

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
Needs Assessment & Comprehensive Planning/Continuum of Care Committees
Thursday, January 5, 2023 | Zoom Teleconference
9:00 a.m. – 11:00 a.m.

NA/CPCC Committee Members		Recipient Staff		Guest
Alfred Chavira	A	Jamie Zapata	A	Mary Kay Mitchell
Joe “Jase” Clower	P			Carol Nielsen
LaToya Goodwin	P			Dawn Cook
Catherine Lemus	P			
Ronique Pleasant	P			
Santiago Serrato	A			
Mikela Villareal	P			Planning Council Support
Wayne Wientjes	P			Sharron Harris
				Gloria Wood

Call to Order	Meeting was chaired by Wayne Wientjes and called to order at 9:02 a.m. CST. PC Support welcomed everyone.
Determination of Quorum	Quorum established; 6 Committee Members were in attendance.
Mission Statement	Mission Statement was read by Wayne Wientjes.
Approval of the Agenda	Motion to approve Agenda made by Jase, 2 nd by Ronique; no opposition; 1 abstention; motion passed; Agenda approved.
Approval of Minutes from Dec 1, 2022	Motion to approve Dec 5 Minutes by Jase, 2 nd by Ronique; 1 abstention; no opposition; motion passed. Minutes approved.
Update on Bexar County – COVID Community Spread Status	Low community spread in Bexar County.

COMMITTEE BUSINESS ITEMS		
Needs Assessment (NA) and Comprehensive Planning/Continuum of Care Committee (CPCC)		
Chair – TBD		
Business Item	Discussion / Motion	Planning Council Action
1. Still seeking someone to serve as Committee Chair.	<ul style="list-style-type: none"> PC Support made another plea for a chair for the chair-less committees, in particular the Needs Assessment/CPCC Committee, which must complete a Comprehensive Needs Assessment this year. 	
2. Integrated Plan Monitoring Process	<ul style="list-style-type: none"> Will await feedback from HRSA before beginning further planning activities for monitoring effort. 	
3. NA/CPCC Work Plan Development	Needs Assessment <ul style="list-style-type: none"> PC Support suggested Committee review the work plan monthly after each quarter. Comprehensive Needs Assessment Plan is due this year. Requested Committee ideas to 	

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	<ul style="list-style-type: none"> ○ develop the needs assessment survey instrument; ○ where we need to go to get clients to take the survey; ○ who do we partner with to get good participation. <ul style="list-style-type: none"> ● Will officially start the planning at the March meeting. PC Support will do the draft for discussion. ● Set a goal to deploy Needs Assessment by June, allowing 2 months for taking the survey. ● Consider doing the survey in electronic and paper forms. ● Requested thoughts from Committee ● Monitor the Work Plan beginning in June, September, 2023, and January, 2024. <p>CPCC:</p> <ul style="list-style-type: none"> ● CPCC and Needs Assessment will work together on the PSRA process. ● PC Support will create a separate work plan for the PSRA activities, including framework and logistics involved with conducting the PSRA process formulating a workgroup/team that describes what the dataset will be for the PSRA process. ● NA/CPCC will have an active part in developing the survey instrument and deciding what will work in deploying it to attain more participation. 	
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Parking Lot Action Items

No.	Parking Lot Action Items	Assigned To	Date Assigned	Due Date	Status
1	Review of Needs Assessment Outcomes, Lessons Learned and Strategies for 2022 Comprehensive Needs Assessment	NA/CPCC	Jan 6, 2022	TBD	Tabled until next grant year.
2	Distribute the Standard of Care	PC Support	Feb 3, 2022	Mar 3, 2022	Completed.

Public Comment	None
Announcements	Ronique: MLK Walk will be in-person. Visit City website for more information.
Schedule of Next Meeting	Feb 2, 2023 @9:00 a.m.
Adjournment	Motion to adjourn made by Jase, 2 nd by Ronique; no opposition; meeting adjourned at 9:56 a.m. CST