

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 Financial Monitoring & Reallocations Committee and Executive Committee

Thursday, May 19, 2022
 Zoom Teleconference
 10:00 a.m. – 12:00 p.m.

Executive Committee Members			Recipient Staff	Guests
Santiago Serrato	P		Leah Meraz	
Wayne Wientjes	P		Mary Kay Mitchell	
			Maricella McQueen	
			Annie Johnson	
			Planning Council Support Staff	
			Sharron Harris	
			Gloria Wood	
P = Present			A = Absent	

Call to Order	The meeting was called to order at 10:05am CST.
Determination of Quorum	Both Executive Committee Members in attendance
Welcome and Introductions	Santiago welcomed everyone. Planning Council Support did the roll call.
Mission Statement	Mission Statement was read by Santiago Serrato.
Approval of the Agenda	Motion to approve the agenda was made by Wayne Wientjes. Agenda approved.
Approval of the Minutes from February 2022	Motion to approve Minutes was made by Wayne Wientjes. Minutes were approved.
Recipient Report May 2022	<p>RW Administrative Overview (Leah)</p> <ul style="list-style-type: none"> • Updates are 2 positions filled. Financial Grants Compliance position (Vince) started May 16. Will be helping Annie with contract, contracts compliance & helping with fiscal monitoring. His background is in Compliance. He's from France. Program Manager of Quality & Compliance was filled, and employee (Dawn Cook) started April 25. • AA staff continues to work from home with alternating days to be in the office. Starting next week, Mon-Thu, will be alternating. • RW staff participated in 21 trainings and meetings • Mary Kay is updating Policy & Procedures for Ryan White & Operation Brave • ADAP Liaison continues to work with agency, pharmacy and other staff on transition to TCT. Agencies have not had adequate training and continue to struggle with the communication regarding the status of applications. THMP is currently behind in processing applications. <p>Planning Activities:</p> <ul style="list-style-type: none"> • Part A & MAI Annual Progress Report is due May 29, 2022. • Part B, State Rebate & State Services Annual Report is due next week.

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- *Black Women's Health Initiative* was held Apr 30, at 11:00a – 2:00p at True Vision Church; over 200 registered; HIV Testing and Covid Vaccines were offered.
 - *Pride Ride June 2022* - Team Taco Cycling Group & Mixedfit SA & Pride Center & *FAM210 – June 4, 2022* at 10am
 - *Patient Navigation* – There were 8 referrals in April, 5 from emergency Department, 1 health department, 1 provider referral, 1 health department & 1 self-referral.
- Clinical Quality Management (CQM) Activities:**
- Due to TCT transition, do not have 4th quarter data and cannot determine performance measures; accurate data not available.
 - Held CQM External Committee meeting on March 29, 2022, 40 people in attendance. Next meeting scheduled for June 15, 2022.
 - Ryan White & Operation BRAVE held a Planning Council 101 Overview/Training on May 16, 2022.
 - Had Standards of Care Update for RW 2022 Service Category Overview-Referral held on March 22, 2022, Substance Abuse-Outpatient was held April 26, 2022 and OAHS will be held next week, May 24, 2022.
- Operation BRAVE Activities: (Mary Kay)**
- LVN Positions have been filled.
 - Continuing trying to engage individuals experiencing homelessness.
 - Peer check-ins throughout the month. Learned peer successes: 1 peer accepted to medical school at Texas Tech University; 1 peer graduating soon with a focus in public health.
 - Working to streamline peer program and stipend process.
 - 5 outreach events were attended. About 460 individuals reached.
 - Social Media engagement continues to increase.
 - Care coordinators continue to participate in outreach events to assist in capacity building.
 - Post-tests have been sent to clinical staff who participated in Transgender Sensitivity Training to see what they retained or what they thought of the training. A one-page recap of the presentation was sent to staff for reference.
 - Looking into opportunities to expand sensitivity training to outside locations/clinics Housing activities.
 - Draft work plan was sent for review and recommendations.
 - 16 referrals were made by Care Coordination to the housing program.

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COMMITTEE REPORTS		
Needs Assessment and Comprehensive Planning/Continuum of Care Committee (CPCC)		
CHAIR – TBD		
Business Item	Discussion / Motion	Planning Council Action
Discuss Framework & Meeting Logistics for PSRA	<ul style="list-style-type: none"> 2-step process: PSRA prioritizes the RW services that HRSA allows to be provided/funded; reallocation, i.e., allocate the percentage of dollars to the services you want to fund. An additional small piece is Directives which are instructions to the AA to improve access to services or service delivery. PC Support along with AA presented a draft PSRA proposal for Committee approval. 	
Identify Datasets for PSRA	<ul style="list-style-type: none"> Reminded Committee that last year's presentation was sent out to everyone that shows you background on PRSA process—documents, some of the needs assessment findings, unduplicated client trends from 2018-20 to help prepare you to make your decisions for PRSA. Asking for thoughts on any new data you want to see in the presentation. 	
Review 2022-2026 Integrated Plan Worksheet	<ul style="list-style-type: none"> Getting behind the curb. Need to assemble the Integrated Plan Stakeholder Workgroup to discuss framework of what's being proposed for the Integrated Plan. PC Support has been working on the outline. Will build on the previous 5-year plan. PC Support stressed the need to come up with candidates to serve on the workgroup, carve out 2-3 meetings go over the outline of what's being proposed; look at whether we need to have any further discussions, enhancements, and how we want to solicit feedback from People's Caucus. Plan is due December 9. Need to get it to the AA by mid-November for final review & approval. Wants the Plan to be as robust as possible. 	

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	<ul style="list-style-type: none"> • Wants to show all of the partnerships where HIV related care can be provided. • Starting in June, I would like to be able to put the Integrated Plan Framework in front of the Stakeholder workgroup, even if it's only Planning Council members. 	
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Membership, Nominations, and Elections Committee

CHAIR: TBD

Business Item	Discussion / Motion	Planning Council Action
<p>Update on New Committee Chairs</p>	<ul style="list-style-type: none"> • PC Support proposed collapsing the Membership Committee into the Fiscal & Executive Committee for the remainder of the year. The Planning Council co-chair would then only have to appoint the Needs Assessment chair. • The Proposal would separate the Membership Committee back out beginning next year. • Wayne is working on Glenda and Steve Manning, who are former members, to return to the Planning Council, feels having been PC members in the past, they would make good chairs, however, the bylaws may need to be revised. Currently, the requirement says a member must have served for 1-year to be eligible to be a chair. This language would need to be revised to allow a newly appointed member to serve as a chair. • PC Support proposed amending by-laws' language to allow flexibility for individuals with prior PC experience to serve at the discretion of the PC members, and bringing up for Planning Council vote at upcoming meeting. 	
<p>Review a New PC Applicant Membership Application</p>	<ul style="list-style-type: none"> • Welcomed LaToya as our newest PC applicant and voted on her last month for approval, advancing her application to the Judge. • Ways to recruit more people from Peoples' Caucus. • Recruiting during Pride month. 	

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	<ul style="list-style-type: none"> • Mandatory Compliance Form – still needs forms from about 4 members. • Reaching out to those who have poor attendance. 	
Ad-Hoc Website Committee CHAIR – Vacant		
Business Item	Discussion / Motion	Planning Council Action
Review Previous Website, saplanningcouncil.org, provide recommendations for improvements	May 5: <ul style="list-style-type: none"> • Date change agreed upon changing the date to Fridays, 8:30a-9:00 CST beginning May 13-June 24, 2022. • Would use stock photo images representative of the community’s diversity to establish the site and replace stock images with approved photos as they become available. • Review sample website templates provided by Michael Bernstein, Promesa’s design team. • Agree on a template design to build the new site. 	
Reviewed and Discussed 4 Website Templates	May 13: <ul style="list-style-type: none"> • Obtained a consensus to begin with template 3 (preferred the images and vibrant color), preferred the simplicity of template 4, liked the background imaging on a combination of templates 2 & 4, but wanted less black and white, preferred a more colorful background. 	
Next Steps for May 20th Meeting	<ul style="list-style-type: none"> • The website workgroup will review a rough mark-up of the new site and go from there. 	

COMMITTEE BUSINESS

Fiscal Monitoring and Reallocations (FMRA) Committee Business CHAIR – Vacant		
Business Item	Discussion / Motion	Planning Council Action
Review Part A Expenditure & Unduplicated Client Count Report by Service Category	Presented by Annie Johnson: <ul style="list-style-type: none"> • Still looking at FY 21 – invoices total in Feb - \$140,750 • Working on final report to submit to HRSA • UDC has not been completed—do not yet have good data. Will share as soon as TCT has better data, will share it. 	

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	<ul style="list-style-type: none"> • MAI funded services expenditures totaled \$18,912.92. • 2021 vs 2022 quarters – significantly decreased from last year’s Quarter 4. • Medical transportation and Referral for Healthcare were the only 2 categories that went up compared to last year. • Part A Formula expenditures – met goal at 96.91%. • Wayne & Santiago expressed concern for lack of support services funding in particular medical transportation. Mary Kay suggested to take funding from Medical Nutrition to add to Medical Transportation. Annie reminded them that 1.96% was allocated to transportation in the PSRA, and they must go by the allocations. • Spend at least 75% of our Core Services. Under 75% gets us in trouble with HRSA. • Part A Supplemental -Still have pending items, so may be able to bring it down to 95%. Do have waiver, but cannot carry over Supplemental funds. • No cap for medical transportation, 1 bus pass per month. Keep in mind transportation is specifically attached to a medical service. • Must have data to back up what the client says they need. • MAI – 75.52% spent. • Cares Act – Utilized majority of funds at 98.88%. Cares Act is Covid funding HRSA gave on top of Ryan White funds. Used for PPE and setting up to work remotely, i.e., telemedicine, laptops, adobe, etc. 	
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Executive Committee Business
PC Co-Chairs – Santiago Serrato & Wayne Wientjes

Business Item	Discussion / Motion	Planning Council Action
Mandatory Compliance Forms	Still need the forms from: <ul style="list-style-type: none"> • Jace • AJ – Reach out to see if he wants to voluntarily resign. • Mikela • Marjoriee 	

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	<ul style="list-style-type: none"> • Jamie – Reach out to Jamie. 	
PSRA Proposal	<ul style="list-style-type: none"> • PC to send Exec Committee the overview, for background on the PSRA process to review. • Making sure you discussed the datasets and any additional data you want added to the presentation for the PSRA discussion. • Making sure you get the most recent needs assessment report, utilization & spending data trends. • Schedule for how frequent to send out data that helps you with PSRA. • Discuss consumer input sessions for PSRA. • Conduct the in-person event. PC Support proposing last week of August—Wed, August 24th & Thu, 25. The first day would be Wed, Aug 24 from 9a-4p. From 9a-12n on Thursday, if needed. • Group discussion on priority setting, first part of ranking is non-funded service, core & support • Only use the 25th if we didn't finish on the 24th. <p>Activities involved:</p> <ul style="list-style-type: none"> • Rank each non unfunded service first in order of priority, both core and support. • Rank funded services • Vote to approve the order • Reallocation: Reallocate to core services first, then support services, • Vote to approve the percentages recommended for core and support for the services to be funded • Survey for feedback on ways to improve the process for the following year • Entertain motion to adjourn • The above activities would be the proposal to submit to Planning Council at its next meeting. 	

Public Comment	None
Announcements	Mary Kay will not be available June 8-28, 2022.
Schedule of Next Meeting	June 16, 10:00a
Adjournment	Motion to adjourn by Wayne.