

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/CPCCC 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 (CPCCC)		
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/CPCCC 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/CPCCC 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 	

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

	<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. 	
--	---	--

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