

# 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: (210) 644-1362



**MINUTES OF THE  
 Planning Council  
 Thursday, January 20, 2022  
 Zoom Teleconference  
 12:30 p.m. – 3:00 p.m.**

Planning Council Members				Recipient Staff		Guests	
Gregory Casillas	P	Santiago Serrato	P	Tanya Khalfan Mendez	Angelita Agape, N2C		
Alfred Chavira	A	Korie Smith	P	Annie Johnson	Vangie, N2C		
Joe Clower (late arrival)	P	Mikela Villareal	A	Mary Kay Mitchell	Dina Roach, N2C		
Frederic Courtois	A	Morjorie White	P	Rhonda Andrew			
Adolph Delgado	A	Charles Whitehead	P	Maricela McQueen			
Enrique Flores	P	Wayne Wientjes	P	Leah Meraz			
Gavriel Gutierrez	A	Jamie Zapata	A				
Loretta Holland	P			<b>Planning Council Support Staff</b>			
Catherine Lemus	P			Sharron Harris			
Ronique Pleasant	P			Gloria Wood			
<b>P = Present      A = Absent</b>							

<b>Call to order</b>	Enrique Flores, PC Co-Chair, called the meeting to order at 12:36pm
<b>Determination of Quorum</b>	11 of 17 members present; <b>QUORUM ESTABLISHED</b>
<b>Welcome and Introductions</b>	Ms. Harris, PC Support called the roll.
<b>Mission Statement</b>	The Mission Statement was read aloud by PC Member Wayne Wientjes.
<b>Approval of the Agenda</b>	PC Member Charles Whitehead made motion to adopt the agenda as amended, 2 <sup>nd</sup> by Wayne Wientjes. The agenda was adopted as amended with 1 abstention.
<b>Approval of the Minutes from December 16, 2021</b>	Motion to adopt the Minutes as amended was made by Charles Whitehead; 2 <sup>nd</sup> by Korie Smith. The minutes were adopted as amended, with no objections and 1 abstention.
<b>Recipient Report January 2022</b>	<p>Mary Kay Mitchell, and Tanya Khalfan Mendez of the Recipients office delivered the Recipient Report</p> <p><b>Ryan White Administrative Overview</b></p> <ul style="list-style-type: none"> <li>• Staff continues to work remotely with exception of some going into the office once every other week or one day a week.</li> <li>• The RW staff participated in 15 trainings for the month of December. Submitted abstracts for the RW conference coming up later this year.</li> <li>• Financial Grant Analyst position is still open. Information can be found on the UH jobsite.</li> <li>• DSHS launched a new data system on Dec 18 called Take Charge Texas (TCT). This system replaces AIRES and ADAP/THMP data systems. Kinks are still being worked out.</li> <li>• AA received Board approval to purchase eCOMPAS (Electronic Comprehensive Outcomes Measurement Program for Accountability &amp; Success) data system for San Antonio area. This system allows tracking of data, eligibility, has reports for</li> </ul>

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clinical quality management, and will help with monitoring. Will be working with them to make sure there are bridges to limit duplications of entries.

## **Planning Activities**

- Completed service standard trainings in December, covered HOPWA.
- Will continue these trainings every month throughout the year in 2022. The first one is Tues, Jan 25, starting with HIPSCA.
- Updated list of trainings and Web-ex (sic) links will be disseminated to PC Members, once available. Anyone may attend.

## **Clinical Quality Management Activities**

- Updated performance measures. Hope to have 4<sup>th</sup> quarter available in next month's Recipient Report.
- Still getting our HRSA TA for CQM. Did not meet with HRSA in ~~December~~, ~~but~~ December but will be scheduling for 2022 either this month or next month.
- Will be working on quality improvement projects based on our performance data to go into our work plans.
- Starting coaching sessions back up in February. Coaching sessions are individual CQM meetings with service providers.
- Last day with our program for Rhonda Andrew will be January 28, 2022.
- Project Officer for HRSA will change in March. He is a Lieutenant Colonel and also a ~~Pharmacist~~ pharmacist.

## **BRAVE Activities**

- The Sr. Quality Data Analyst position has been filled. The individual began on December 20th.
- We are hiring for a Member Advocate to assist with the housing program. Position information and application can be found on the University Health job page.
- Outreach Coordinator participated in the World AIDS Day. Through this participation we were able to connect with several youth community members and welcomed to participate in some of their events.
- Operation BRAVE continues to recruit youth between the ages of 18-29 to be part of the peer program. Monthly stipends up to \$500 are available for peers.
- The first Transgender Sensitivity training occurred on December 3, 2021. The next trainings are scheduled in early February. Two back-to-back sessions are scheduled for this date. The first is to be conducted with LVN, MA & front desk staff and the second training will be our first provider training session. The trainings are expected to be recorded for future use. Dr. Cates with AARC will be conducting the trainings.
- Had about three (3) new individuals referred to the program through the Care Coordination Team.
- Typically participates in Cluster Detection monthly calls with DSHS, however, due to the holidays the call did not take place in December, but the calls are scheduled to resume in January.

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- Continuing to participate in the Housing TA and the Housing Learning Collaborative. Housing Learning Collaborative will end in February and the Housing TA will continue on an as-needed basis.

## COMMITTEE REPORTS

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

CHAIR – Santiago Serrato

Business Item	Discussion / Motion	Action
<p><b>Review of the progress and updates of the Integrated Plan</b></p>	<p>Rhonda Andrews reported the activities completed in December submitted through the RedCap survey for Integrated Plan Activities:</p> <ol style="list-style-type: none"> <li>FAM210 BRAVE participated and served as a vendor.               <p><b>Event:</b></p> <ul style="list-style-type: none"> <li>Race de las Chingonas- FAM 210 &amp; BRAVE were participants and vendors, as well as coordinated to have HIV/STD testing at the event.</li> <li>2<sup>nd</sup> Annual Fundraiser for the Kristen Meza Foundation – KMF Against Domestic Violence.</li> <li>Event of women only, trans women, and non-binary individuals</li> <li>FAM210 &amp; BRAVE shared a vendor booth &amp; AARC and Metro provided HIV/STD testing. HIV Testing was provided; approximately 13 people had a test at the HIV/STD testing buses.</li> </ul> <p><i>Event Incentives:</i> Condoms, lube, pens, hand sanitizers, lanyards, bags, and other small program incentives, along with program info and resources.</p> <p><i>Challenges for the Event:</i> None</p> <p><i>Successes:</i> Great event! Fun way to share program info, get people tested, and serve our WICY population.</p></li> </ol> <ol style="list-style-type: none"> <li><b>Review Parking Lot Issues:</b> None</li> <li><b>Planning for Needs Assessment:</b> Concern was expressed about the outcome of the prior needs assessment. There was a lower-than-expected number of surveys collected and very limited participation from the target populations. Recommendation was to revisit the tasks from last year’s assessment and think outside the box</li> </ol>	<p>Discussion Only. No Action.</p>

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	to be more creative to reach the intended population.	
	4. <b>Work Plan Review:</b> Work plan was reviewed with a few minor changes added.	

## Membership, Nominations, and Elections Committee (MNE) CHAIR – Wayne Wientjes

Business Item	Discussion / Motion	Action
<b>Confirm Eligible Members for Planning Council Co-Chairs to present to Executive Committee and Planning Council for Nominations</b>	The Recipient provided handouts which were included in the meeting packets. Members eligible for nomination were reviewed.	
<b>Reviewed Planning Council Membership</b>	The Recipient provided handouts which were included in the meeting packet. It was noted that Alfred Chavira has been appointed and added to the Membership Roster.	
<b>Reviewed Planning Council Membership Attendance.</b>	The Recipient provided handouts which were included in the meeting packets. Attendance was reviewed for the current quarter. Members agreed to review and consider developing a policy to evaluate attendance when members miss numerous unexcused absences.	
<b>Reviewed and Create 2022-2-23 Committee Work Plan.</b>	The Recipient provided handouts which were included in the meeting packet. Reviewed the work plan and recommended minor revisions (move the request for nominations for PC Co-Chairs to November 2022, rather than January) and (move conducting elections for Planning Council Co-chairs to January 2023 rather than February). Members agreed to review and discuss further an “Open Nominating” Work Plan to help manage recruitment of new members. Will review the 2022-2023 Work Plan and vote on approval in the February meeting.	

## Ad-Hoc Website Committee CHAIR: Gregory Casillas

Business Item	Discussion / Motion	Action
	<i>Did not meet in January 2022.</i>	

## Fiscal Monitoring and Reallocations (FMRA) Committee CHAIR – Fredric Courtois

Business Item	Discussion / Motion	Action
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<p><b>Review 2021/22 Part A and MAI Expenditures by Service Category and Unduplicated Client Count</b></p>	<p>Recipient provided handouts and Planning Council support distributed them to members prior to the meeting. The committee reviewed the Part A formula. Other supporting documents were distributed immediately following the meeting. An automatic waiver was granted due to COVID, so no unobligated balance report will be required. Categories that are low are Mental health, Medical Case Management.</p> <p>Did receive announcement for Part A <u>Grant</u>, will be a partial award.</p>	<p>Discussion Only. No Action.</p>
<p><b>Review Reallocation Request (2022-01-12)</b></p>	<p>Recipient provided the Reallocation proposal; Planning Council support distributed it to the committee prior to the meeting. The big changes were due to COVID, there has been a <u>reduction</u> in Outpatient Ambulatory Health Services visits by clients, due to fluctuation in client utilization and delays with Texas HIV Medication Program causing an increase in AIDS Pharmaceutical Assistance (Local); also, increase in usage of Referral for Healthcare &amp; Support Services. Member reviewed and voted in favor of reallocation.</p>	<p>Discussion <b>Action:</b> Vote In favor, to approve Reallocation Plan</p>

<p><b>Executive Committee</b></p>		
<p><b>CHAIR – Enrique Flores and Gregory Casillas</b></p>		
<p><b>Business Item</b></p>	<p><b>Discussion / Motion</b></p>	<p><b>Action</b></p>
<p><b>Vote on Eligible Nominees for Planning Council Co-Chairs.</b></p>	<p>The Recipient provided handouts which were included in the meeting packets. A concern was expressed about attendance for one of the eligible nominees. Planning Council (PC) Support presented the attendance status of the nominee in question. PC Support ask the nominee for a commitment to actively participate and encouraged members to give the nominee an opportunity to serve.</p>	<p>Discussion: <b>Action:</b> Members agreed to advance nominees to Planning Council for Vote.</p>
<p><b>Review of 2022-2023 San Antonio TGA PC Meeting Schedule.</b></p>	<p>2022-2023 San Antonio TGA PC Meeting Schedule. Wayne Wientjes motioned to adopt 2022-2023 Meeting Schedule as presented, 2<sup>nd</sup> by Joe Clower. Schedule adopted with no opposition and 1 abstention.</p>	<p>Discussion: <b>Action:</b> 2022-2023 San Antonio TGA PC Meeting Schedule approved.</p>
<p><b>Update and discussion regarding Ad Hoc Website Committee.</b></p>	<p>Meeting date is currently pending, possibly until March.</p>	<p>Discussion Only.</p>
<p><b>Update and discussion regarding People’s Caucus.</b></p>	<p>Re-starting the People’s Caucus was discussed, and it was agreed to reconvene the next People’s Caucus meeting on Feb. 17, 2022 at 6:00pm and start getting the word out.</p>	<p>Discussion and agreement to reconvene the People’s Caucus in February</p>

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## PLANNING COUNCIL BUSINESS

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Business Item	Discussion / Motion	Planning Council Action
<b>Review of Committee Reports</b>	<i>See above.</i>	
<b>Vote on Eligible Members for Planning Council Co-Chairs.</b>	<p>Eligible PC Members have accepted or declined Nominations and a final voting list of two (2) candidates has been identified. Final voting for PC Co-Chair occurred on January 20, 2022 by anonymous poll. A total of 14 responses were received as follows:</p> <ul style="list-style-type: none"> <li>Santiago Serrato received: Yes = 9, No= 4, Abstention = 1.</li> <li>Wayne Wientjes received: Yes = 10, No = 3, Abstention = 1.</li> </ul> <p>Effective February 28, 2022, Enrique Flores' term as PC Co-Chair ends. Greg Casillas is stepping down from PC Co-Chair as of February 28, 2022 but will continue to serve on Planning Council until later in the year.</p>	<p>Discussion <b>Action:</b> Vote on Wayne Wientjes and Santiago Serrato were voted in as PC Co-Chairs.</p>
<b>Review &amp; Vote on Reallocation Proposal</b>	Motion made to adopt Reallocation Request by Joe Clower and 2 <sup>nd</sup> by Wayne Wientjes. Reallocation request adopted with no opposition and 1 abstention.	<p>Discussion: <b>Action:</b> Vote on Reallocation Request approved</p>
<b>Smoking Cessation Presentation</b>	Angelita Agape & team presented Navigation to Cessation (N2C). The purpose of the program is to work towards cancer prevention and improve quality of life among individuals living with HIV/AIDS through education, care coordination, specialized treatment services, and patient navigation. Brochures were included in packet and may be referred to for further information.	Presentation only. No action taken.
<b>Update regarding Ad Hoc Website Committee.</b>	Start date for the Ad Hoc Website is pending, based on unlikely readiness of website by Feb 3. Likely meeting date would be the March meeting to give the website team sufficient time to finalize the preliminary website and do verification & validation.	<p>Discussion: <b>Action:</b> Additional time agreed, if needed.</p>
<b>Vote on 2022-2023 San Antonio TGA PC Meeting Schedule</b>	Motion to adopt 2022-2023 San Antonio TGA PC Meeting Schedule as presented was made by Wayne Wientjes, 2 <sup>nd</sup> by Joe Clower. Agenda adopted with no opposition and 1 abstention. The Schedule will be kept in the Meeting packet for the next couple of months.	<p>Discussion: <b>Action:</b> Vote on 2022-2023 San Antonio TGA PC Meeting Schedule approved.</p>
<b>Update regarding People's Caucus.</b>	People's Caucus will start out as a virtual meeting. Mass email will be sent to People's Caucus to include suggesting everyone download Zoom onto their phone or PC by the middle of the month for restart of People's Caucus Meetings beginning February 17, 2022.	Discussion and agreement to reconvene the People's Caucus in February

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<b>Public Comment</b>	No Public Comment
<b>Announcements</b>	Enrique thanked the representatives from N2C for their presentation and wished them great success.
<b>Schedule of Next Meeting</b>	February 17, 2022 12:30 p.m. ZOOM Teleconferencing
<b>Adjournment</b>	1:56 p.m.