

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, May 18, 2023
Zoom Videoconference
12:30 p.m. – 2:00 p.m.

		Recipient Staff		Guests	
Joe "Jase" Clower	P	Barbara Jardine (Pending)	E	Leah Meraz	Shabaura Perryman, MPH
Ronique Pleasant	P	Daniel Pineda (Pending)	P	Mary Mitchell	
Santiago Serrato	P	Laura Gonzales (Pending)	P	Annie Johnson	
Korie Smith	E			Tanya Khalfan Mendez	
Mikela Villareal	A			Dean Parra	
Charles Whitehead	P				
Wayne Wientjes	P			Planning Council Support Staff	
Jesus (Jesse) Garza	E			Sharron Harris	
Randy Garza (Pending)	A			Gloria Wood	
P = Present		A = Absent		E = Excused Absence	

Call to order	The meeting was called to order at 12:32p CST
Determination of Quorum	5 members present; no quorum.
Welcome and Introductions	PC Support called the roll and welcomed everyone.
Mission Statement	Mission Statement was not read – no quorum.
Approval of the Agenda	No quorum – Agenda not voted on.
Approval of the Minutes from March 16, 2022	No quorum – Minutes not voted on.

PLANNING COUNCIL BUSINESS

Planning Council Co-Chairs: Santiago Serrato and Wayne Wientjes

Business Item	Discussion / Motion	Planning Council Action
A. Recipient Report - May 2023	<p>Presented by: Leah, Tanya, & Mary Kay (For more details, see Recipient Report included in Meeting Package.)</p> <p>Tanya:</p> <ul style="list-style-type: none"> Operation Brave: Site visit on May 2-4. Final report pending. Working on increasing traffic via social media; preparing for A Day to Be Brave scheduled for October. Care Coordination: Screened 1717 in Emergency Department; 22 total referrals. Barriers – declined services, hospitalization, insufficient contact information. <p>Mary Kay:</p>	

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	<ul style="list-style-type: none"> • ADAP: TCT now has a report for self-attestations and re-certifications. • DATA: E2sanantonio went live on Fri, Apr 21, 2023 and is a global service. All clients will sign global consent form (6-month grace period). Basic training available beginning today, May 18. • Compliance – Monitoring: Operation Brave was completed on Mar 13; Part D begins Mon; May 22, Part B begins Jul 17; Part A begins in Sep. • Standards of Care have been revised. Working on Part B SOC and will be revised based on DSHS. 2 sets of services now: Admin & Service Standards. • Manuals: Monitoring Manual is complete; subrecipient manual revised on Mar 15 and attached to provider contracts. Policies & Procedures were updated on Feb 23 across the board due to Medicare & Medicaid rate updates. 	
<p>B. Fiscal Report</p>	<p>Fiscal Report Presented by: Annie</p> <ul style="list-style-type: none"> • Part A Formula – Expenditures at 90.19%. • Part A Supplemental – 86.69 expended. • MAI – 81.39% expended. • Unduplicated Client (UDC) – Feb 1,818 • Units of Service (UOS) – Feb 9,274 <p>See Fiscal Report included in Meeting Packet for further details.</p>	
<p>C. Review & Approve Recommendation for Annual PSRA Work Session</p>	<ul style="list-style-type: none"> • Recommendation is Aug 24 from 9:00a-4:00p and ending on the 25th is needed. Needs Assessment Committee elected to use the data from previous year. There was no opposition stated to these dates. 	<p><i>Aug 24 and 25 to be PSRA Workshop Dates for this Grant Year.</i></p>
<p>D. Outcome of Poll for Summer Meeting Break</p>	<ul style="list-style-type: none"> • Results of Poll: 9 individuals took the Poll. Yes = 7; No = 2; five (5) preferred the month of Jul; two (2) preferred Aug. All, except People’s Caucus will be on summer recess in Jul. 	
<p>E. Review/Discussion of Standing Committee Reports (for possible action) Each Chair may entertain a motion for possible action.</p>	<ul style="list-style-type: none"> • See below. 	

COMMITTEE REPORTS

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Needs Assessment and Comprehensive Planning/Continuum of Care Committee (CPCC)		
Chair – Korie Smith		
Business Item	Discussion / Motion	Planning Council Action
<p>a. Item: Discussed 2023 Needs Assessment Survey Progress</p>	<p>Presented by PC Support in Absence of Chair: Korie Smith</p> <p>The survey will be available in English and Spanish and disseminated in electronic form in Survey Monkey and in paper form. Testing will occur late-May and survey will be disseminated by in June 2023.</p>	
<p>b. Item: PSRA Planning</p>	<p>The proposed date and time for PSRA was discussed. The Committee recommended August 24 & 25, 2023 and data presented for decision-making last year was reviewed. It was agreed the information will be updated and used for decision-making for this PSRA workshop.</p>	
Membership, Nominations, and Elections Committee (MNE)		
Chair – Ronique Pleasant		
Business Item	Discussion / Motion	Planning Council Action
<p>A. Item: Planning Council Mandatory Membership Categories</p>	<p>Presented by Chair: Ronique Pleasant</p> <p>Reviewed & discussed current vacancies in Planning Council Mandatory Membership Categories & discussed strategies to fill vacancies.</p> <ol style="list-style-type: none"> 1. AIDS Serving Organizations (ASOs), Community Based Organization serving the affected Communities. 2. Social Service Provider 3. Mental Health/Substance Abuse Provider 4. Hospital Planning Agency 5. Representative of/or formerly incarcerated PLWH 6. RWHAP Part B Administrative Agency (State Agency) 7. State Medicaid Agency (State Agency) <p>b. Item: Mandatory Forms – Members were reminded, they will receive the mandatory forms that must be signed annually.</p> <ul style="list-style-type: none"> • Code of Conduct; and • Conflict of Interest 	
<p>B. Item: PC Removal</p>	<ul style="list-style-type: none"> • MNE members unanimously voted to remove Jamie Zapata from Planning Council, due to violation of Planning Council attendance 	

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	<p>requirements. The committee obtained Executive Committee vote of concurrence to present our recommendation to the full Planning Council for final approval. The Chair shall entertain a motion for action. The Vote was unanimous to remove the member from Planning Council. The Member is no longer eligible to serve on Planning Council.</p>	
C. Item: Mandatory Forms	<ul style="list-style-type: none"> • Members were reminded they will receive the mandatory forms that must be signed annually. <ol style="list-style-type: none"> 1). Code of Conduct; and 2). Conflict of Interest. 	

Fiscal Monitoring and Reallocations (FMRA)/Executive Committee
Co-Chairs – Wayne Wientjes and Santiago Serrato

Business Item	Discussion / Motion	Planning Council Action
A. Item: Receive and Discuss the Recipient Report	<ul style="list-style-type: none"> • No quorum. No business conducted. 	
B. Item: Review and Discuss the Part A Expenditure & Unduplicated Client Count Report by Service Category	<ul style="list-style-type: none"> • No quorum. No business conducted. 	

People’s Caucus
Co-Chairs – Wayne Wientjes and Santiago Serrato
Co-Chair (Consumer) - Vacant

Business Item	Discussion/Motion	Planning Council Action
A. Funded Services Discussions	<ul style="list-style-type: none"> • Committee voted to have monthly presentations of the following services: <ol style="list-style-type: none"> 1. Emergency Financial Assistance -May 19th 2. Medical Transportation – June 16th 3. Mental Health – July 21st 4. Oral Health – Sept. 22nd 5. Referral for Health Care Services – Oct. 20th 6. HIPSCA – Nov. 17th 7. Outpatient Ambulatory Health Services 8. Medical Nutrition Therapy 	

Parking Lot Action Items

#	Item	Assigned To	Date Assigned	Due Date	Status
1	Presentation on Drug Overdoses and its cross-section with HIV, Contact: Frederic Courtois	Sharron Harris			Pending response from F. Courtois

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Public Comment	None
Announcements	Ronique/Daniel: 2 nd Pride Ride, Jun 3 at Sat College Student Center @ 9:00a. Warm-up at 8:30a. Reach out to Daniel if you need a bike to ride. Earn a Bike may have bikes available. Contact Daniel if you have a need.
Schedule of Next Meeting	Thursday, June 15, 2023, 12:30 pm – 2:00 pm CST
Adjournment	Motion to adjourn made by Charles Whitehead and 2 nd by Korie Smith; meeting adjourned at 1:28p CST.