

**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 18, 2023  
 Zoom Teleconference  
 12:30 p.m. – 2:00 p.m.

			<b>Recipient Staff</b>		<b>Guest</b>
Joe "Jase" Clower	<b>E</b>	Charles Whitehead	<b>E</b>	Leah Meraz	Don Marzullo, Promesa
Jesus "Jesse" Garza	<b>E</b>	Mikela Villareal	<b>A</b>	Tanya Khalfan Mendez	Beverly Johnson
Laura Gonzalez	<b>P</b>	Thomas Evans (New App)	<b>P</b>	Annie Johnson	
Barbara Jardine	<b>E</b>	Angela J. Warren (New App)	<b>E</b>		
Daniel Pineda	<b>P</b>	Joseph Leitch ("T") (New App)	<b>P</b>		
Ronique Pleasant	<b>P</b>				
Santiago Serrato	<b>P</b>				
Korie Smith	<b>P</b>			<b>Planning Council Support</b>	
Wayne Wientjes	<b>E</b>			Sharron Harris	
<b>P = Present</b>	<b>A = Absent</b>	<b>E = Excused Absence</b>		Gloria Wood	

<b>Call to Order</b>	Meeting called to order 12:35 p.m.
<b>Determination of Quorum</b>	Quorum established.
<b>Mission Statement</b>	Mission Statement read by Santiago Serrato.
<b>Approval of the Agenda</b>	Motion to approve Agenda by Korie Smith; 2 <sup>nd</sup> by Daniel Pineda. No opposition, no abstentions, Agenda approved.
<b>Approval of Minutes from November 16, 2023</b>	Motion to approve Minutes as amended to update Ronique's attendance by Korie Smith; 2 <sup>nd</sup> by Daniel Pineda. No opposition, no abstention; Minutes approved as amended.
<b>Update on Bexar County – COVID Community Spread</b>	Low

**PLANNING COUNCIL BUSINESS**

**Co-Chair – Santiago Serrato**

**Co-Chair – Wayne Wientjes**

<b>Business</b>	<b>Discussion/Motion</b>	<b>Planning Council Action</b>
<b>A. Item: Recipient Report</b> ( <i>handout included with meeting package</i> )	<p><b>RW Administrative Overview</b> - Leah Meraz, Sr. Director, RW Program</p> <ul style="list-style-type: none"> <li>Continue to work hybrid schedule</li> <li>Regular scheduled meetings and trainings</li> </ul> <p><b>Program Activities</b></p> <ul style="list-style-type: none"> <li>Participated in World Aids Day Events Dec 3</li> <li>Presentation at Workshop</li> </ul>	

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- Submitted abstracts to participate in upcoming National RW Conference
- Operation BRAVE** - Tanya Kahlfan Mendez:  
(EHE Activities - Oversee Pillars 2 ( to Treat) and 4 (to Respond). Pillars 1 & 3 are awarded to other agencies.
- Analyzed results of Stigma Survey
  - Working on campaign to address items in Stigma Survey
  - Refining campaign activities and tailoring messaging
  - Continue to have 9 peers in the Peer Program; 1 new application under review & 1 individual onboarding
  - Preparing for Year 5 of Program beginning in March
- Care Coordination**
- Continue to average about 1,542 individuals screened in the ED with 24 individual referrals from multiple sources.
  - 11 had previous a diagnosis, 7 with new diagnosis, 3 pending diagnosis, 2 needed further screening and 1 had a false positive result.
  - 19 referrals went to Operation BRAVE, 1 went to Part D and 1 to Part A, 3 individuals either declined services or were not eligible for services.
- Compliance Activities – Leah Meraz:**
- Monitoring – Part A/MAI, Part D & Operation BRAVE (EHE) Monitoring Review Cycle is underway. On-site monitoring begins in February 2024.
  - Trainings/Tech Assistance provided to Service Providers, Planning Council, AA Staff, Consumers and/or Community Stakeholders -
    - Standards of Care Review - Medical Case Mgt, Tues, Jan 30 @ 10:00 a.m.
    - Monitoring Requirements Review – Medical Case Mgt, Tues, Jan 30 @ 1:00 p.m.
- Clinical Quality Management Activities:**
- QI Project: Eligibility and Intake
- Completing Phase 2 of Eligibility & Intake QI Project.
  - 166 surveys have been received, awaiting 1 agency to submit its surveys.
  - CQM Team is reviewing the intake packets to identify similarities and differences between agency processes.

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	<ul style="list-style-type: none"> <li>Phase 3 - Data in progress</li> <li>Phase 4 – Defining the process.</li> </ul> <p><b>External CQM Committee</b></p> <ul style="list-style-type: none"> <li>External meeting was held on Dec 5, 2023. Agenda included review request to add medication to formulary, update on CQI project, update on e2SanAntonio (RDE).</li> <li>Next meeting scheduled for Apr 8, 1:00 p.m.</li> </ul>	
<b>B. Item: Fiscal Report</b> (handouts included with meeting package)	<p><b>Presented by Annie Johnson:</b></p> <ul style="list-style-type: none"> <li>Part A Formula – at 68%, should be at 75%. Monthly Review Meeting scheduled with Service Providers at end of the month .</li> <li>Part A Formula funds are required to be at 95%. Requested and received a waiver for carry over if needed.</li> <li>Part A Supplemental Funds cannot be carried over – currently at 77% percent.</li> <li>MAI (Minority Aids Initiative) – currently at 55%.</li> </ul>	
<b>C. Item: Reallocation Request for Committee Review and Approval</b> ( No vote required in accordance with Planning Council Bylaws)	PC Support reviewed and shared the most recent Rapid Reallocation Request for the information of the Planning Council ( <i>no vote required as per Bylaws</i> ).	
<b>D. Review and Approve 2024 Meeting Schedule</b>	<p>PC Support reviewed the 2024 Meeting Schedule.</p> <ul style="list-style-type: none"> <li>No regular monthly meetings in July and December.</li> <li>Motion to approve the calendar by Korie Smith; 2<sup>nd</sup> by Ronique. No opposition, no abstentions; motion to approved passed. Calendar approved.</li> </ul>	
<b>E. Item: Invitation to Candidates Interested in Serving as Planning Council Co-Chairs</b>	<ul style="list-style-type: none"> <li>PC Support invited current Planning Council Members to serve as co-chairs;</li> <li>Opportunity to discuss individual willingness to serve as chair will be given at March meeting;</li> <li>Vote will be taken at March meeting;</li> <li>Wayne Wientjes, current Co-chair term will expire February 2024, but has agreed to remain on until 2 chairs are voted in.</li> </ul>	
<b>F. Item: Review/Discussion of Standing Committee Reports</b>	See Below.	

**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
<b>Committee Report</b> a. <b>Item: Triennial Needs Assessment Report Status</b>	<ul style="list-style-type: none"> <li>Triennial Need Assessment completed with 438 participants, slightly exceeding the goal.</li> </ul>	

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<b>b. Item: 5-Year Integrated Plan Goals Progress</b>	<ul style="list-style-type: none"> <li>• Report is completed and will be sent to AA for review and comments.</li> <li>• Will incorporate some of the activities' from the Recipient's progress Report to Integrated Plan (IP) Spreadsheet to document programs toward IP goals.</li> <li>• IP Goals Progress will be a part of each Needs Assessment Committee meeting going forward through 2026.</li> </ul>	
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**Membership, Nomination & Elections Committee Business**  
 Chair – Ronique Pleasant

Business Item	Discussion/Motion	Planning Council Action
<b>Committee Report:</b> a. <b>Item: New Planning Council Applicants Vote</b> i. <b>Thomas Evans, WestCare</b> ii. <b>Angela Warren, Bexar County "Unlocked Program"</b> iii. <b>Robby Castaneda</b> iv. <b>Joseph Leitch ("T")</b> b. <b>Item: Planning Council Membership Update</b>	<ul style="list-style-type: none"> <li>• The following applicants have been approved by Executive Committee and are forwarded to Planning Council for its approval: Thomas Evans, Angela Warren, Robby Castaneda, and Joseph Leitch (<i>referred to as "T"</i>).</li> <li>• Motion made to approve slate of applications of Thomas Evans, Angela Warren, Robby Castaneda and Joseph Leitch ("T") by Korie Smith; 2<sup>nd</sup> by Ronique Pleasant; no oppositions, no abstentions; motion passed. Applicants approved for Planning Council and will be forwarded to Judge for formal appointment.</li> <li>• Many of the mandatory categories are filled.</li> <li>• The 4 additional members will be added to the Membership Roster.</li> </ul>	Motion & Vote

**Fiscal Monitoring & Reallocation (FMRA)/Executive Committee Business**  
 Co-Chair – Wayne Wientjes  
 Co-Chair – Santiago Serrato

Business	Discussion/Motion	Planning Council Action
<b>Fiscal Report</b>	See Fiscal Report above. ( <i>Handout included with meeting package</i> )	

**People's Caucus**  
 Co-Chair – Jase Clower (Planning Council Representative)  
 Co-Chair – Beverly Johnson (Community Representative)

Business	Discussion/Motion	Planning Council Action
<b>Committee Report</b> a. <b>Item: Funded Services Discussions Remaining</b> i. <b>Health Insurance Premium, Cost Sharing Assistance (HIPSCA) (1/19/2024)</b> ii. <b>Housing Opportunities for People with HIV/AIDS (HOPWA)</b>	<ul style="list-style-type: none"> <li>• HIPSCA will not be presented on 1/19, as Mary Kay Mitchell is not available on tomorrow.</li> <li>• Wish List and Calendar will be on the agenda, as well.</li> <li>• HOPWA presentation is upcoming.</li> </ul>	

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iii. Outpatient Ambulatory Health Services (OAHS) iv. Medical Nutrition Therapy		
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<b>Public Comment</b>	None
<b>Announcements</b>	None
<b>Schedule of Next Meeting</b>	February 15, 2024, 12:30 p.m. – 2:00 p.m.
<b>Adjournment</b>	Meeting ended 1:52 p.m. CST.