

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 19, 2023

Zoom Videoconference

12:30 p.m. – 3:00 p.m.

Planning Council Members				Recipient Staff		Guests	
Alfred Chavira	A	Wayne Wientjes	P	Leah Meraz	Shabaura Perryman, MPH		
Joe “Jase” Clower	P	Jamie Zapata	A	Mary Mitchell	Connie Whitworth - Janseen		
LaToya Goodwin	P			Carol Nielson			
Catherine Lemus	P			Annie Johnson			
Ronique Pleasant	P			Dawn Cook			
Santiago Serrato	P			Tanya Khalfan Mendez			
Korie Smith	P			Planning Council Support Staff			
Mikela Villareal				Sharron Harris			
Charles Whitehead	P			Gloria Wood			
P = Present				A = Absent			

Call to order	The meeting started at about 12:35p CST.
Determination of Quorum	8 members present; Quorum established.
Welcome and Introductions	PC Support called the roll and welcomed everyone.
Mission Statement	Mission Statement was read by Santiago.
Approval of the Agenda	Motion for approval of agenda made by Santiago and 2 nd by Jase, upon correction of agenda date.
Approval of the Minutes from November 17, 2022	Motion for approval of Minutes made by Jase and 2 nd by Santiago with no opposition, 1 abstention. Motion passed. The Minutes were approved.

Recipient Report (Leah) January 2023	<ul style="list-style-type: none"> Continue to work hybrid. 2-3 days in the office. Staff is in office Mon-Fri all. As of Jan, all open positions are filled. ADAP Liaison filled by Jeni Deck on Dec 8, Asst Director for Data filled by Dean Parra on Jan 5; and Community Update Specialist position was filled by Kelly Roberts on Dec 19. All new members have Ryan White experience. Had RW Activities meetings, regular fiscal and accounting updates; meetings with DSHS and continue to meet with RDE (new software program team) every Thursday. <p>Program Activities Leah thank everyone for their participation on IG plan work. Was able to submit b deadline, Dec 9. Project Officer for Part A and Project Officer for ending the epidemic are reviewing the Plan and expect to hear back in April.</p> <p>Operation BRAVE: Had one outreach event attended by peers. Conducted a transgender sensitivity training for the RW Administrative Agency staff. Housing referrals have picked up now that we have a Program Coordinator for Housing.</p>
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Care Coordination:

Total of 21 referrals made to the team in December. 15 individuals had a previous HIV diagnosis, 3 had a new diagnosis and 3 are pending. 14 have gone to Operation BRAVE program, 2 were sent to Part D program, 3 to Part A, 1 was out of our service area, and 1 is incarcerated.

ADAP (Mary Kay Mitchell):

Jeni Deck is the new ADAP Liaison. Meets weekly with THMP and other ADAP Liaison. Works for 2 AAs.

DHSH is currently reporting that they are reviewing new applications received as of Dec 21, recertifications received as of November 14, and self-attestations that were received as of November 1.

DATA:

Data Team is currently working with the service providers and the State on the 22 annual RSR that is due in March.

Currently working with RDE on data migration. Set to launch live on March 1.

TCT: Data team is continuing to assist staff with TCT access and navigating through the system. The Data team participates in weekly meetings with DSHS. Reports are still not matching.

Compliance:

Finished Part A & MAI monitoring. Aggregate results:

- Administrative monitoring: program, fiscal, universal – 100%; Eligibility for Part A- 98%; Eligibility for MAI – 97%. Less than 100% has corrective action plans attached.
- Service Standards must be 80% compliance rate: EIS – 84%; health insurance – 66%, will be improved quickly-will be 100% in a week; LPAP -100%; medical case management - 96%; mental health – 100%; oral health – 100%; outpatient – 97%; substance abuse – 100%; ESA – 99.5%; food bank – 89%; medical transportation – 98%; non-medical – 90%; referral – 89%.
- MAI: EIS – 92%; mental health – 100%; substance abuse- 93%; non-medical – 86%.

Mary Kay applauded the team for getting the monitoring done through the holidays.

Manuals: Completed Part A standards, created specifically with requirements for the Providers on Jan 6. Also completed one for BRAVE.

Monitoring Program, CQM Program & Recipient manuals are in progress. Will review & revise the subrecipient manual to be attached to the March 1 contracts.

SOC are being revised based on monitoring outcomes and HRSA monitoring standards.

Technical Assistance and Training: Providing monitoring outcomes TA.

Standards of Care Review: Medical Case Management on Jan 24 @10:00a.

CQM (Dawn)

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	Upcoming external CQM meeting is Mar 29 to review Part A MAI monitoring results. Internal meeting coming up to review Pt A MAI monitoring results.	
Fiscal Report - Annie	<ul style="list-style-type: none"> • <i>Part A Overall - 64.63% spent through the month of Nov and includes 319,000 pending review.</i> • <i>Part A Supplemental – 57.2% - Monthly agency review meetings project all funds will be spent.</i> • <i>MAI – 43% spent.</i> 	

PLANNING COUNCIL BUSINESS

Planning Council		
Co-Chairs: Santiago Serrato and Wayne Wientjes		
Business Item	Discussion / Motion	Planning Council Action
1. Item: Review Reports from Standing Committees	<ul style="list-style-type: none"> • <i>See below</i> 	
2. Item: Discuss and Approve the 2023-2024 Meeting Schedule. a. People’s Caucus to Resume In-Person Meeting in March 2023.	<ul style="list-style-type: none"> • <i>In March, separate MNE Committee will resume, with new Chair, Ronique Pleasant.</i> • <i>On-site/hybrid Peoples Caucus Meetings will begin at March meeting @ CafeCollege.</i> • <i>Vote on Meeting Schedule: Santiago made motion to approve the schedule; Charles 2nd; no opposition; no abstention; Motion passed. 2023-24 Meeting Schedule approved.</i> 	Voted to approve the 2023-24 meeting schedule.
3. Item: Subcommittee Chair Vacancies – Recruitment Discussion	<i>PC Support encouraged anyone who could to join the Needs Assessment meetings to help plan and implement the Comprehensive Needs Assessment. Will share in the next meeting the survey instrument & adjusting questions, if desired.</i>	

Committee Reports

Needs Assessment and Comprehensive Planning/Continuum of Care Committee (CPCC)		
Chair – Vacant		
Business Item	Discussion / Motion	Planning Council Action
1. AEAM Update	<p>Presented the results of the Assessment of the Efficiency of the Administrative Mechanism.</p> <ul style="list-style-type: none"> • The Recipient provides technical assistance monthly to help the provider network understand its responsibilities for 	

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	<p>meeting the requirements of the grant for proper service delivery to PLWH.</p> <ul style="list-style-type: none"> • A report of the timely payments of invoices to service providers was created. 	
2. Seeking Chair for Committee	Korie Smith indicated her interest in chairing the NA/CPCC committee and is trying to figure out if her schedule will accommodate it.	
NA/CPCC Work Plan Development	Discussed Committee work plan. Fine-tuning the work plan. Committee to vote at next meeting on Feb 2 and agree on final work plan for the year.	

Membership, Nominations, and Elections Committee (MNE)

Chair – Ronique Pleasant

Business Item	Discussion / Motion	Planning Council Action
1. Committee Update	<ul style="list-style-type: none"> • PC Support solicited update from the new Committee Chair. Chair indicated that Daniel Pineda was voted in. Spoke with Catherine Lemus, Centromed She has 2 individuals who are interested in taking her spot and will submit their applications. • Will be starting separate Membership meetings in March. 	

Fiscal Monitoring and Reallocations (FMRA) Committee

Chair - Vacant

Business Item	Discussion / Motion	Planning Council Action
1. Part A Recipient Report	Recipient presented their activities.	
2. Reviewed and Discussed the Part A Expenditure & Unduplicated Client Count Report by Service Category	No providers are indicating that they will not be able to spend their budgets.	
3. Reviewed and Voted on Reallocation Proposal	Reallocations occurred in November and Final Reallocation done in January.	

Executive Committee

Co-Chairs – Wayne Wientjes and Santiago Serrato

Business Item	Discussion / Motion	Planning Council Action
1. Reviewed Reports from Standing Committees	<ul style="list-style-type: none"> • See above. • Planning Council Support provided handouts included in the meeting packets. 	
2. Reviewed COVID Community Spread Update for Bexar County	COVID Community Spread was at Medium.	

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3. Request from Frederic Courtois (former		
4.		
5.		

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	Completed

Public Comment	No Public Comment.
Announcements	Jase announced that National Black HIV/AIDS Awareness Day is on February 7, 2023.
Schedule of Next Meeting	March 16, 2023
Adjournment	Motion to adjourn at 1:29p made by Jase & 2 nd by Charles