

# 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, March 16, 2023

Zoom Videoconference

12:30 p.m. – 2:00 p.m.

				Recipient Staff		Guests
Joe "Jase" Clower	P	Daniel Pineda (Pending)	P	Mary Mitchell		Enrique Flores, Be Well Texas
Korie Smith	E	Laura Gonzales (Pending)	P	Carol Nielson		Jarisma Urteaga, Be Well TX
LaToya Goodwin	P	Randy Garza (Pending)	P	Dawn Cook		Brittanie Barton, Janssen
Ronique Pleasant	P	Barbara Jardine (Pending)	P	Annie Johnson		
Santiago Serrato	P			Dean Parra		
Charles Whitehead	P					
Mikela Villareal	A			<b>Planning Council Support Staff</b>		
Wayne Wientjes	E			Sharron Harris		
Jamie Zapata	A			Gloria Wood		
<b>P = Present    A = Absent    E = Excused</b>						

<b>Call to order</b>	The meeting convened at 12:35p CST.
<b>Determination of Quorum</b>	5 members present; Quorum established.
<b>Welcome and Introductions</b>	PC Support called the roll and welcomed everyone.
<b>Mission Statement</b>	Mission Statement was read by Daniel Pineda.
<b>Approval of the Agenda</b>	Motion for approval of agenda made by LaToya, and 2 <sup>nd</sup> by Jase, no opposition; no abstentions; motion passes; Agenda approved.
<b>Approval of the Minutes from Feb 16, 2022</b>	Motion for approval of Minutes made by Jase and 2 <sup>nd</sup> by Charles, no opposition, 1 abstention; motion passed; Feb 16 Minutes approved.

## PLANNING COUNCIL BUSINESS

### Planning Council Co-Chairs: Santiago Serrato and Wayne Wientjes

Business Item	Discussion / Motion	Planning Council Action
2. <b>Recipient Report – March 2023</b>	<b>Mary Kay</b> See Recipient Report included in Meeting Package.	
3. <b>Fiscal Report</b>	<b>Annie</b> See Fiscal Report included in Meeting Package.	
4. <b>Item: Update on Part A award from HRSA/HAB for Grant Year 2023-24. Review and approve final allocations based on actual award amount. (Action Required) Chair will entertain a motion for action</b>	Postponed due to time restraint.	

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<p>5. <b>Item: Presentation from Recipient - Overview of the outcomes from the Part A Monitoring site visits.</b></p>	<ul style="list-style-type: none"><li>• This item was presented subsequent to the Be Well, Texas Presentation due to length of the monitoring report, and PC Support requested Committee Reports be postponed due to time restraint, agreed to by Co-Chair and Committee Chair present.</li></ul> <p><b>Overview:</b></p> <ul style="list-style-type: none"><li>• Mary Kay Mitchell presented Aggregate Part A &amp; MAI FY 2022-23 Monitoring Outcomes. Key info:</li><li>• Began monitoring Nov 28 and ended Dec 20, 2022 for period covering Mar 1, 2022 – Sep 30, 2022.</li><li>• The Review team consisted of Mary Mitchell, Dawn Cook, Carol Nielson, Michelle Espinosa, and Vince Ramanaud.</li><li>• Review Tools were based on requirements of UH RW &amp; Operation Brave Program Standards of Care and Subrecipient Scope of Work and created by the Review Team. The tools were developed using the following documents: RW Program legislation, Policy Notices and Program Letters from HRSA, HIV Care and Treatment Clinical Care Guidelines and Protocol, Part A and B Monitoring Standards Guidance, Part A and B Program Manual, and Standards of Care for Part A &amp; MAI.</li><li>• Process involved the examination of documents which served as evidence to support program requirements and that they were met.</li><li>• On-site reviews were done remotely via Webex – reviewed reimbursement requests, policies on file, training certificates on file, TCT, and agencies gave remote access into their electronic records.</li><li>• Items reviewed were: programs, fiscal, universal eligibility, and service standards.</li><li>• Looked at all 13 Part A Core &amp; Supplemental Services and all 4 of the MAI services.</li><li>• Any Program, Fiscal, Universal &amp; Eligibility Standard items below 100% required a Corrective Action Plan (CAP) and/possibly associated cost.</li><li>• Subrecipients were expected to meet an 80% compliance rating of indicators chosen, except for Referrals, which was 60%</li><li>• Post Monitoring Process is facilitated by the Review Team with 2 check-ins--30 days and then 100 days</li><li>• First check-in is a review of monitoring report and CAP and questions and answers (Q&amp;A), and scheduling of the 2<sup>nd</sup> session.</li></ul>	
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- During the second check-in Subrecipient presents the chart review tool to AA, Q&A, and closeout of monitoring.

## **Monitoring Results:**

- Administration Monitoring: HRSA & State - 100% compliance for each
- Fiscal Monitoring: HRSA - 100% compliance rating
- Universal: HRSA, State, & AA - 100% compliance
- Eligibility – Overall 98% (low because of COVID and proof was not required during COVID) – CAP required.
- MAI – 97% compliance overall.
- **PART A SERVICES:**
  - 1) LPAP – 100% compliance rating (no indicators need improvement)
  - 2) EIS – 84% compliance
  - 3) ESA – 99.5% compliance (no indicators needs improvement)
  - 4) Food Bank – 89% (1 indicator needs improvement)
  - 5) HIPSCA – 66% (3 indicators need improvement – client driven)
  - 6) MCM – 96% (1 indicator needs improvement – client driven)
  - 7) Medical Transportation – 98% (no indicator needs improvement)
  - 8) Mental Health – 100% compliance rating
  - 9) Non-MCM – 90% compliance rating (no known indicators that need improvement)
  - 10) Oral Health – 100% compliance rating
  - 11) Outpatient – 97% compliance rating (a couple of indicators need improvement)
  - 12) Referral – 89% compliance rating
  - 13) Substance Abuse Outpatient – 100% compliance rating.
- **MAI SERVICES:**
  - 1) EIS – 92% compliance rating (1 indicator needs improvement)
  - 2) Mental Health – 100% compliance rating
  - 3) Non-MCM – 86% compliance rating (making sure assessments are done and done within required time frames.)
  - 4) Substance Abuse Outpatient – 93% (needs to make sure medication-assisted therapy is documented in client medical file.)

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<p><b>E. Update on Invitation from Frederic Courtois, topic Presentation on Drug Overdoses and its cross-section with HIV.</b></p>	<ul style="list-style-type: none"> <li>• There has been no response from Frederic.</li> </ul>	
<p><b>F. Item: Presentation from Be Well Texas, UT Health San Antonio on the Clinic’s Programs and Services.</b></p>	<p>The <b>Be Well Texas</b> presentation was moved up on the agenda to precede Item D. The presentation was given by Jarisma Urteaga, Sr. Outreach Community Coordinator, to share information about Be Well Texas programs and resources offered in San Antonio and across Texas.</p> <ul style="list-style-type: none"> <li>• Be Well Texas was founded by Dr. Jennifer Potter to help minimize the barriers in substance use treatment and to provide compassionate and evidence-based treatment for substance use disorder and other mental health concerns.</li> <li>• The Clinic is located in San Antonio, Services are available in-person in San Antonio, but also offer virtual health technology.</li> <li>• Offers medication-assisted treatment, counseling &amp; case management.</li> <li>• Counseling and case management are not mandatory, and they can be provided separately.</li> <li>• Offers Translation Services for all languages and dialects.</li> <li>• Offers roundtrip Transportation Services through Lyft within a 25-mile radius of the Clinic. If you are accessing services virtually and are outside of the 25-mile radius, Lyft service is available to the pharmacy for prescription pick-up.</li> <li>• Same day/next day appointments (scheduled within 24-48 hours for intake appointment)</li> <li>• Provide services for uninsured and under insured persons in Texas. Accepts most insurance plans, including Medicare &amp; Medicaid.</li> <li>• No cost options are available.</li> <li>• 24-hour Peer Recovery Support</li> <li>• Be Well Texas has medical team, so treatment will include medical appointments with Prescribers. Nursing staff is also available.</li> <li>• Currently treating alcohol use disorder, opiod use disorder, and stimulant use disorder.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Training to industry professionals, c-STAT and Echo, scheduled 12n to 1:00pm, free, &amp; CEU's are provided.</li> <li>• Symposium on Mar 27-28, no in-person seats available – go to website.</li> <li>• For more information about Be Well, Texas, contact bewelltexasclinic.org, telephone 888-852-3935.</li> </ul>	
<p><b>G. Item: Review COVID Community Spread update for Bexar County. To obtain specific information on COVID-19 Community Levels, visit the Centers for Disease Control and Prevention (CDC) at <a href="#">COVID-19 Community Level</a>, use the State dropdown menu to select Texas, then use the County dropdown menu to select Bexar County. Find out more about the COVID-19 situation in Bexar County, Texas with <a href="#">COVID-19 Data Tracker</a>. (For possible Action) The Chair may entertain a motion for possible action.</b></p>	<ul style="list-style-type: none"> <li>• <b>Passed on this item due to time restraint.</b></li> </ul>	
<p><b>H. Item: Review/Discussion of Standing Committee Reports (for possible action) The Chair may entertain a motion for possible action.</b></p>	<ul style="list-style-type: none"> <li>• <b>Postponed due to time restraint.</b></li> </ul>	

## COMMITTEE REPORTS

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

Business Item	Discussion / Motion	Planning Council Action
<p>1. <b>Item:</b> Reviewed &amp; Discussed 2023 Needs Assessment Work Plan</p>	<p><b>Item discussions postponed due to time restraint.</b> PC Support presented the report for the Needs Assessment Committee meeting on February 2, 2023:</p> <ul style="list-style-type: none"> <li>• Reviewed the work plan to conduct the 2023 needs assessment.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Committee was tasked to come up with additional questions for the survey to collect data from PLWH to understand and improve their service needs.</li> </ul>	
2. <b>Item:</b> Reviewed and Discussed the Needs Assessment Questions from 2018	<ul style="list-style-type: none"> <li>Reviewed questions from 2018 Survey with the assignment of reviewing those questions and being prepared to discuss any concerns or modifications, with recommendations at the Mar 2 meeting.</li> </ul>	

## Membership, Nominations, and Elections Committee (MNE)

Chair – Ronique Pleasant

Business Item	Discussion / Motion	Planning Council Action
1. <b>Item:</b> Voted on a New Applicant Daniel Pineda	<p><i>Item discussions postponed due to time restraint.</i></p> <p>PC Support presented the report for the MNE Committee from the February 16 meeting of the joint FMRA/MNE/Executive Committees</p> <ul style="list-style-type: none"> <li>Voted and approved Daniel Pineda and his application will work its way through the Bexar County Judge’s approval process for formal appointment.</li> </ul>	
2. <b>Item:</b> Discussed Start of MNE Stand-Alone Meeting Schedule	<ul style="list-style-type: none"> <li>Agreed to start stand-alone meetings and agreed to the meeting schedule.</li> </ul>	
3. <b>Item:</b> Postponed Committee Work Plan Discussion until March Meeting	<ul style="list-style-type: none"> <li>Postponed discussing the Committee work plan until the stand-alone committee meeting on March 2. The meetings will be virtual.</li> <li>An invitation was extended to anyone who was interested in joining on March 2.</li> </ul>	

## Fiscal Monitoring and Reallocations (FMRA) Committee

Chair - Vacant

Business Item	Discussion / Motion	Planning Council Action
1. <b>Item:</b> Received and Discussed the Recipient Report	<p><i>Item discussions postponed due to time restraint.</i></p> <p>Received report from the Recipient on activities in their role providing technical assistance to the providers and educational support.</p>	
2. <b>Item:</b> Reviewed and Discussed the Part A Expenditure & Unduplicated Client Count Report by Service Category	<ul style="list-style-type: none"> <li>Received expenditure report and unduplicated client count and units of service for the previous reporting period.</li> <li>Reviewed the cumulative report of spending and utilization up to December 2022.</li> </ul>	
3. <b>Item:</b> Reviewed the Reallocation Proposal Approved by PC Co-Chairs for Concurrence.	<ul style="list-style-type: none"> <li>A reallocation proposal was done at January meeting.</li> </ul>	

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	<ul style="list-style-type: none"> <li>A final rapid reallocation will be coming to the Executive Co-chairs.</li> </ul>	
<b>Executive Committee</b>		
<b>Co-Chairs – Wayne Wientjes and Santiago Serrato</b>		
<b>Business Item</b>	<b>Discussion/Motion</b>	<b>Planning Council Action</b>
1. <b>Item: Discussed and Approved the 2023-2024 Meeting Schedule (Action Required: Chair will entertain a motion for action.)</b>	<i>Item discussions postponed due to time restraint.</i> <ul style="list-style-type: none"> <li>Approved the meeting schedule for the year.</li> </ul>	
2. <b>Reviewed COVID Community Spread Update for Bexar County</b>	<ul style="list-style-type: none"> <li>COVID Community Spread was at low.</li> </ul>	

## 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

<b>Public Comment</b>	<ul style="list-style-type: none"> <li>Santiago requested Be Well San Antonio be presented at People’s Caucus.</li> <li>Brittanie will present HIV &amp; Aging at People’s Caucus Dinner Meeting on Wed, April 12.</li> </ul>
<b>Announcements</b>	None
<b>Schedule of Next Meeting</b>	Thursday, Apr 20, 2023, 12:30 pm – 2:00 pm
<b>Adjournment</b>	Motion to adjourn made by Santiago and 2 <sup>nd</sup> by Laura; meeting adjourned at 1:59p CST.