list-style-type: none"> <li>1) determining the membership categories that the person fills and</li> <li>2) managing conflicts of interest.</li> </ol>	
<b>4. Item: Review Membership Matrix for Compliance with Federal Mandate</b>	<ul style="list-style-type: none"> <li>• The categories were discussed, and Federal mandates explained.</li> </ul>	
<b>5. Item: Review/Approve Committee of Record Form</b>	<ul style="list-style-type: none"> <li>• PC Support requested Committee approval for the Committee of Record Form to be the vehicle for any changes in the Committee of Record that will be used at the beginning of each grant year.</li> <li>• Committee approved the form for use to update members' Committee of Record at beginning of each new grant year, after serving in current position for one (1) year.</li> <li>• PC support reviewed the current committee of record reminded everyone of their current commitment record, as follows: <ul style="list-style-type: none"> <li>• Jase – NA/CPCC</li> <li>• Randy (Pending) – NA/CPCC (Mary Kay indicated that Randy Garza is no longer at CentroMed, so he can no longer represent Part C.)</li> <li>• Laura Gonzalez (Pending) – NA/CPCC</li> <li>• LaToya – NA/CPCC</li> <li>• Mikela – NA/CPCC</li> <li>• Ronique – NA/CPCC (move to MNE)</li> <li>• Santiago - FMRA, NNE, NA (move from MNE &amp; NA/CPCC;</li> <li>• Jesse (Pending formal appt) - MNE</li> <li>• Korie – MNE (move to NA/CPCC)</li> <li>• Charles - MNE</li> <li>• Jamie to be removed from Planning Council Roster.</li> <li>• New Membership Roster will be shared at April meeting.</li> <li>• Applications Pending Formal Appointments: <ol style="list-style-type: none"> <li>1) Jesus V. Esparza (Jesse) (MNE)</li> <li>2) Daniel Pineda (NA &amp; MNE)</li> <li>3) Laura Gonzalez (NA)</li> <li>4) Randy Garza (NA)</li> <li>5) Barbara Jardine (NA)</li> </ol> </li> </ul> </li> </ul>	
<b>6. Item: Review Open Nomination Recruitment Strategy</b>	<ul style="list-style-type: none"> <li>• PC Support created a form for this activity and will cover this item in April.</li> <li>• Mandatory Forms that must be signed are: <ol style="list-style-type: none"> <li>a. Confidentiality</li> <li>b. Conflict of Interest</li> </ol> </li> </ul>	
<b>7. Item: Review and Resolve Parking Lot Items.</b>	<p>Planning Council Membership Attendance parking lot item resolved at outset of meeting.</p>	

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**Parking Lot Action Item**

No.	Parking Lot Action Items	Assigned To	Date Assigned	Due Date	Status
1.	Discussion: PC Membership Attendance				Completed
2.	Discussion: Mandatory Confirmation Forms				Completed
3.	Attendance Grid Discussion: Questions Previously Submitted from Ronique/Daniel			April 6, 2023 April 6, 2023	

<b>Public Comment</b>	None
<b>Announcements</b>	None
<b>Schedule of Next Meeting</b>	April 6, 2023 at 11:00 a.m.
<b>Adjournment</b>	Ronique adjourned the meeting at 12:20 pm CST.