

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, January 18, 2024
 Zoom Teleconference
 12:30 p.m. – 2:00 p.m.

			Recipient Staff		Guest
Joe "Jase" Clower	E	Charles Whitehead	E	Leah Meraz	Don Marzullo, Promesa
Jesus "Jesse" Garza	E	Mikela Villareal	A	Tanya Khalfan Mendez	Beverly Johnson
Laura Gonzalez	P	Thomas Evans (New App)	P	Annie Johnson	
Barbara Jardine	E	Angela J. Warren (New App)	E		
Daniel Pineda	P	Joseph Leitch ("T") (New App)	P		
Ronique Pleasant	P				
Santiago Serrato	P				
Korie Smith	P			Planning Council Support	
Wayne Wientjes	E			Sharron Harris	
P = Present	A = Absent	E = Excused Absence		Gloria Wood	

Call to Order	Meeting called to order 12:35 p.m.
Determination of Quorum	Quorum established.
Mission Statement	Mission Statement read by Santiago Serrato.
Approval of the Agenda	Motion to approve Agenda by Korie Smith; 2 nd by Daniel Pineda. No opposition, no abstentions, Agenda approved.
Approval of Minutes from November 16, 2023	Motion to approve Minutes as amended to update Ronique's attendance by Korie Smith; 2 nd by Daniel Pineda. No opposition, no abstention; Minutes approved as amended.
Update on Bexar County – COVID Community Spread	Low

PLANNING COUNCIL BUSINESS

Co-Chair – Santiago Serrato

Co-Chair – Wayne Wientjes

Business	Discussion/Motion	Planning Council Action
A. Item: Recipient Report (<i>handout included with meeting package</i>)	<p>RW Administrative Overview - Leah Meraz, Sr. Director, RW Program</p> <ul style="list-style-type: none"> Continue to work hybrid schedule Regular scheduled meetings and trainings <p>Program Activities</p> <ul style="list-style-type: none"> Participated in World Aids Day Events Dec 3 Presentation at Workshop 	

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- Submitted abstracts to participate in upcoming National RW Conference
- Operation BRAVE** - Tanya Kahlfan Mendez:
(EHE Activities - Oversee Pillars 2 (to Treat) and 4 (to Respond). Pillars 1 & 3 are awarded to other agencies.
- Analyzed results of Stigma Survey
 - Working on campaign to address items in Stigma Survey
 - Refining campaign activities and tailoring messaging
 - Continue to have 9 peers in the Peer Program; 1 new application under review & 1 individual onboarding
 - Preparing for Year 5 of Program beginning in March
- Care Coordination**
- Continue to average about 1,542 individuals screened in the ED with 24 individual referrals from multiple sources.
 - 11 had previous a diagnosis, 7 with new diagnosis, 3 pending diagnosis, 2 needed further screening and 1 had a false positive result.
 - 19 referrals went to Operation BRAVE, 1 went to Part D and 1 to Part A, 3 individuals either declined services or were not eligible for services.
- Compliance Activities – Leah Meraz:**
- Monitoring – Part A/MAI, Part D & Operation BRAVE (EHE) Monitoring Review Cycle is underway. On-site monitoring begins in February 2024.
 - Trainings/Tech Assistance provided to Service Providers, Planning Council, AA Staff, Consumers and/or Community Stakeholders -
 - Standards of Care Review - Medical Case Mgt, Tues, Jan 30 @ 10:00 a.m.
 - Monitoring Requirements Review – Medical Case Mgt, Tues, Jan 30 @ 1:00 p.m.
- Clinical Quality Management Activities:**
- QI Project: Eligibility and Intake
- Completing Phase 2 of Eligibility & Intake QI Project.
 - 166 surveys have been received, awaiting 1 agency to submit its surveys.
 - CQM Team is reviewing the intake packets to identify similarities and differences between agency processes.

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	<ul style="list-style-type: none"> Phase 3 - Data in progress Phase 4 – Defining the process. <p>External CQM Committee</p> <ul style="list-style-type: none"> External meeting was held on Dec 5, 2023. Agenda included review request to add medication to formulary, update on CQI project, update on e2SanAntonio (RDE). Next meeting scheduled for Apr 8, 1:00 p.m. 	
B. Item: Fiscal Report (handouts included with meeting package)	<p>Presented by Annie Johnson:</p> <ul style="list-style-type: none"> Part A Formula – at 68%, should be at 75%. Monthly Review Meeting scheduled with Service Providers at end of the month . Part A Formula funds are required to be at 95%. Requested and received a waiver for carry over if needed. Part A Supplemental Funds cannot be carried over – currently at 77% percent. MAI (Minority Aids Initiative) – currently at 55%. 	
C. Item: Reallocation Request for Committee Review and Approval (No vote required in accordance with Planning Council Bylaws)	PC Support reviewed and shared the most recent Rapid Reallocation Request for the information of the Planning Council (<i>no vote required as per Bylaws</i>).	
D. Review and Approve 2024 Meeting Schedule	<p>PC Support reviewed the 2024 Meeting Schedule.</p> <ul style="list-style-type: none"> No regular monthly meetings in July and December. Motion to approve the calendar by Korie Smith; 2nd by Ronique. No opposition, no abstentions; motion to approved passed. Calendar approved. 	
E. Item: Invitation to Candidates Interested in Serving as Planning Council Co-Chairs	<ul style="list-style-type: none"> PC Support invited current Planning Council Members to serve as co-chairs; Opportunity to discuss individual willingness to serve as chair will be given at March meeting; Vote will be taken at March meeting; Wayne Wientjes, current Co-chair term will expire February 2024, but has agreed to remain on until 2 chairs are voted in. 	
F. Item: Review/Discussion of Standing Committee Reports	See Below.	

COMMITTEE BUSINESS ITEMS

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

Business Item	Discussion / Motion	Planning Council Action
Committee Report a. Item: Triennial Needs Assessment Report Status	<ul style="list-style-type: none"> Triennial Need Assessment completed with 438 participants, slightly exceeding the goal. 	

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b. Item: 5-Year Integrated Plan Goals Progress	<ul style="list-style-type: none"> Report is completed and will be sent to AA for review and comments. Will incorporate some of the activities' from the Recipient's progress Report to Integrated Plan (IP) Spreadsheet to document programs toward IP goals. IP Goals Progress will be a part of each Needs Assessment Committee meeting going forward through 2026. 	
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Membership, Nomination & Elections Committee Business
 Chair – Ronique Pleasant

Business Item	Discussion/Motion	Planning Council Action
Committee Report: a. Item: New Planning Council Applicants Vote i. Thomas Evans, WestCare ii. Angela Warren, Bexar County "Unlocked Program" iii. Robby Castaneda iv. Joseph Leitch ("T") b. Item: Planning Council Membership Update	<ul style="list-style-type: none"> The following applicants have been approved by Executive Committee and are forwarded to Planning Council for its approval: Thomas Evans, Angela Warren, Robby Castaneda, and Joseph Leitch (<i>referred to as "T"</i>). Motion made to approve slate of applications of Thomas Evans, Angela Warren, Robby Castaneda and Joseph Leitch ("T") by Korie Smith; 2nd by Ronique Pleasant; no oppositions, no abstentions; motion passed. Applicants approved for Planning Council and will be forwarded to Judge for formal appointment. Many of the mandatory categories are filled. The 4 additional members will be added to the Membership Roster. 	Motion & Vote

Fiscal Monitoring & Reallocation (FMRA)/Executive Committee Business
 Co-Chair – Wayne Wientjes
 Co-Chair – Santiago Serrato

Business	Discussion/Motion	Planning Council Action
Fiscal Report	See Fiscal Report above. (<i>Handout included with meeting package</i>)	

People's Caucus
 Co-Chair – Jase Clower (Planning Council Representative)
 Co-Chair – Beverly Johnson (Community Representative)

Business	Discussion/Motion	Planning Council Action
Committee Report a. Item: Funded Services Discussions Remaining i. Health Insurance Premium, Cost Sharing Assistance (HIPSCA) (1/19/2024) ii. Housing Opportunities for People with HIV/AIDS (HOPWA)	<ul style="list-style-type: none"> HIPSCA will not be presented on 1/19, as Mary Kay Mitchell is not available on tomorrow. Wish List and Calendar will be on the agenda, as well. HOPWA presentation is upcoming. 	

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iii. Outpatient Ambulatory Health Services (OAHS) iv. Medical Nutrition Therapy		
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Public Comment	None
Announcements	None
Schedule of Next Meeting	February 15, 2024, 12:30 p.m. – 2:00 p.m.
Adjournment	Meeting ended 1:52 p.m. CST.