

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, February 17, 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	Cherise Rohr Allegrini		
Alfred Chavira	P	Korie Smith	P	Annie Johnson			
Joe Clower (late arrival)	P	Mikela Villareal	P	Mary Kay Mitchell			
Frederic Courtois	A	Morjorie White	A	Leah Meraz			
Adolph Delgado	A	Charles Whitehead	P	Maricela McQueen			
Enrique Flores	A	Wayne Wientjes	P				
Gavriel Gutierrez	A	Jamie Zapata	A				
Loretta Holland	P			Planning Council Support Staff			
Catherine Lemus	P			Sharron Harris			
Ronique Pleasant	P			Gloria Wood			
P = Present A = Absent							

Call to order	Greg Casillas called the meeting to order at 12:32 pm CST
Determination of Quorum	11 of 17 members present; QUORUM ESTABLISHED
Welcome and Introductions	PC Support called the roll.
Mission Statement	The Mission Statement was read aloud by Santiago Serrato.
Approval of the Agenda	Charles Whitehead made motion to approve agenda as written, 2 nd by Santiago Serrato. The agenda was adopted as written with 1 abstention.
Approval of the Minutes from January 20, 2022	Motion to accept the Minutes as written was made by Jace; 2 nd by Charles. The minutes were accepted with no objections and 1 abstention.
Recipient Report January 2022	<p>Leah Meraz, Mary Kay Mitchell, and Tanya Khalfan Mendez of the Recipient's office delivered the Recipient Report .</p> <p><i>UHS Administrative Overview</i></p> <ul style="list-style-type: none"> • Updates And Announcements • For the month of December a majority of the Administrative Agency staff continues to work from home with a few managerial staff alternating days to be in the office. • The Financial Grants Analyst position remains open. • The Program Manager for Quality and Compliance remains open. <p><i>Ryan White Administrative Overview</i></p> <ul style="list-style-type: none"> • Ryan White staff participated in 13 trainings and meetings throughout the month of January. Trainings and topic discussions included: Ryan White/HIV activities; fiscal/accounting; program update; monthly data managers meeting; BRAVE/Patient Navigation Data meeting monthly call; Operation BRAVE housing discussion; and Prepping for the RSR submission webinar

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- Contract for the eCOMPAS (Electronic Comprehensive Outcomes Measurement Program for Accountability and Success) software is in process.
- Submission of abstracts for RW conference.
- DSHS launched new data system on December 18, 2021 (TCT-TakeChargeTexas). This new system replaces the ARIES and ADAP/THMP data systems.
- EFA has seen an increase in usage for medications for RW Eligible and ADAP/THMP Approved clients due to delays in client receiving medications caused by the transition from the previous State data system for THMP/ADAP to TCT (TakeChargeTexas).

Planning Activities

- Due to positive feedback and numerous requests, the AA will be continuing the review of the standards of care service categories throughout 2022. The first review was held on January 25, 2022 and covered HIPCSA.
- Attended the Peer Learning Series: Gearing up for Integrated Planning: Approach, Timeline, and Community Engagement Webinar on January 20, 2022
- Held a HOPWA Stakeholder Forum on January 18, 2022; 15 attendees representing 3 HOPWA agencies; Topics of discussion included 2022 Housing Initiatives; Operation BRAVE Housing Program; and Current Housing Needs.

Clinical Quality Management Activities

- Quarter 4 data cannot be pulled at this time due to reports not being available in TCT.
- CQM Coaching Sessions will be held in February 2022
- Two internal CQM meetings were held in January to discuss using the system RedCap as a way to create surveys and questionnaires and draw down data to conduct CQM activities
- The CQM Coordinator attended a TA webinar on January 20, 2022 called Consumer TA: Implicit Bias in Q!

BRAVE Activities

- We are hiring for a Member Advocate to assist with the housing program and for our LVN Care Coordinator. Position information and application can be found on the University Health job page.
- 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.
- Participation in the Youth Initiatives Meeting hosted by Metro Health to discuss barriers to youth engagement.
- Outreach activities planned for January were cancelled due to the increase in COVID cases. Future activities continue to be assessed.

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- The Transgender Sensitivity training being expanded to additional clinics. Dates are
- Meetings to discuss details of a new grant took place. The new grant will begin in February and is focused on streamlining internal processes, provide funding for HIV testing in the ED as well as ambulatory clinics. The Care Coordination team will assist in linkage to care.
- The statewide cluster detection call indicated that data hadn't been entered for a period of time. The team at DSHS is working to enter data to determine if a molecular cluster has been identified.
- Working on Year 3 activities to address the epidemic.
- Housing TA and participation in the Housing Learning Collaborative continues.
- New guidance on Carryover funds was released at the end of January and indicated that carryover funds would not expire at the end of the year. Funds could be used until they were expended or until 2025.

COMMITTEE REPORTS

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

CHAIR – Santiago Serrato

Business Item	Discussion / Motion	Action
Review of the progress and updates of the Integrated Plan	<ol style="list-style-type: none"> 1. Work Plan Review – The Committee reviewed the revised workplan which was include in the meeting materials distributed prior to the meeting. A motion was made by Ronique and 2nd by Wayne to approve the plan for the 2022-2023 grant year, all votes were in favor with the Committee Chair (Santiago) abstaining. 2. Review of the progress and updates of the Integrated Plan – No report on the Integrated Plan was provided, the 2021 Worksheet concluded in December 2021. HRSA issued guidance for a new plan for CY2022-2026, which is due Dec. 2022. 3. Overview of Committee Responsibilities – Planning Council support will prepare a draft Needs Assessment Work Plan for committee input for the Needs Assessment due in FY2022. 4. Review Parking Lot Issues – The draft Needs Assessment Work Plan is underway; Planning Council Support is working on a draft to present to the committee for review and feedback to begin the planning. 	

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

Business Item	Discussion / Motion	Action
	<ol style="list-style-type: none"> 1. Review of Planning Council Membership – Committee reviewed the Planning Council Membership roster, which was distributed in the meeting package prior to the meeting. It was noted that two Planning Council members term will expire Feb. 28, 2022, and one mandatory membership category (<i>Mental Health/Substance Abuse</i>) will need to be filled. 2. Review and discuss Open Nominating Work Plan Process – Planning Councils Support presented an Open Nomination Work Plan Model for Committee consideration. The work plan model was distributed in the meeting package prior to the meeting. 3. Review and Manage Planning Council Membership Attendance – 4th quarter attendance is being updated and will be presented at the March meeting along with the draft policy for unexcused absences. 4. Review and Manage Planning Council Training – Planning Council Support discussed training ideas and interest was expressed for the Planning Council 101 Refresher training. 5. Review & Vote on Committee 2022-2023 Work Plan – the work plan was provided in the meeting package prior to the meeting and was reviewed and approved for the upcoming grant year. 	

Ad-Hoc Website Committee CHAIR: Gregory Casillas

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

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

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Business Item	Discussion / Motion	Action
Review 2021/22 Part A and MAI Expenditures by Service Category and Unduplicated Client Count	Item: Review 2021/22 Part A and MAI Expenditures by Service Category and Unduplicated Client Count. The Recipient provided handouts which were included in the meeting packets. (For Possible Action) The Chair will entertain a motion for possible action.	
Review Scope of Work & Executive Committee Work Plan (PCAT) and revise for 2022-2023 Grant Year	Item: Review and Approve FMRA Committee 2022-2023 PCAT (For Possible Action) The Chair may entertain a motion for possible action.	
Executive Committee		
Co-Chairs – Enrique Flores and Gregory Casillas		
Business Item	Discussion / Motion	Action
Review 2021-2022 Executive Committee PCAT and revise for 2022-2023.	Item: Review 2021-2022 Executive Committee PCAT and revise for 2022-2023. Planning Council support provided handouts which were included in the meeting package. (For possible Action) The Chair will entertain a motion for possible action.	
Review the Assessment of the Efficiency of the Administrative Mechanism (AEAM)	Item: Review the Assessment of the Efficiency of the Administrative Mechanism (AEAM). The Recipient provided handouts which were included in the meeting packets. (For Possible Action) The Chair will entertain a motion for possible action.	
PLANNING COUNCIL BUSINESS		
Planning Council Business		
Business Item	Discussion / Motion	Planning Council Action
Review of Committee Reports	See above.	
Review 2021-2022 PCAT, Revise and Approve Planning Council 2022-2023 Activity Timeline (PCAT)	Item: Review 2021-2022 PCAT, Revise and Approve Planning Council 2022-2023 Activity Timeline (PCAT) (For Possible Action) The Chair may entertain a motion for possible action. Motion by Santiago to approve PCAT noting year updates; Wayne 2 nd ; no opposition; 1 abstention	PCAT approved.
Co-Chair Transition Discussion/Planning	Item: Co-Chair Transition Discussion/Planning Need to replace committee chairs for NA/CPCC & MNE Committees. Wayne has list of eligible members. Indicate to Wayne your interest in assuming those responsibilities.	
Development of Directives to the Recipient	Item: Development of Directives to the Recipient (For Possible Action) The Chair may entertain a motion for possible action.	

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Review and resolve any parking lot items.	Item: Review and resolve any parking lot items. The Recipient provided handouts which were included in the meeting packets. <i>(For Possible Action) The Chair may entertain a motion for possible action.</i>	
Additional Discussion	<ul style="list-style-type: none"> • MNE will develop a transition plan for new subcommittee & Planning Council chairs. • Working on streamlined assessment for 2021 that will assess activities for 2020 and then full assessment of 2021. • PC Support and AA extended thanks and presented a Certificate of Appreciation to Greg, Enrique, in his absence, and Frederic for work they've done in support of the Planning Council. • People's Caucus Schedule to be discussed at its meeting to get consensus, and bring back to Executive Committee for decision. 	

Public Comment	No Public Comment
Announcements	
Schedule of Next Meeting	March 17, 2022 12:30 p.m. ZOOM Teleconferencing
Adjournment	1:46 p.m.