

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, February 3, 2022 ● Zoom Teleconference
 9:00 a.m. – 11:00 a.m.

NA/CPCC Committee Members		Recipient Staff		Guest
Gregory Casillas	A	Santiago Serrato	P	Mary Kay Mitchell
Alfred Chavira	A	Mikela Villareal	A	
Adolph "AJ" Delgado	A	Wayne Wientjes	P	
Enrique Flores	P	Jamie Zapata	A	
Gavriel Gutierrez	A	Charles Whitehead	P	Planning Council Support
Loretta Holland	P			Sharron Harris
Catherine Lemus	P			Gloria Wood
Ronique Pleasant	P			
P = Present		A = Absent		

Call to Order	The meeting was called meeting to order at 9:08a
Determination of Quorum	Quorum Established; 7 of 13 members in attendance. Mission Statement read by Enrique Flores.
Approval of the Agenda	Motion to approve agenda made by Wayne Wientjes, 2 nd by Ronique Pleasant. Approved as presented.
Approval of Minutes from Jan 6, 2022	Motion to approve minutes as amended made by Ronique Pleasant, 2 nd by Wayne Wientjes. Jan 6 Minutes approved as presented with amendments.

COMMITTEE REPORT

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

Chair – Santiago Serrato

Business Item	Discussion / Motion	Planning Council Action
Review & Vote on Final Committee Work Plan Activities for Year 2022	PC Support put forth the Committee's Updated Work Plan for review and approval. Motion to approve the Committee's Updated Work Plan as presented was made by Enrique Flores; 2 nd by Wayne Wientjes. The motion carried and the Work Plan was adopted.	Action: Vote Committee PCAT approved
Review of Progress & Updates of the Integrated Plan	Administrative Agency turned the survey off for future update of the Integrated Plan at the beginning of January because the plan only went thru 2021. Nothing to report on for activities for the month of January and just sent over the final draft of worksheet for the entire year. It covers everything. Will review at the March meeting.	Discussion: No action taken.

<p>Overview of Key Committee Responsibilities according to Planning Council By-Laws</p>	<p>Bylaws haven't been updated since 2017. PC support refreshed the Committee's memory regarding Committee's duties as currently defined in the Bylaws.</p> <p>Needs Assessment Strategy & Data Role:</p> <p>A. Developing and implementing a Needs Assessment Strategy that will provide data that guides the development of TGA's continuum of care; content of grant application; intent & strategic direction of the integrated HIV prevention & care plan;</p> <p>B. Developing an assessment strategy in collaboration with the Recipient Administrative Agency for how we pursue conducting the needs assessment:</p> <ul style="list-style-type: none"> • Developing a needs assessment work plan and what the Committee thinks needs to be components of that plan. • Working in partnership with Recipient on that. <p>C. Participating in the Statewide Coordinated Statement of Need</p> <p>The Committee is not required to produce the Coordinated Statement of Need, but should be prepared to contribute to the document, if necessary, so that needs of people living with HIV are addressed in this document. The Statewide Syndicate produces this product. Charles Whitehead, as a member of the Statewide Syndicate, was asked by PC Support to help keep the Committee informed as to the discussions going on around this subject and what might be needed from the Committee.</p> <p>D. Perform other duties as may be required or assigned by the Planning Committee.</p>	<p>Action: Recommendation to participate in Standards of Care reviews</p>
	<p>Continuum of Care Role:</p> <p>A. Developing the TGA's Continuum of Care, Service Category Standards of Care, Service Category Definitions and Defining Service Category Units of Service</p> <p>PC Support will circulate the Standards of Care via email to everyone to make sure everyone understands how the service is delivered & how the service is funded.</p> <p>B. Reviewing & Developing the Integrated HIV Prevention and Care Plan Every Three Years in Accordance with the RW Act and in Collaboration with the Recipient Agency.</p> <p>The worksheet for the Integrated Plan will be reviewed at the March meeting for the year</p>	

	<p>being closed out. New plan necessary for the next 5 years and is due at the end of the upcoming grant year. The Worksheet will be created from the new Integrated Plan.</p> <p>C. Review quarterly the progress on the Integrated Plan. Once next year's Comprehensive Plan is developed, a Worksheet will be created from the tasks put in the Plan to regularly monitor progress on the tasks in the Plan. Will be heavy part of our next couple of months' agenda.</p> <p>D. Additional Core Deliverables:</p> <ul style="list-style-type: none"> • Review & approve the San Antonio Part A, Local Pharmaceutical's Assistance Drug Formulary. (Recipient suggested this one comes out of By-Laws.) • Designate a member of the Committee to serve on the Quality Management Committee and report progress to both the Committee and Planning Council. Currently, that member is Wayne Wientjes, per Recipient's CQM records. That person is appointed by the Co-Chairs. PC Support requested member report back to Committee information gathered at quarterly CQM meetings. <p>E. Perform other duties as may be required or assigned by the Planning Committee.</p>	
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Parking Lot Action Items		
Review of Needs Assessment Outcomes, Lessons Learned & Strategies for 2022 Comp Needs Assessment	Underway and ongoing. PC Support will start bringing a brief update of what's in the documents sent by Administrative Agency and prepare an organized proposal of recommendations for conducting needs assessment this year.	

Public Comment	No Public Comment
Announcements	National Black HIV Awareness Day coming up February 7, 2022
Schedule of Next Meeting	March 3, 2022
Adjournment	Motion to adjourn made at 9:56a by Charles Whitehead, 2 nd by Wayne Wientjes