

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, May 5, 2022 ● Zoom Teleconference
 9:00 a.m. – 11:00 a.m.

NA/CPCC Committee Members		Recipient Staff		Guest
Gregory Casillas	A	Wayne Wientjes	P	Mary Kay Mitchell
Alfred Chavira	A	Jamie Zapata	A	Leah Meraz
Adolph "AJ" Delgado	A	Charles Whitehead	P	Maricela McQueen
Loretta Holland	P			Tanya Khaflen Mendez
Catherine Lemus	P			Planning Council Support
Ronique Pleasant	A			Sharron Harris
Santiago Serrato	A			Gloria Wood
Mikela Villareal	P			

Call to Order	The meeting was called to order at 9:06a.
Determination of Quorum	Quorum Established; 6 of 12 members in attendance at time meeting began. Mission Statement was read by Wayne Wientjes.
Approval of the Agenda	Motion to approve agenda made by Charles Whitehead, 2 nd by Mikela Villareal; no opposition, 1-abstention, agenda approved.
Approval of Minutes from Mar 3, 2022	Motion to approve minutes of Mar 3rd made by Charles Whitehead, 2 nd by Loretta Holland; no opposition, 1 abstention; no opposition;

COMMITTEE REPORT

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

Chair – Santiago Serrato

Business Item	Discussion / Motion	Planning Council Action
Discuss Framework & Meeting Logistics for PSRA	<ul style="list-style-type: none"> PC Support gave some background (<i>for the sake of the potential new member</i>) on the PSRA required by law and her request for ideas on the logistics of how the PSRA activity to go. Reminded everyone that data used in previous PSRA was sent out last month, as well as in the current package for this meeting. PC Support reviewed the 2 parts to PSRA process: 1)Prioritizing in the order of importance services that people living with HIV needs to help them stay healthy and maintain a quality of life, funding all services to avoid any pushback from HRSA 	Action: Discussion only

	<p>when you try to move funding into a service category.</p> <p>2) Allocation – distribution of the dollars believed are needed to deliver the services to people who need the services.</p> <ul style="list-style-type: none"> • Mary Kay will get PC 2019 & 2020 data, but 2021 may be an issue due to transition from ARIES to TCT, but she will try to get 2021 data to the PC. • PC Support reviewed previous years’ Epi data prepared by previous Contractor with the Committee. Members were asked again to decide on the data they want and be prepared to discuss the type of data they need to help inform their decisions for PSRA, and asked for the Committee’s thoughts on identification of what they would like to see. • Focus on 2017, 2018, 2019, 2020 and 2021 if 2021 is available. • Mary Kay explained to the Committee that PSRA is not done with the People’s Caucus, just community input and indicated they have data from 2014 - 2020 and that they’re working on 2021. • PC Support will resend the Priority Setting information that MK put together to each PC Member. • Needs Assessment will develop a survey and ask PC Members and guests that might participate to take the survey and tell us how we can make it better for the upcoming year. Will put together a workplan together after discussion with Mary Kay, so that there will be a timeline for moving towards the event. 	
<p>Identify Datasets for PSRA</p>	<p>Members were asked again to share their thoughts with PC support on what they need, so that she can do the best job of getting that information to them for PSRA decision-making.</p>	<p>Action: Discussion Only</p>

<p>Review 2026 Integrated Plan Checklist</p>	<p>PC Support reminded the Members that she is looking to them to be the think tank for recommendations and feedback on what should be included in the Integrated Plan.</p> <p>Described the Checklist of requirements for the Integrated Plan from HRSA.</p> <ul style="list-style-type: none"> • Section I: Executive Summary (snapshot of the plan) • Section II: Community Engagement in Community Access (how the community was engaged in creating the plan) • Section III: Contributing Data Sets & Assessments (agreed that we would use the most recent needs assessment data from prior years) • Section IV: Situational Analysis • Section V: 2022-2026 Goals & Objectives • Section VI: 2022-2026 Integrated Planning Implementation, Monitoring and Jurisdictional Follow Up • Section VII: Letters of Concurrence: <ul style="list-style-type: none"> • (CDC Prevention Program Planning Body Chairs or Representatives. • RWHAP Part A Planning; Council/Planning Body(s) Chairs (s) or Representative(s) • RWHAP Part B Planning Body Chair or Representative. • Integrated Planning Body. • EHE Planning Body. • Expecting 2-3 meetings with workgroup <ul style="list-style-type: none"> • Convene workgroup, targeting July • Outline framework of the integrated plan, borrowing the framework from the previous 5-year plan • Outline goals and objections of that plan and getting workgroup’s feedback for whether to keep the goals and objectives and look at ways to expand; how we monitor achieving those goals & objectives or adding in additional strategies for how to accomplish those objectives. • Deadline for submitting recommendations for work group set for May 17, ahead of Executive Committee Meeting. 	
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<p>Parking Lot Action Items</p>		
<p>Review of Needs Assessment Outcomes, Lessons Learned &</p>	<p>Committee as agreed that they won’t do Comprehensive Needs Assessment this year, but will</p>	

Strategies for 2022 Comp Needs Assessment	focus attention on the Integrated Plan and use Needs Assessment data from previous years to help populate data for the Integrated Plan.	
Distribute the Standards of Care	Standards of Care have already been distributed.	

Public Comment	No Public Comment
Announcements	None.
Schedule of Next Meeting	June 2, 2022, 9:00 a.m.
Adjournment	Meeting adjourned at 9:59a.