

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, April 21, 2022
Zoom Video Conference
12:30 p.m. – 3:00 p.m.**

| Planning Council Members | | | | Recipient Staff | Guests |
|--------------------------|---|-------------------|---|--------------------------------|--------|
| Gregory Casillas | P | Mikela Villareal | A | Annie Johnson | |
| Alfred Chavira | P | Morjorie White | P | Tanya Khalfan Mendez | |
| Joe "Jace" Clower | P | Charles Whitehead | P | Maricela McQueen | |
| Adolph Delgado | A | Wayne Wientjes | A | Mary Kay Mitchell | |
| Loretta Holland | A | Jamie Zapata | A | Leah Meraz | |
| Catherine Lemus | P | | | | |
| Ronique Pleasant | P | | | Planning Council Support Staff | |
| Santiago Serrato | P | | | Sharron Harris | |
| Korie Smith | P | | | Gloria Wood | |
| P= Present | | A = Absent | | | |

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| Call to Order | Meeting called or order at 12:36 pm CST by Santiago Serrato |
| Determination of Quorum | 10 members present; QUORUM ESTABLISHED |
| Welcome and Introductions | Sharron Harris, Planning Council (PC Support) |
| Mission Statement | The Mission Statement was read aloud by Santiago Serrato. |
| Approval of the Agenda | Charles Whitehead motioned for approval of agenda. 2 nd by Greg Casillas |
| Approval of the Minutes from March 17, 2022 | Charles Whitehead motioned to accept the Minutes. Seconded by Jace. |
| Recipient Report April 2022 | <p>Administrative: Offered position and person accepted the Financial Grants Compliance team position. Also hired a Program Manager to start tentatively April 25.</p> <p>Overview:</p> <ul style="list-style-type: none"> • Ryan White team participated in about 24 meetings last month. • RW Policies and Procedures are in last draft and with management team for review. • Created 165-page Subrecipient Program Manual, which is a go to manual for the RW Program, that will be updated every year and attached to every contract beginning this year. Added in report templates. Service Providers are now going to be required to do reports for grants. • In process of creating a manual for RW Team and Operations Brave as a how to on recipient side. • ADAP Liaison continuing to work with agencies, pharmacies. and other relevant staff with the transition to TCT regarding ADAP. Working a lot with pharmaceutical companies to help with getting meds to clients in those rural & smaller areas because they don't have Part A funds to help cover medications. • Data team is continuing to assist staff with TCT transition. • Submitted RSR Report on time. <p>Planning:</p> <ul style="list-style-type: none"> • Working on closeout for Part A (Feb 28, 2022 end of grant year) and Part B (March 31, 2022 end of grant year). • Reports for Part A, Part B & HOPWA are all due. |

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- Attended webinars as needed
- HUD allowed the waiver for Covid 19 to continue. It waived onsite visits program for the units if you're a HOPWA client. Did have another webinar where they will end the waiver and will be going back to doing onsite visits and getting actual signatures.

Activities:

- Salude
- Had Care coordinator meeting in Feb
- Had Black History Health Fair at SAC
- Upcoming event is Black Women's Health Initiative, Pride
- Patient Navigation Team gets referrals from Emergency Department at UH. In the month of March, had 11 referrals, 7 were previously diagnosed and 4 were newly diagnosed. 4 went to Part A program, 1 went to Part D, 6 went to Operation Brave, 2 were hospitalized. Once released they will be assigned to one of the programs to help them to get into care and treatment.

CQM:

- Still only have data thru 3rd quarter. Will share Qtr 4 as soon as data is available. Closed out CQM plans from last year and drafting new ones.
- CQM Committee did meet in March with 14 members in attendance. Formulary was updated. Added medication by request for treating CMV Retinitis. Added Vitamin D to the formulary, as well, due to seeing an increased need for Vitamin D.
- Held RW 101 on March 15. Invitation to attend the next one extended.
- Continuing to do Standards of Care. Will be doing Substance Abuse on Tuesday. Committee invited to attend.
- In response to question from Greg regarding any direction on Gender Affirming Care (GAC), no specific guidance, but RW has released a press release saying GAC is allowable across the board, so gender affirming care covered under Part D would transition to Part A.
- Black Women's Health Initiative will be held at True Vision at 11:00a - 2:00pm.

Operation Brave:

Administrative:

- Member Advocate and Part D LVN Care Coordinator positions are currently open and posted on job site.
- Recently had access to additional intro reports that assists in clients served and activities completed. Running previous data for accuracy.
- Staff registering for RW conference
- Final award amount for current year that started on March 1 is still pending.

Youth Activities:

- Working to revamp questions of the peer program, based on feedback received from peers and project officer.
- Had an increase in outreach events attended – attended 5 events and reached roughly 680 individuals. Several of the events were in collaboration with Part D FAM 210. Due to these events, saw an uptick in Facebook and

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| | <p>Instagram.</p> <ul style="list-style-type: none"> • 11 referrals from Emergency Department. • Looking at streamlining data entry process for more accurate reporting. • Have had Care Coordinators participate in some of the outreach events providing information and on-the-spot resources for community members. • Capacity building -- Three sensitivity trainings in March. Two were presented for LVM staff and one for providers and social workers. Working on the next step trainings and where they will be held. <p>Housing Activities:</p> <ul style="list-style-type: none"> • Still receiving housing program tech assistance (TA) and working to finalize three different documents. Will close the TA and have final program layout for housing once documents are finalized. • Continue to have referrals into the housing program. Recently, most have come from Care Coordination Team. |
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COMMITTEE REPORTS

| Needs Assessment and Comprehensive Planning/Continuum of Care Committee (CPC) | | |
|---|-------------------|--------|
| Chair - TBD | | |
| Business Item | Discussion/Motion | Action |
| <ol style="list-style-type: none"> 1. Discuss Framework & Logistics for PSRA 2. Identify Datasets for PSRA 3. Review 2022-26 Integrated Plan Worksheet 4. Review Parking Lot Issues | NO QUORUM | |

| MEMBERSHIP, NOMINATION, AND ELECTIONS COMMITTEE (MNE) | | |
|---|-------------------|--------|
| Chair - TBD | | |
| Business Item | Discussion/Motion | Action |
| <ol style="list-style-type: none"> 1. New Committee Chairs 2. Review New PC Membership Application 3. Update Mandatory Compliance Form 4. Review & Manage Planning Council Attendance | NO QUORUM | |

| AD HOC WEBSITE COMMITTEE | | |
|--------------------------|-------------------------------|--------|
| CHAIR - Gregory Casillas | | |
| Business Item | Discussion/Motion | Action |
| | <i>Did Not Meet in March.</i> | |

| FISCAL MONITORING AND REALLOCATIONS (FMRA) COMMITTEE | | |
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| Chair - TBD | | |
| Business Item | Discussion/Motion | Action |
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| <ol style="list-style-type: none"> 1. Review Part A Expenditure & Unduplicated Client Count Report by Service Category 2. Receive Award from HRSA/HAB for Grant Year. Review and approve final allocations based on actual award amount. | <ul style="list-style-type: none"> • Care Act Balance - \$5,000 • Part A Formula – Closed on 2/28/22, but still getting in final invoices – Balance is \$165,000. A waiver is in place that waives the 5% legislative requirement, due to Covid. • Part A MAI – Monday is cutoff for closeout. At 72% spenddown. • Supplemental – 87% spenddown. These \$ cannot be carried over. Still have until Mon to receive invoices. • Comparing Quarters – Expenditures compares 2020 to 2021. • Units of Service & Unduplicated Client Counts – Cannot give accurate units of service and unduplicated client counts due to issues with TCT. | |
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| EXECUTIVE COMMITTEE | | |
|--|-------------------|--------|
| Co-Chairs – Santiago Serrato and Wayne Wientjes | | |
| Business Item | Discussion/Motion | Action |
| <ol style="list-style-type: none"> 1. Review Reports from Standing Committees 2. Mandatory Compliance Forms Update 3. Comprehensive Plan Stakeholder Working Group Nominations 4. Subcommittee Chairs Vacancy Update 5. Review, vote & Refer Application to Planning Council for approval 6. Planning Council Website Progress Update 7. Identify Datasets for PSRA. 8. Review and Resolve Parking Lot Items | NO QUORUM | |

PLANNING COUNCIL BUSINESS

| PLANNING COUNCIL | | |
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| Co-Chairs: Santiago Serrato and Wayne Wientjes | | |
| Business Item | Discussion/Motion | Action |
| <ol style="list-style-type: none"> 1. Review/discussion of Standing Committee Reports <ol style="list-style-type: none"> a. Mandatory Compliance Forms Update b. Comprehensive Plan Stakeholder Working Group Nominations c. Vote on New Planning Council Application d. Planning Council Website Progress e. PSRA Datasets | <ol style="list-style-type: none"> 1. See above. <ol style="list-style-type: none"> a. Sharron shared that there were yearly mandatory forms, i.e., Code of Conduct and Conflict of Interest forms, still outstanding from members. Members who had sent in their forms were: Alfred Chavira, Catherine Lemus, Greg Casillas, Kori Smith. and Ronique Pleasant. All other members need to submit their forms. Mary Kay explained the reason for the forms. Sharron will resend the forms again to those who have not submitted their signed forms. b. Want to use model of previous 5-year plan. The main goals were: | <p>Planning Council voted to approve the Application of LaToya Goodwin for Planning Council membership. The application will be forwarded for formal appointment.</p> |

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| <p>2. Program Updates and Collaboration with Recipient’s Office (For Possible Action) The chair may entertain a motion for possible action.</p> <p>3. Receive Award from HRSA/HAB for Grant Year. Review and approve final allocations based on actual award amount. (For Possible Action) The Chair may entertain a motion for possible action.</p> <p>4. Review and Resolve Parking Lot Items (For Possible Action) The Chair may entertain a motion for possible action.</p> | <ol style="list-style-type: none"> 1) Reducing HIV infections with several strategies to support that goal 2) Improving access to care and health outcomes with a number of strategies to support that goal 3) Reducing HIV related health disparities identifying target populations <p>Will pull together a new table with same goals & strategies and have workgroup determine if they want to enhance or expand goals and/or strategies. Counting on each member to recommend people to serve on the stakeholder group and find out if they are willing to work on the stakeholder group. Sharron will put together an outline of goals and strategies for their use. Will follow up with memo sent out in March.</p> <p>c. LaToya Goodwin representing one of the Planning Council’s funded providers (BEATS), and would be filling a required HRSA category. Ronique Pleasant made motion to approve application for LaToya Goodwin for Planning Council Member, 2nd by Charles Whitehead, no opposition, 1 abstention, motion carried. Will notify Ms. Goodwin that her application is being forwarded for formal appointment.</p> <ul style="list-style-type: none"> • Ms. Goodwin may: <ol style="list-style-type: none"> a. attend the May meeting, verify which committee she chose, b. attendance won’t be counted against her, c. she will not be included in quorum (may have discussion and talk) d. Will likely not be officially appointed by Judge until June. d. Ad Hoc Website workgroup met this month. Had 2nd meeting to start working on bringing the site back up; starting over, making sure the site has the community feel. Planning Council members have been asked to join Greg on that to formulate a good “get the site ready” to share with Planning Council. Drop box has been set up. Goal is to have the site go live on June 25. e. If there is anything in addition to what Annie prepares every month, what more would you want and how would you want the information that will help inform the decision-making for the allocation and priority setting discussion. In addition to epi data, items like usage and unduplicated client count on health insurance & continuum of care are what PC asked for last year; will have history to use, as well. Due to unreliability with TCT accuracy, will need to be able to get the requests for the information to each individual provider in time to get the information back in a timely fashion. |
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| Public Comment | None |
| Announcements | FAM210 is now on Tik Tok, Instagram, and Facebook; First Black Girl Rocks, a free community event is being held in Shirts, TX, on Sat, Apr 23. |
| Schedule of Next Meeting | May 19, 2022, 12:30p.m., Zoom Video Conferencing |
| Adjournment | Motion for adjournment made by Charles Whitehead, 2 nd by Ronique Pleasant, no opposition, 1 abstention. Meeting adjourned at 2:01 p.m. |