

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, April 6, 2023 | Zoom Teleconference
9:00 a.m. – 11:00 a.m.

NA/CPCPC Committee Members		Recipient Staff		Guest	
Joe “Jase” Clower	A	Jamie Zapata	A	Mary Kay Mitchell	Barbara Jardine
LaToya Goodwin	P			Carol Nielsen	Randy Garza
Ronique Pleasant	P			Dawn Cook	Laura Gonzales
Santiago Serrato	P			Daniel Pineda	
Korie Smith	P			Dean Parra	
Mikela Villareal	P				
Charles Whitehead	P			Planning Council Support	
Wayne Wientjes	A			Sharron Harris	
				Gloria Wood	

Call to Order	Meeting called to order by PC Support at 9:04a CST. PC Support welcomed everyone.
Determination of Quorum	Quorum established; 6 Committee Members were in attendance.
Mission Statement	Mission Statement was read by Daniel Pineda.
Approval of the Agenda	Motion to approve Agenda made by Charles Whitehead, 2 nd by Barbara Jardine; no opposition; no abstentions; motion passed; Agenda approved.
Approval of Minutes from March 2, 2023	Motion to approve March 3, 2023 Minutes by Charles, 2 nd by Mikela Villareal; 1 abstention; no opposition; motion passed. Minutes approved.
Update on Bexar County – COVID Community Spread Status	Low community spread in Bexar County.

COMMITTEE BUSINESS ITEMS

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

Business Item	Discussion / Motion	Planning Council Action
1. Item: Review of Epi Data	<ul style="list-style-type: none"> • PC Support created and presented the SATGA Epidemiology Profile as of 2021 to the Committee for the San Antonio Service Area based on updated data received from the AA. • Key terminology used was defined: <ul style="list-style-type: none"> ○ <i>Incidence</i> – the number of new cases of a disease that occurs during a specified time period. ○ <i>Prevalence</i> – the total number of persons in a defined population living with a specific disease or condition at a given time. 	

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	<ul style="list-style-type: none"> ○ <i>Unmet Need</i> – the need for HIV-related primary health services among individuals who know their HIV status but are not receiving regular primary medical care. ● Prevalence of PLWH in the San Antonio Service Area has increased, up from 7,666 in 2019 to 7,921 in 2021. 	
<p>2. Item: Determine Survey Representative Sample (goal for total # of surveys)</p>	<ul style="list-style-type: none"> ● Survey sample size proposed by PC Support follows: ● 5.5% of 7,921 = 435, broken down below: <ul style="list-style-type: none"> ○ White, Non-Hispanic – 86 ○ African American, Non-Hispanic = 68 ○ Hispanic – 281 ● Charles Whitehead indicated he thought it was a good plan and he would assist in getting the surveys out. ● PC Support solicited help in identifying resources in addition to the provider network that could help market the survey. ● Currently working on \$20 incentive for people to take survey. Korie agrees with the \$20 incentive and believes she will be able to market it at the VA. ● There is no stipend for those who help to collect the surveys. ● Survey timeline projected to be put out in May for at least 60 days. ● Ideas for getting surveys were discussed: <ul style="list-style-type: none"> ○ Requesting of agencies to sit in their lobbies for a couple of hours and asking clients as they came in for appointments, if they'd be willing to take the survey and then assist them with the survey. ○ Asking your sphere of influence if they know anyone who would be willing to take the survey. ○ AA looking into being able to provide stipends to 2 Planning Council Members to help facilitate the surveys. ○ Locating partners for getting surveys to PLWH outside of Bexar County. ○ Laura Gonzales indicated her support in helping with the survey at her clinic. 	
<p>3. Item: Review Discussion Guide (for Discussion) The Chair will entertain a motion for Committee Approval.</p> <p>a. Focus Group Participation</p>	<ul style="list-style-type: none"> ● PC Support suggested a focus group in the middle and at the end, since we already have the questions and don't need one up front. ● Need to do at least 2, one of which would be made up of only people who are positive. ● Focus group would be recorded for accurate documentation of data, but otherwise would be confidential. 	

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	<ul style="list-style-type: none"> • Focus groups would last no longer than 1.5 hours. • PC Support reviewed types of questions that may be put forth at the Focus Group. 	
4. Item: Review Framework and Meeting Logistics for PSRA Resolve Parking Lot Items	<ul style="list-style-type: none"> • Priority Setting should take place not later than August. • PC Support will send out last year's to review for discussion next month to include any additional data. 	
5. Item: Identify datasets for PSRA	<ul style="list-style-type: none"> • To be determined at upcoming meeting in May. 	
6. Item: Review and Resolve Parking Lot Items.	<ul style="list-style-type: none"> • Integrated Plan's main review is completed. Should be hearing something soon. 	

Parking Lot Action Item

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

Public Comment	None.
Announcements	None.
Schedule of Next Meeting	May 4, 2023 at 9:00 a.m.
Adjournment	Motion to adjourn made by Santiago, 2 nd by Korie; meeting adjourned at 10:17 a.m. CST