

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
 Combined Fiscal Monitoring & Reallocations,
 Membership, Nominations & Elections Committees and
 Executive Committee**

**Thursday, February 16, 2023 | Zoom Teleconference
 10:00 a.m. – 12:00 noon**

NA/CPC Committee Members		Recipient Staff	Guest
Santiago Serrato	P	Leah Meraz	
Wayne Wientjes	P	Annie Johnson	
Ronique Pleasant	P	Tanya Khalfan Mendez	
Mikela Villareal	P	Daniel Pineda	
Kori Smith	P		
LaToya Goodwin	P		
Alfred Chavira	A		
Charles Whitehead	P	Planning Council Support	
Jase Clower	P	Sharron Harris	
Catherine Lemus	A	Gloria Wood	

Call to Order	Santiago called the meeting to order at 10:01a CST
Determination of Quorum	Quorum established.
Mission Statement	Santiago read the Mission Statement.
Approval of the Agenda	Motion to approve Agenda made by Korie Smith; 2 nd by LaToya Goodwin; no opposition, no abstention; motion passed; Agenda approved.
Approval of Minutes from January 19, 2023	Motion to approve Minutes of January 19, 2023 by Korie Smith; 2 nd by LaToya; no opposition, no abstention; motion passed; Minutes approved.

EXECUTIVE COMMITTEE BUSINESS		
Co-Chair – Santiago Serrato		
Co-Chair – Wayne Wientjes		
Business	Discussion/Motion	Planning Council Action

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<p>A. Recipient Report <i>(Handout included with meeting package.)</i></p>	<p>February Recipient Report (Leah):</p> <ul style="list-style-type: none"> • Continued hybrid work schedule rotating 2-3 days in and 2-3 days out of the office during the month of January. • Attended regular meeting sand trainings; meeting every week with RDE re. new data system. <p>Program Activities:</p> <ul style="list-style-type: none"> • FAM 210 and Operation Brave will be hosting National Women and Girls HIV Awareness Day on March 10th. • Continue to have sessions with community partners to learn about community resources and to understand what is existing as well. <p><i>Operation BRAVE</i></p> <ul style="list-style-type: none"> • Two outreach events attended by peer navigators. • Peers hosted a Day to be Tested to encourage testing and learn about HIV and receive information on the importance of getting tested. • Received 7 housing referrals. 5 were completed through housing intake and 2 were not eligible. <p><i>Care Coordination</i></p> <ul style="list-style-type: none"> • 14 referrals were made in January. 10 had previous diagnosis, 3 had a new diagnosis and 1 individual is pending final notice. • All 14 referrals went to Operation BRAVE. <p><i>ADAP</i></p> <ul style="list-style-type: none"> • New ADAP Liaison is troubleshooting questions from TCT and working with providers to provide feedback to DSHS during weekly meetings. • DSHS reports new applications received 2/10, recertifications with Jan birth month on 1/25/23 and self-attestations with July birth month on 2/10/23. <p><i>Data</i></p> <ul style="list-style-type: none"> • RSR Data Team continue to work with providers on 2022 Annual RSR preparation/Data Clean-up activities. • New Asst Dir Coordinator of Data is working on getting clean data migrated from TCT to RDE. • TCT – Data team participated in weekly TCT Support and TA meeting sessions hosted by DSHS. • Data Team currently working on running reports to show trending on Unduplicated Client Counts • and Units of Service. <p>Compliance Activities:</p> <ul style="list-style-type: none"> • <i>Monitoring</i> – Completed Part A and MAI monitoring on December 20th, and sent out final report. • Scheduled the follow ups and started to work with any agencies that needed corrective action plans. • Operation BRAVE monitoring is scheduled to begin on February 27th. • <i>Manuals</i> – Monitoring Program , CQM Program & Recipient draft manuals are in progress. • Reviewing and revising for the upcoming year the Part A Subrecipient Manual.
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	<ul style="list-style-type: none"> • Trainings/Technical Assistance – Provider specific is schedule for February 21st and Internal Care Coordination Team is scheduled for March 1. <p>Clinical Quality Management Activities:</p> <p><i>Internal CQM Committee</i></p> <ul style="list-style-type: none"> • Continues to meet on a monthly basis. • The last Internal CQM Committee meeting was February 9, and updates regarding agency CQM plan, TCT reporting, and monitoring TA were discussed. • The next Internal CQM meeting is scheduled for March 9. <p><i>External CQM Committee</i></p> <ul style="list-style-type: none"> • Next meeting is scheduled for March 28. • CQM team will update the committee on Part A/MAI monitoring outcomes and review the FY 23-24 QI Project. 	
<p>B. Fiscal Report <i>(Handouts included with meeting package>)</i></p>	<p>Annie:</p> <p>Part A Formula</p> <ul style="list-style-type: none"> • Part A Formula is at 77%. Should be at 83%. Missing one service provider’s December invoice. • Medical Nutrition category is at 0% because there is no Dietician available to offer the services, so the funds have been reallocated to Food Bank. Providers can make recommendations and give you a plan. • Currently, at 82% Core Medical and 18% Support Services, so well within the 75/25 rule. • A request for a Rapid Reallocation is forthcoming for signatures today or tomorrow. <p>Part A Supplemental</p> <ul style="list-style-type: none"> • Part A Supplemental is at 69% right now. Invoices are outstanding, but may not make the 95%. • Providers are also having challenges hiring since COVID. <p>Part A MAI – at 53%</p> <ul style="list-style-type: none"> • PC reiterated that Minority Aids Initiative’s objective is to reach the population where it is more challenging to access the services, and part of the Planning Council’s role is to understand what services are funded under Part A to help inform the community that they encounter. <p>Unduplicated Client Report – in meeting packet for members to study.</p>	
<p>C. Review, Discuss, and Vote on New Applicants to Planning Council <i>(Handouts included with meeting package.)</i></p>	<ul style="list-style-type: none"> • Reviewed and voted on approval of applications of the below three (3) applicants: <ol style="list-style-type: none"> 1. Laura Gonzalez, CentroMed San Antonio (replacing Catherine Lemus); 2. Randy Garza, CentroMed San Antonio (replacing Catherine Lemus); and 3. Barbara Jardine, San Antonio Metropolitan Health District (replacing Alfred Chavira). • Committee agreed to approve all three applicants at once, with no opposition and no abstentions. Applicants were approved. 	

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	<ul style="list-style-type: none"> All three (3) applicants chose the Needs Assessment Committee as their committee of choice. Laura's & Randy's orientation will be immediately following Planning Council. 	
D. Update on COVID Community Spread for Bexar County	<ul style="list-style-type: none"> Bexar County COVID community spread is low. 	
E. Update on Invitation from Frederic Courtois, topic -Presentation on Drug Overdoses	<ul style="list-style-type: none"> PC Support reached out to Frederic but has not heard back from him. Other - PC Support will coordinate with Enrique Flores a presentation by "Be Well Texas" on some of the programs that their clinic covers at the March Planning Council meeting. 	

COMMITTEE BUSINESS ITEMS

Needs Assessment (NA) and Comprehensive Planning/Continuum of Care Committee (CPCC) Business

Chair – Korie Smith

Business Item	Discussion / Motion	Planning Council Action
A. Update: Seeking Chair for Committee	<ul style="list-style-type: none"> Welcomed Korie as new Committee Chair on February 2, 2023. 	
B. NA/CPCC Work Plan Development	<ul style="list-style-type: none"> Discussed Needs Assessment activity; went over Work Plan that laid out when we will finish up survey questions, whether we want to do focus groups and then disseminate the survey instrument and whether we want to interview candidates. Started review of 2018 survey questions and asked members to present any concerns and recommendations to the Committee. 	

Membership, Nomination & Elections Committee Business

Chair – Ronique Pleasant

Business Item	Discussion/Motion	Planning Council Action
A. Committee Update	<ul style="list-style-type: none"> Voted on Daniel's application. Discussed the applications of 2 pending candidates to replace Catherine Lemus. Membership will have stand-alone committee meetings at 11:00a CST following the Needs Assessment Committee, beginning in March. Committee will also be looking at epidemiology and attendance. 	

Fiscal Monitoring and Reallocations (FMRA) Committee Business

Chair - Vacant

Business	Discussion/Motion	Planning Council Action

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A. Recipient Report and Expenditures Report	<ul style="list-style-type: none"> • Looked at Recipient Report as part of regular package. • Reviewed Expenditures and Unduplicated Client Count. • Still recruiting for a Chair of Fiscal Committee. • Prepared draft of Work Plan for Fiscal Committee. 	
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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	Confirmed for 9/16

Public Comment	None.
Announcements	People’s Caucus tomorrow. Working on People’s Caucus Quarterly Dinner in April. Santiago will send notes on the new Guillermo’s
Schedule of Next Meeting	March 16, 2023, 10:00 A. M. CST
Adjournment	Motion to adjourn made by Jase, 2 nd by LaToya. Meeting adjourned at 11:03 a.m. CST.