

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
 Combined Fiscal Monitoring & Reallocations,
 Membership, Nominations & Elections Committees and
 Executive Committee**

**Thursday, November 17, 2022 | Zoom Teleconference
 10:00 a.m. – 12:00 noon**

NA/CPCPC Committee Members		Recipient Staff	Guest
Santiago Serrato	P	Leah Meraz	
Wayne Wientjes	A	Mary Mitchell	
Ronique Pleasant	P	Annie Johnson	
Mikela Villareal	P	Tanya Khalfan Mendez	
Kori Smith	P		
LaToya Goodwin	P		
Alfred Chavira	A	Planning Council Support	
Charles Whitehead	A	Sharron Harris	
		Gloria Wood	

Call to Order	Santiago called the meeting to order at 10:06a CST
Determination of Quorum	Quorum established.
Mission Statement	Santiago read the Mission Statement.
Approval of the Agenda	Motion to approve Agenda made by Ronique; 2 nd by Mikela; no opposition, motion passed; Agenda approved.
Approval of Minutes from Sep 15, 2022	Sep 15, 2022 Minutes approved by Santiago w/no objections.
Approval of Minutes from Oct 20, 2022	No action.

COMMITTEE BUSINESS ITEMS

**Needs Assessment (NA) and Comprehensive Planning/Continuum of Care Committee (CPCPC) Business
 Chair – Vacant**

Business Item	Discussion / Motion	Planning Council Action
A. 2022-2026 Integrated HIV Prevention & Care Plan Overview	<ul style="list-style-type: none"> In the home stretch of the Integrated Plan. Letter of Concurrence being sent to Wayne and Santiago later today to sign on behalf of the Planning Council, acknowledging that the Planning Council was involved in the Integrated Plan effort and that it agrees with the Plan. 	

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B. AEAM overview	<ul style="list-style-type: none"> • AEAM (Assessment of the Efficiency of the Administrative Mechanism) – PC Support explained that AEAM is RW Regulations directing Planning Council to oversee that the system in place is working well. • Putting together a presentation of the results of the AEAM questions for the next meeting. 	
Membership, Nomination & Elections Committee Business Chair – Ronique Pleasant		
Business Item	Discussion/Motion	Planning Council Action
A. PC Attendance Update	<ul style="list-style-type: none"> • PC Support announced that Ronique Pleasant was now Chair of Membership, Nominations & Elections Committee (MNE). • PC Support discussed the Reflectiveness of the current Planning Council vs. what is required, and explained what Reflectiveness represents. • Reviewed the attendance report and requested any necessary corrections. 	
B. Training for Subcommittee Chairs	<ul style="list-style-type: none"> • PC Support trained on the responsibilities of Co-Chairs and how a meeting should be conducted, using relaxed Robert’s Rules of Order, and reviewed the Robert Rules of Order with the Committee. • By-Laws guide how the Planning Council is to conduct its business, and includes a Non-Discriminatory, Confidentiality, Conflict of Interest policies, as well as the Definition of Conflict of Interest. • PC Support went over the committees of the Planning Council and their responsibilities; and the 15 membership categories, particularly expressing the need for a Part B representative, and representative of individuals who were formerly in prison and released from the penal system in the previous 3 years and be HIV positive at the time of their release. • Major Don’ts: <ul style="list-style-type: none"> ○ No Chair should influence who gets Part A funding. ○ Do not violate Planning Council policy. ○ Do not criticize or allow members or guests to criticize specific Providers. ○ Do not focus narrowly on the needs of 1 person with HIV. ○ Don’t be persuaded by passionate pleas. ○ Don’t take disagreements personally. 	

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	<ul style="list-style-type: none"> • Resources Available: <ul style="list-style-type: none"> ○ Planning Council Primer ○ Part A Manual (HRSA) ○ SATGA Planning Council By-Laws 	
<p>C. HRSA Recruitment & Retention Planning CHATT Update – Wayne, Jase and Sharron (2nd Session 11/27/22)</p>	<ul style="list-style-type: none"> • 2nd HRSA Training Chatt – During this session each jurisdiction will talk about its recruitment strategy. HRSA’s role is to facilitate bringing the jurisdictions together—HRSA leads, offers ideas, and share reference materials, but the Chatts are basically jurisdictions sharing strategies among each other. • Attendees will give MNE an update each month on what comes out of the Chatt sessions. 	
<p>Fiscal Monitoring and Reallocations (FMRA) Committee Business Chair - Vacant</p>		
Business	Discussion/Motion	Planning Council Action
<p>A. Review Part A Recipient Report</p>	<p>Recipient Report: Admin Overview (Leah)</p> <ul style="list-style-type: none"> • Still working on hybrid schedule—in office 2-3 days/week. • Staffing: ADAP Liaison position has been filled. Start date is Dec 5. Nurse Care Coordinator Supervisor filled by internal member, Michelle Espinoza, who was previously a Care Coordinator. Program Manager – Data position was updated to Assistant Director and is vacant. • RDE: Continuing to work with contractor on a weekly basis. They have launched the demo site and given it to staff for review. AA continues to provide weekly feedback. The anticipated start date is December, but will depend on the turnaround time on data needed from State to import into the system. • Program Activities: Worked on the Integrated Plan and that is going well. <p>Operation BRAVE (Tanya)</p> <ul style="list-style-type: none"> • Last month on Oct 25, held A Day to be Brave, with 72 attendees, good testimonial videos & roughly 9 vendors participating. Had great feedback and compliments including keynote speaker, venue and overall vibe, and recognizing the individual as a whole person vs their status. Three (3) outreach events were attended in Oct, reaching about 650 individuals. • Care Coordination: A total of 22 referrals from Emergency Department. 11 were previously 	

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	<p>diagnosed, 9 newly diagnosed and 2 were duplicate referrals. Five (5) went to Part A, 12 to Operation BRAVE, and 3 went to Part D. Ten (10) individuals were linked to care.</p> <ul style="list-style-type: none"> • ADAP – No updates. <p>Clinical Quality Management Activities (Mary Kay)</p> <ul style="list-style-type: none"> • <i>Compliance/Monitoring:</i> For compliance, have begun monitoring onsite remotely beginning Nov 28 – end of Dec. Had pre-monitoring workshop between Oct 31 and Nov 3, with each individual service provider to go over what will be looked at, what will be needed and of what they need to be aware. <p><i>Manuals:</i> Still working on manuals for monitoring, CQM, and Recipient. There will be an update to the Subrecipient manual.</p> <p><i>Standards of Care:</i> Updating Standards of Care to split into 2 documents, as well as to match the HRSA June (no new regulations) monitoring standards, i.e., Administrative, Universal Program Fiscal & Eligibility, and Service Standards to help with understanding.</p> <p><i>CQM Committees:</i> External Committee met on Oct 13, added Vfend to the formulary to treat many different forms of fungal infections, including a form of meningitis. The internal Committee is working with the service providers on setting up their CQM programs. Phase I is complete, except for 1 provider, but moving on to Phase 2. Will do technical assistance with the agencies on what performance measures are and help them put together their performance measures.</p> <p>Trainings/Technical Assistance (Mary Kay)</p> <ul style="list-style-type: none"> • Standards of Care Review: Oral Health was held on October 25, 2022. There was not one held this month. The service category for Housing and HOPWA categories are scheduled for next month. • Ryan White 101 was held on November 1, 2022. No additional RW 101's schedule for this year. • Will continue to do 101's quarterly. • Quality and Compliance Teams are creating mini-Technical Assistance Trainings for the agencies to help them better understand the CQM Plan requirements, Performance Measures, Work 	
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	Plans, and Quality Improvement vs. Quality Assurance.	
B. Review Part A Expenditure & Unduplicated Client Count Report by Service Category	<p>Part A Expenditures: Annie</p> <ul style="list-style-type: none"> At 51.58% spent, just a little below where we should be, without pending invoices. Little over in Oral Health and Non-Medical and they will shift to using other funding streams because they still have Part A Supplemental, and MAI also funds non-medical case management and most clients do qualify for MAI. The one that is really low is Medical Nutrition. Position still vacant, so those funds will probably be reallocated. Supplemental – Doing pretty good on supplemental side. Have to use 95% of these funds. Oral Health is over, but have other funding streams available for that. MAI – Having a challenge utilizing this fund. PC Support requested Annie’s thoughts on how to utilize these funds more effectively. Have 2 years before next Application & RFP cycles, which would give the Planning Council enough time to figure out how best to get the community services within MAI funds. 	

EXECUTIVE COMMITTEE BUSINESS		
Co-Chair – Santiago Serrato		
Co-Chair – Wayne Wientjes		

Business	Discussion/Motion	Planning Council Action
A. Review Reports from Standing Committees	See above.	
B. Discuss the 2023-2024 Meeting Schedule	No discussion.	
C. Subcommittee Chair Vacancies – Recruitment Discussion	No discussion	
D. Update on COVID Community Spread Update for Bexar County	No discussion.	
E. Request from Frederic Courtois (former Planning Council Member) to make a presentation on Drug Overdoses	No discussion.	
F. OTHER – REALLOCATION PROPOSAL VOTE	<p>Reallocation Proposal: Annie explained the 2 changes—</p> <ul style="list-style-type: none"> One (1) is for carryover funds and the 2nd is reallocations requested by service providers. 	

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	<ul style="list-style-type: none"> • Motion to approve the reallocations made by Korie Smith; 2nd by Ronique Pleasant: <p>The Vote follows: Santiago – Yes Ronique Pleasant – Aye Korie Smith – Yes No opposition; no abstentions. Motion passed. Reallocations approved.</p>	
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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
2	Pursue Hybrid Meeting Option for People’s Caucus	Sharron Harris	7/21/2022	ASAP	Confirmed for 9/16

Public Comment	None.
Announcements	None.
Schedule of Next Meeting	TBD, 2022, 10:00 A. M. CST
Adjournment	11:41a CST