

# 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**  
**Membership, Nominations & Elections Committee,**  
**Financial Monitoring & Reallocations Committee, and**  
**Executive Committee**  
**Thursday, July 21, 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	
			Tanya Khalfan Mendez	
			<b>Planning Council Support Staff</b>	
			Sharron Harris	
			Gloria Wood	
<b>P = Present</b>			<b>A = Absent</b>	

Call to Order	The meeting started at 10:04 a.m.
Determination of Quorum	Quorum established.
Welcome and Introductions	PC Support called the roll and welcomed Members.
Mission Statement	Santiago read the Mission Statement.
Approval of the Agenda	Santiago motioned to approve the agenda. Vote to approve unanimous.
Approval of the Minutes from May 2022	Vote to approve May (no quorum in June) Minutes was unanimous. Motion passed.

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Recipient Report  
July 2022

## **AA Administrative Updates (Leah)**

- Received final notice of award for Part A. Received a little over \$6M, which is an increase from last year. Working on updating and finalizing budgets and contracts to service providers. Issues contracts to service providers based on funding from previous year until they get their final notice of award.
- Continuing to meet every Thursday with RDE, who is creating eSanAntonio, providing presentations to service provider leadership or care coordinators who will be utilizing the database.
- Continuing to work alternating days from home and office. Was looking to come back full time in August, but because Covid numbers are at a peak again, coming back in August is being revisited. Will continue to provide updates as to whether they will continue hybrid.
- On June 29, met with Texas Part A jurisdictions to discuss a possible letter regarding issues with ADAP. Agreed to put together a letter to send to the State officials to let them know the issues that have impacted each jurisdiction. Houston is taking the lead on putting the draft together. HRSA Project Officer will be cc'd on the letter. Will share the letter once it is finalized.
- Additional sources of funding are being impacted due to what's happening with ADAP, i.e., EHE, as well.
- AA asks that the Planning Council please provide input for the letter as well. **PC Support indicated she would ask the People's Caucus to share with their Providers challenges they are having to get medications and Planning Council Members to share with AA, via Planning Council Support.**
- Attending regularly scheduled meetings throughout the month.

## **Planning Activities (Leah & Tanya):**

- Part A Progress Report and Terms Report, as well as Program Submission Report were submitted.
- June Pride Ride with SA Cyclist, Mixxedfit SA, FAM210, Operation Brave and Pride Center. Had about 55 people attending that ride.
- **Operation Brave** participated in River Parade on June 18. Did help to raise awareness.
- Patient Navigation (Care Coordination)
- 9 referrals, all from Emergency Department. 7 individuals were previously diagnosed and 2 were newly diagnosed.
- In May, had 8 go to Part A; 1 to Operation BRAVE.
- In June, 3 went to Part A, 3 went to Operation BRAVE, and the remaining went to Part D.
- 1 individual pending notification in May; In June no one is pending notification.

## **Operation BRAVE Administrative Updates (Tanya):**

- Conducted interviews for the Housing Coordinator position and top candidate was identified. Working with HR to extend an offer. Candidate scheduled to start in August.
- Received final notice of award. Last year had \$1.13 mil, this year it's \$1.21 mil. Amendments are being worked on and will be sent out.

## **Youth Activities:**

- Program Coordinator - Peer Program is working on "A Day to be BRAVE". It's a

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follow up to Advocacy Day, which was held last year in November. Working on final details. Will be significant changes between the two. Honing in on specific populations, hoping to engage them a little better. Looking at scheduling in late Oct.

- Attended 6 outreach events in June and reached roughly 725 individuals through those events.

**Capacity Building:**

- Continuing to work on scheduling a couple of transgender sensitivity training.
- Finalizing checklist and necessary items for implementing Rapid Start in ambulatory setting. Looking at rolling it out in August.

**Housing Activities:**

- Working to finalize the workplan. It is basically finalized, just adding in some details. Content won't change.
- PC Support indicated that she may ask Tanya to do a presentation to the People's Caucus about Housing services.

**CQM (Mary Kay):**

- Working with Providers on their CQM Plans. Changing AA big plan. Helping the infrastructure get put into place for their agencies. Will be done in stages via mini-TA coaching sessions to discuss CQM plans and performance measures.
- PC Support invited Mary Kay to share that initiative with the Planning Council body when they are ready (next year).
- Will meet next week and review LPAP and EFA service category on Tuesday. Moved Ryan White 101 to Thursday to accommodate more people. The next one will be held on Thursday, August 11.

## COMMITTEE REPORTS

### NEEDS ASSESSMENT AND COMPREHENSIVE PLANNING/CONTINUUM OF CARE COMMITTEE (CPCC)

CHAIR – VACANT

Business Item	Discussion/Motion	Planning Council Action
<p><b>1. Continued Review of Draft Integrated Plan Framework – Continuing to follow the framework from the 2022-2026 Plan.</b></p>	<ul style="list-style-type: none"> <li>• The Committee continued to review the goals and objectives of the prior year plan picking up at Objective A, Strategy II A.3, “Expanding Education and Training for PLWHA, Community Stakeholders, and Service Providers” and ending on page 6. For the August Meeting, the Committee will begin with Goal III: “Reducing HIV Related Health Disparities” starting at page 7 and provide for new recommendations to enhance the objectives for the 2022-2026 Plan.</li> <li>• Homework assignments for the Committee was to review Goal III, the final goal and supporting activities and make</li> </ul>	

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	recommendations at the next meeting on ways to enhance the strategy.	
<b>2. Discuss Schedule for Integrated Plan Workgroup.</b>	<ul style="list-style-type: none"> <li>Members were given a Stakeholder Work group update.</li> <li>Would like virtual meetings to start in August. 1<sup>st</sup> meeting would focus on Goal I and its tasks, 2<sup>nd</sup> meeting would finish up Goal I. Meeting 3 would be Goal II. Meeting 3 would finish up Goal II and start Goal III. 4<sup>th</sup> meeting would be finishing up Goal III.</li> <li>Bring this up at People’s Caucus tomorrow.</li> </ul>	
<b>3. Identify any additional datasets for PSRA</b>	<ul style="list-style-type: none"> <li>Committee was reminded that PSRA Activities scheduled originally for August 24-25, 2022, conflicts with the dates of the National Ryan White Conference in Washington, DC and that the Part A Recipient staff are required to attend the conference.</li> <li>The Committee agreed to move the PSRA Activities to August 18-19 from 9:00 a.m. – 4:00 p.m. Central Time, and any remaining PSRA activity not completed on the 18<sup>th</sup> will occur August 19 from 9:00 a.m. – 12 Noon</li> </ul>	

## AD HOC WEBSITE WORKING GROUP

CHAIR - Vacant

Business Item	Discussion/Motion	Planning Council Action
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<b>1. Convened a special meeting to preview the demo site Menu Tabs for completion in preparation to Go-live</b>	<ul style="list-style-type: none"> <li><a href="https://mbernstein37.wixsite.com/sapc3">https://mbernstein37.wixsite.com/sapc3</a> <ol style="list-style-type: none"> <li>Home</li> <li>About</li> <li>Calendar</li> <li>Services</li> <li>Resources</li> <li>HIV Testing Locator</li> </ol> </li> <li>Set a tentative go-live goal for July 12, 2022, if all editing is completed.</li> </ul>	
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## MEMBRSHIP, NOMINATIONS & ELECTIONS COMMITTEE BUSINESS

CHAIR - Vacant

Business Item	Discussion/Motion	Planning Council Action
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<p><b>2. Review Vacancies in Mandatory Membership Categories &amp; Discuss Recruitment Strategies.</b></p>	<ul style="list-style-type: none"> <li>• Currently, have 12 slots filled. Working with the Judge’s office to update the Court’s website to update the Members.</li> <li>• Have not yet received response from person to whom Wayne sent. She is a Substance Abuse Counselor and would be filling a mandatory service category position.</li> </ul> <p>3. Per a request from Morjorie White, PC Support introduced a “Raise Your Hand” flyer to help with membership recruitment, showing which counties they must be from and the time requirement for participation.</p> <p>4. Mary Kay talked about the requirement to report on epidemic Reflectiveness. The Planning Council must reflect the epidemic in San Antonio. San Antonio’s epidemic is 85% male, overall PC is 41% male, female is at 14% and PC overall has 50% PLWH. Need members between ages 25-34 and 35-44 and unaligned consumer part. These are things to keep in mind when recruiting.</p> <p>5. Wayne suggested we set up a number for contact purposes for people in his demographics because a large number of them do not use email.</p>	
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**FISCAL MONITORING AND REALLOCATIONS (FMRA) COMMITTEE BUSINESS**

**CHAIR - Vacant**

Business Item	Discussion/Motion	Planning Council Action
<p><b>A. Review Part A Expenditure &amp; Unduplicated Client Count Report by Service Category</b></p>	<ul style="list-style-type: none"> <li>• Handout included in the meeting package. .</li> <li>• Planning Council Support conveyed from the fiscal report that at this point in the grant year, we should be at 25% of spending and we’re at 20.08%.</li> <li>• Expenditures are a little bit high in Food Bank and Home Delivered Meals, and Medical Transportation Service categories.</li> <li>• Expenditures are a little under in the Supplemental Category and MAI.</li> </ul>	
<p><b>B. Part A Award update from HRSA/HAB for Grant Year. Review and approve final allocations based on actual award amount.</b></p>	<p>Received Final Notice of Award for a little over \$6M.</p>	

**EXECUTIVE COMMITTEE BUSINESS**

**CHAIR - Vacant**

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<b>A. Review Reports from Standing Committees</b>	See above. Planning Council Support provided handouts which were included in the meeting packets.																												
<b>B. Planning Council Website Update</b>	PC Support working to get the final edits to developers to polish the site and set a new go-live date for the website.																												
<b>C. PSRA Date Change</b>	August 18-19, 2022																												
<b>D. COVID Community Spread Update for Bexar County.</b>	<ul style="list-style-type: none"> <li>• To obtain specific information on COVID-19 Community Levels, visit the Centers for Disease control and Prevention (CDC) at COVID-19 Community Level, use the State dropdown menu to select Texas, then use the county dropdown menu to select Bexar County. Find out more about the COVID-19 situation in Bexar County, Texas with COVID-19 Data Tracker.</li> <li>• Bexar County community level is currently “high”.</li> </ul>																												
<b>E. Comprehensive Plan Stakeholder Working Group Nominations</b>	<p>The workgroup now includes the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">VIII. Name</th> <th style="text-align: left;">Reference</th> <th style="text-align: left;">Contact Info</th> </tr> </thead> <tbody> <tr> <td>Wayne Wientjes</td> <td>Current PC co-chair</td> <td></td> </tr> <tr> <td>Santiago Serrato</td> <td>Current PC Co-chair</td> <td></td> </tr> <tr> <td>Frederic Courtois</td> <td>Former Member</td> <td><a href="mailto:fredericcourtois88@gmail.com">fredericcourtois88@gmail.com</a></td> </tr> <tr> <td>Gregory Casillas</td> <td>Former Member</td> <td><a href="mailto:greg@thriveyouthcenter.org">greg@thriveyouthcenter.org</a></td> </tr> <tr> <td>Adolph “AJ” Delgado</td> <td>Former Member</td> <td><a href="mailto:adolph.delgado@gmail.com">adolph.delgado@gmail.com</a></td> </tr> <tr> <td>Enrique Flores</td> <td>Former Member</td> <td><a href="mailto:Eflores.sanantonio@gmail.com">Eflores.sanantonio@gmail.com</a></td> </tr> <tr> <td>LaToya Goodwin</td> <td>Current Member</td> <td><a href="mailto:LGoodwin@beataids.org">LGoodwin@beataids.org</a></td> </tr> <tr> <td>Michele Durham</td> <td>Exec. Dir., BEATAIDS</td> <td><a href="mailto:mdurham@beataids.org">mdurham@beataids.org</a></td> </tr> </tbody> </table>	VIII. Name	Reference	Contact Info	Wayne Wientjes	Current PC co-chair		Santiago Serrato	Current PC Co-chair		Frederic Courtois	Former Member	<a href="mailto:fredericcourtois88@gmail.com">fredericcourtois88@gmail.com</a>	Gregory Casillas	Former Member	<a href="mailto:greg@thriveyouthcenter.org">greg@thriveyouthcenter.org</a>	Adolph “AJ” Delgado	Former Member	<a href="mailto:adolph.delgado@gmail.com">adolph.delgado@gmail.com</a>	Enrique Flores	Former Member	<a href="mailto:Eflores.sanantonio@gmail.com">Eflores.sanantonio@gmail.com</a>	LaToya Goodwin	Current Member	<a href="mailto:LGoodwin@beataids.org">LGoodwin@beataids.org</a>	Michele Durham	Exec. Dir., BEATAIDS	<a href="mailto:mdurham@beataids.org">mdurham@beataids.org</a>	
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Wayne Wientjes	Current PC co-chair																												
Santiago Serrato	Current PC Co-chair																												
Frederic Courtois	Former Member	<a href="mailto:fredericcourtois88@gmail.com">fredericcourtois88@gmail.com</a>																											
Gregory Casillas	Former Member	<a href="mailto:greg@thriveyouthcenter.org">greg@thriveyouthcenter.org</a>																											
Adolph “AJ” Delgado	Former Member	<a href="mailto:adolph.delgado@gmail.com">adolph.delgado@gmail.com</a>																											
Enrique Flores	Former Member	<a href="mailto:Eflores.sanantonio@gmail.com">Eflores.sanantonio@gmail.com</a>																											
LaToya Goodwin	Current Member	<a href="mailto:LGoodwin@beataids.org">LGoodwin@beataids.org</a>																											
Michele Durham	Exec. Dir., BEATAIDS	<a href="mailto:mdurham@beataids.org">mdurham@beataids.org</a>																											
<b>F. Review and Resolve Parking Lot Items</b>	None.																												

## Parking Lot Items

#	Item	Assigned To	Date Assigned	Due Date	Status
1	Pursue Dedicated Phone Line	Sharron Harris	7/21/2022	ASAP	Pending
2	Pursue Hybrid Meeting options for People’s Caucus	Sharron Harris		ASAP	Pending

Public Comment	None.	
Announcements	Living Positive will donate hand sanitizer for in-person People’s Caucus Meeting tomorrow.	
Schedule of Next Meeting		
Adjournment	Santiago adjourned the meeting at 11:31a.	