

**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  
 Combined Fiscal Monitoring & Reallocations,  
 and Executive Committee  
 Thursday, May 18, 2023 | Zoom Teleconference  
 10:00 a.m. – 12:00 noon**

Executive Committee Members			Recipient Staff	Guest
Santiago Serrato	P		Leah Meraz	
Wayne Wientjes	P		Annie Johnson	
Ronique Pleasant	E		Mary Mitchell	
Kori Smith	E			
			<b>Planning Council Support</b>	
			Sharron Harris	
<b>P = Present</b>	<b>A = Absent</b>	<b>E = Excused Absence</b>	Gloria Wood	

<b>Call to Order</b>	Meeting began at 10:05a.
<b>Determination of Quorum</b>	Quorum not established; 2 members present.
<b>Mission Statement</b>	No quorum - Mission Statement not read.
<b>Approval of the Agenda</b>	No quorum – No vote on Agenda.
<b>Approval of Minutes from March 16, 2023</b>	No quorum – No vote on Minutes.

<b>EXECUTIVE COMMITTEE BUSINESS</b>		
<b>Co-Chair – Santiago Serrato</b>		
<b>Co-Chair – Wayne Wientjes</b>		
<b>Business</b>	<b>Discussion/Motion</b>	<b>Planning Council Action</b>
<b>A. Item: Recipient Report (handouts included with meeting package).</b>	<ul style="list-style-type: none"> <li>No quorum – Recipient Report not presented.</li> </ul>	
<b>B. Item: Fiscal Report, Review Part A Expenditure &amp; Unduplicated Client Count Report by Service Category (handouts included with meeting package)</b>	<ul style="list-style-type: none"> <li>No quorum – Fiscal Report not presented.</li> </ul>	
<b>C. Discuss &amp; Vote on Date to Conduct PSRA Work Session</b> 1. <b>Proposed Date: Aug 24 – Aug 25, 2023</b>	<ul style="list-style-type: none"> <li>No quorum.</li> <li>PC Support reviewed the current agenda, as well as presented an update on the PSRA survey as relates to input of survey data into Survey Monkey.</li> </ul>	

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2. Proposed Time: 9:00a – 4:30p and Conclude 9:00a – 12noon		
D. Item: Summer Recess Poll Outcome: 1. Interest in taking a summer meeting break (July or August)?	<ul style="list-style-type: none"> <li>• No quorum.</li> <li>• PC Support notified the Committee that 9 people had voted in the Summer Recess Poll and of the 9, seven voted for a recess. The consensus was that there would be a summer break in July. However, the People’s Caucus would continue with its business in July.</li> </ul>	

**COMMITTEE BUSINESS ITEMS**

**Needs Assessment (NA) and Comprehensive Planning/Continuum of Care Committee (CPCC) Business Chair – Korie Smith**

Business Item	Discussion / Motion	Planning Council Action
A. Committee Report	<p><b><u>No quorum. Committee Report not presented.</u></b></p> <p>a. <b>Item:</b> Reviewed HIV Epidemiology of the TGA. Total of 7,921 PLWH in the SATGA. Agreed to 435 or 5.5% of the 7,921 as the Sample size of surveys to be collected for the 2023 Needs Assessment.</p> <p>b. <b>Item:</b> Reviewed the 2023 Needs Assessment Discussion Guide – Agreed to conduct 1 to 2 focus group discussions possibly at the end of the survey.</p>	

**Membership, Nomination & Elections Committee Business Chair – Ronique Pleasant**

Business Item	Discussion/Motion	Planning Council Action
A. Committee Report	<p><b><u>No quorum. Committee Report not presented.</u></b></p> <p>a. <b>Item:</b> PC Removal – At the March 2<sup>nd</sup> MNE Meeting, members unanimously voted to remove Jamie Zapata from Planning Council, due to violation of Planning Council attendance requirements. The committee is seeking Executive Committee vote of concurrence to present our recommendation to the full Planning Council for final approval. <i>The Chair shall entertain a motion for action.</i></p> <p>b. <b>Item:</b> Planning Council Membership – Reviewed the updated Membership Roster to reflect pending appointments to Planning</p>	

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	<p>Council. The committee also discussed current vacancies and recruitment strategies.</p> <p>c. <b>Item:</b> Questions from MNE Chair – Reviewed &amp; discussed questions about qualifications for mandatory membership categories and whether one person can fill more than one category. Also, can more than one person from the same agency serve on Planning Council.</p> <p>d. <b>Item:</b> Mandatory Forms – Members were reminded, they will receive the mandatory forms that must be signed annually. 1). Code of Conduct; and 2). Conflict of Interest.</p>	
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**People’s Caucus  
 Chair - Vacant**

Business	Discussion/Motion	Planning Council Action
<p><b>A. Committee Report</b></p>	<p><b><u>No Quorum – Committee Report not presented.</u></b></p> <p>a. <b>Item:</b> Funded Services Discussions – Committee voted to have monthly presentation of the following services:</p> <ul style="list-style-type: none"> <li>a. Emergency Financial Assistance -May 19<sup>th</sup></li> <li>b. Medical Transportation – June 16<sup>th</sup></li> <li>c. Mental Health – July 21<sup>st</sup></li> <li>d. Oral Health – Sept. 22<sup>nd</sup></li> <li>e. Referral for Health Care Services – Oct. 20<sup>th</sup></li> <li>f. HIPSCA – Nov. 17<sup>th</sup></li> <li>g. Outpatient Ambulatory Health Services</li> <li>h. Medical Nutrition Therapy</li> </ul> <p>b. <b>Item:</b> Quarterly Dinner Meeting Update – Held the first quarterly dinner meeting on April 12<sup>th</sup> at Guillermo’s. Turnout for the dinner was good, about 30 people in attendance.</p>	

**Parking Lot Action Items**

#	Item	Assigned To	Date Assigned	Due Date	Status
1	Pursue Dedicated Phone Line for Planning Council	Sharron Harris	7/21/2022	ASAP	Pending
2	Presentation on Drug Overdoses and its cross-section with HIV from Frederic Courtois	Sharron		TBD	Pending

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<b>Public Comment</b>	None
<b>Announcements</b>	None
<b>Schedule of Next Meeting</b>	June 15, 2023, 10:00a CST
<b>Adjournment</b>	Meeting ended 10:15a