

**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, November 3, 2022 | Zoom Teleconference  
 9:00 a.m. – 11:00 a.m.**

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

<b>Call to Order</b>	PC Support called the roll.
<b>Determination of Quorum</b>	Quorum established; 6 of 9 Planning Council Members in attendance.
<b>Mission Statement</b>	Mission Statement read by Ronique.
<b>Approval of the Agenda</b>	Motion to approve Agenda by Jase; Ronique 2 <sup>nd</sup> the motion; 1 abstention; no opposition; motion passed.
<b>Approval of Minutes from August 4, 2022</b>	Motion to approve Aug 4 Minutes by Jase; Ronique 2 <sup>nd</sup> the motion; 1 abstention; no opposition; motion passed.
<b>Approval of Minutes from September 1, 2022</b>	Motion to approve Sep 1 Minutes by Jase; Catherine 2 <sup>nd</sup> the motion; no opposition; 1 abstention; motion passed.
<b>Approval of Minutes from October 6, 2022</b>	Motion to approve Oct 6 Minutes by Ronique, 2 <sup>nd</sup> by Jase, no opposition, 1 abstention; motion passed.
<b>Update on Bexar County – COVID Community Spread Status</b>	Covid 19 County Check indicates Bexar County is at low community spread status.

<b>COMMITTEE BUSINESS ITEMS</b>		
<b>Needs Assessment (NA) and Comprehensive Planning/Continuum of Care Committee (CPCC)</b>		
<b>Chair – TBD</b>		
Business Item	Discussion / Motion	Planning Council Action

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<p>1. <b>Integrated Plan Status</b></p>	<p><b>Update:</b></p> <ul style="list-style-type: none"><li>• Slide deck was sent out and has all three of the agreed upon goals with strategies and activities. Identified how we would Diagnose, Treat, Prevent and Respond to the three goals.</li><li>• Integrated Plan is in the refinement stage.</li><li>• Still have time to share your thoughts to strengthen some of the objectives we've laid out.</li><li>• HRSA's goal is to eliminate new cases of HIV by 2030.</li><li>• Status Neutral Approach is key tool in helping to attain our goals on both the prevention and care sides.</li><li>• Rapid Start is a component of the Status Neutral Approach key to linking people to care quickly.</li><li>• Efforts with Navigators and Outreach Team to keep people retained in care is also key part of our strategy.</li><li>• We know that when individuals living positive get in care and stay in care and get virally suppressed, they cannot transmit HIV to others and that is our objective so that we can get to as low a reduction of HIV in our TGA as possible over the next 5 years.</li><li>• Listed Planning Council Members who contributed to this Plan as members of the Stakeholders Group in the Plan so that HRSA can see who contributed to developing this Plan.</li><li>• Doing our best to give a good representation of our San Antonio region.</li></ul>	
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<p><b>2. AEAM Update</b></p>	<p>PC Support gave overview of AEAM - Assessment of the Efficiency of the Administrative Mechanism, which is legislatively required to be done by Planning Councils annually.</p> <ul style="list-style-type: none"> <li>• Planning Council’s role is to make sure that the Recipient is getting Part A funds into the community as efficiently as possible.</li> <li>• Main responsibility of Planning Council is prioritizing the services and allocating resources so Recipient knows how much money goes into each category and what services will be funded in the jurisdiction.</li> <li>• HRSA’s main concern is that Providers of services get paid on time.</li> <li>• PC reviewed and explained the following HRSA AEAM core questions with the Committee:       <ol style="list-style-type: none"> <li>1. Were the Part A funds expended in a timely manner?</li> <li>2. Were Part A contracts with service providers signed in a timely manner?</li> <li>3. During the prior grant year, did the TGA have less than 5% carryover in Part A formula grant funds?</li> <li>4. Were Part A resources reallocated in a timely manner?</li> <li>5. Did the Part A Program allocations match the service categories and percentages identified during the priority setting process.</li> </ol> </li> <li>• Committee may choose to add questions if desired.</li> <li>• PC will do a training next month on:       <ul style="list-style-type: none"> <li>○ What is carryover?</li> <li>○ What is reallocation?</li> </ul> </li> <li>• PC Support reiterated that she wants to make sure the Planning Council is comfortable with the expectations that are laid out in regulations for Planning Councils’ unique role as advocates for people in the community who are living positive and what services are available to them.</li> <li>• PC Support gave some history of how Ryan White law and planning councils came about.</li> <li>• PC Support indicated chastisement from the HRSA Project Officer in their last meeting. She stressed the need for committee chairs, and made a plea for co-chairs for: Needs Assessment, Membership, and FMRA.</li> </ul>	
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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.

<b>Public Comment</b>	None
<b>Announcements</b>	
<b>Schedule of Next Meeting</b>	Dec 1, 2022, 9:00a - 10:30a
<b>Adjournment</b>	Motion to adjourn by Ronique, 2 <sup>nd</sup> by LaToya; meeting adjourned at 9:59 a.m. CST