

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 and Continuum of Care Committees
 Thursday, June 1, 2023 | Zoom Teleconference
 9:00 a.m. – 11:00 a.m.

NA/CPCC Committee Members			Recipient Staff		Guest
Joe “Jase” Clower	A	Barbara Jardine (Pending)	P	Mary Kay Mitchell	
Ronique Pleasant	E	Daniel Pineda (Pending)	P	Carol Nielson	
Santiago Serrato	P			Dawn Cook	
Korie Smith	P				
Mikela Villareal	P				
Wayne Wientjes	A				
Laura Gonzales (Pending)	A			Planning Council Support	
Randy Garza (Pending)	A			Sharron Harris	
P = Present	A = Absent	E = Excused		Gloria Wood	

Call to Order	Meeting called to order by Korie Smith at 9:08a CST.
Determination of Quorum	Quorum established; 3 Appointed Committee members and 2 members approved by Planning Council and pending formal appointment were in attendance.
Mission Statement	Mission Statement was read by Daniel Pineda.
Approval of the Agenda	Motion to approve Agenda made by Barbara Jardine, 2 nd by Daniel Pineda; no opposition; no abstentions; motion passed; Agenda approved.
Approval of Minutes from May 4, 2023	Motion to approve May 4, 2023 Minutes by Barbara Jardine; 2 nd by Daniel Pineda; 1 abstention; no opposition; motion passed. Minutes approved.

COMMITTEE BUSINESS ITEMS

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

Chair – Korie Smith

Business Item	Discussion / Motion	Planning Council Action
1. Item: Needs Assessment Progress Update a. English Version Survey b. Spanish Version Survey c. Develop a Survey Dissemination and Collection Work Plan i. Identify Events ii. Suggested Dates & Locations	<ul style="list-style-type: none"> PC Support previewed the Needs Assessment Survey banner on the www.saplanningcouncil.org website, as well as the English and Spanish versions of the survey in Survey Monkey. PC Support displayed grid to capture dissemination/collection data plan, and requested suggestions to find places to solicit surveys. Committee proposed People’s Caucus events on 7/21 and 8/16 for data collection, as well as plugging into other events currently in place. Wayne is checking into whether Living Positive will host an event. Korie indicated willingness to collect surveys on Pride Day, June 24. 	

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<p>iii. Team Member Lead</p> <p>iv. Target No. of Completed Surveys Anticipated from Event</p>	<ul style="list-style-type: none"> • Proposed target to close the Needs Assessment and report to Planning Council is November. • PC explained the need for team leads for each event and solicited feedback from the Committee. • Target number of surveys is 435. • Surveys anticipated from each event could target the following, depending on the event: <ul style="list-style-type: none"> ○ Hispanic – 50 ○ African American – 5 ○ White – 3 	
<p>2. Item: PSRA – August 24th (9:00am – 4pm) & Wrap-up Aug 25th (9:00am – 12n)</p>	<ul style="list-style-type: none"> • Planning Council voted and approved the PSRA event dates as August 24th from 9a – 4p and August 25th from 9a – 12n. 	
<p>3. Item: Oral Health Utilization & Spending Trends</p>	<ul style="list-style-type: none"> • Reviewed oral health utilization & spending from prior years in response to a question from a former Planning Council Member. • Members should be prepared to attend the upcoming FMRA/Executive Committee and Planning Council meetings as data for 2022 is expected to be presented. • Priority Setting question is whether there should be an adjustment to the oral health service category. 	
<p>4. Item: Review and Resolve Parking Lot Items.</p>	<ul style="list-style-type: none"> • Received comments from HRSA regarding the Integrated Plan. Will be shared with the FMRA/Executive & Planning Council Meeting and back to this Committee meeting next month. 	

Parking Lot Action Item

No.	Parking Lot Action Items	Assigned To	Date Assigned	Due Date	Status
1.	Update of Integrated Plan Monitoring Process	NA/CPCC	Jan 5, 2023	Ongoing	

Public Comment	None.
Announcements	None.
Schedule of Next Meeting	August 3, 2023 at 9:00 a.m.
Adjournment	Meeting adjourned at 10:12 a.m. CST.