

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, November 17, 2022
 Zoom Videoconference
 12:30 p.m. – 3:00 p.m.

| Planning Council Members | | | | Recipient Staff | | Guests | |
|--------------------------|---|-------------------|---|---------------------------------------|--|--------|--|
| Alfred Chavira | A | Wayne Wientjes | A | Leah Meraz | Barbara Taylor, M.D. | | |
| Joe "Jase" Clower | A | Jamie Zapata | A | Mary Mitchell | Catherine Johnson | | |
| LaToya Goodwin | P | | | Carol Nielson | Autumn Chidester, Prior Study Coord for HIV Vaccine Trial | | |
| Catherine Lemus | P | | | Annie Johnson | Ruby Viera Corral – Curr Study Coord for HIV Vaccine Trial | | |
| Ronique Pleasant | P | | | Dawn Cook | | | |
| Santiago Serrato | P | | | Tanya Khalfan Mendez | | | |
| Korie Smith | P | | | Planning Council Support Staff | | | |
| Mikela Villareal | A | | | Sharron Harris | | | |
| Charles Whitehead | A | | | Gloria Wood | | | |
| P = Present | | A = Absent | | | | | |

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| Call to order | The meeting started at about 1:41p CST. |
| Determination of Quorum | 5 members present; Quorum not established |
| Welcome and Introductions | PC Support called the roll and welcomed everyone. |
| Mission Statement | Mission Statement was not read. |
| Approval of the Agenda | No motion for approval of agenda made due to no quorum. |
| Approval of the Minutes from September 15, 2022 | No motion for approval of minutes made due to no quorum. |

PLANNING COUNCIL BUSINESS

| Planning Council | | |
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| Co-Chairs: Santiago Serrato and Wayne Wientjes | | |
| Business Item | Discussion / Motion | Planning Council Action |
| 1. Item: Refresher Training - Reallocation and Carryover Process | <ul style="list-style-type: none"> • Planning Council Business and were moved to the top of the agenda since there was no quorum and for the sake of time. • Refresher Training – Reallocation and Carryover Process - PC Support trained on what is Reallocation and what is Carryover. • <i>Reallocation: The process of moving program funds across service categories after the initial allocation is made.</i> • Recipient must get Planning Council's authority to reallocate <u>across</u> service categories, but the Recipient has the authority to relocate <u>within</u> a service category. • Rapid Reallocation can only be done during the last quarter— by the end of December. PC Support stressed the urgency of reallocation. Suggested that rapid reallocation authority could be modified to start in November, which would give the process more time. This could alleviate the possibility of having to leave money on the table due to a lack of quorum to grant authority to the Recipient to reallocate the funds. | Discussion only-- |

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| | <ul style="list-style-type: none"> • <i>Carryover: The estimated amount of unobligated RW Part A <u>formula</u> grant funds remaining at the end of the budget grant year.</i> • Before the end of the grant year (by Dec 31), the Recipient must submit a request to carryover 5% of what is projected to be unobligated balance of formula budget ,with justification and a plan on how it will be used in the upcoming grant year. • Failure to submit this waiver timely can result in Recipient ineligibility to receive RW Part A Carryover funds in the future. | |
| 2. Review/discussion of Standing Committee Reports | See below. | |
| 3. Discuss and Vote – December and the 2024-2025 meeting schedule | <ul style="list-style-type: none"> • PC Support reviewed the upcoming year meeting schedule. Requested the Dec 15 Planning Council and Executive Committee meetings be moved to either the week before (week beginning Dec 5), or the week after the normal scheduled date (week beginning Dec 19). • No vote taken due to no quorum. | Discussion only--no quorum. |
| 4. Program Updates and Collaboration with Recipient’s Office | No quorum – no discussion of this item. | |
| 5. Other | Santiago Serrato (Co-chair and chair for current meeting) agreed that going forward, the meetings could be rearranged so that the Committee’s business would be first and Committee reports would follow, to cover the business of the Committee for that day. | |
| 6. Fiscal Report a. Review and Vote on Reallocation Proposal | <p>Annie presented reallocation proposal indicating that the AA allocation requests are based on submissions from the service providers.</p> <ul style="list-style-type: none"> • Medical transportation is up by 1.73% from original PSRA %. • Outpatient ambulatory Health Services is down 2.03% from original request. • Referral for Healthcare and Support Services is up by 2.63%. These are the larger ones. The rest are less than 1%. • PC Support explained that we can learn from the reallocation need to make the best-informed decisions in our initial priority setting percentages. • Needs assessment data and utilization and spending data are important parts, noting the cumulative patterns over time, to influence the decisions. • No vote could be taken today due to No Quorum. • PC Support will send out the Reallocation Request to the Planning Council Members and request a follow-up vote from everyone and get it to Annie ASAP tomorrow (Nov 21). | Discussion only. No vote due to no quorum. |

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| <p>7. Positive Links for Youth Initiative – Catherine Johnson, Prog Mgr, Research & Information Mgmt</p> | <p>Dr. Barbara Taylor (Infectious Disease Doctor, PI for this project) (UH Provider) with her team— Catherine Johnson Interviewer & Qualitative Researcher; Autumn Chidester, 4th year medical student, MPH student & currently applying for OB-GYN, prior primary study coordinator for HIV Vaccine Trial; Ruby Vierra Corral, current study coordinator for HIV Vaccine Trial</p> <ul style="list-style-type: none"> • 18-29-year-old challenges – work & school obligations, busy schedules, sleep schedules & some disinterest of being involved. • Only 55% of youth 13-24-years old know their HIV status, so there are huge gaps in HIV testing and awareness for this age category. • Even when engaged in care, only 16% of them have opportunities to achieve viral suppression. • Innovative care engagement strategies are really needed. • Positive Links program developed by UVA and used it in its Ryan White Clinic. It is warm tech, undeveloped patient site & provider dashboard. Clients get medication monitoring, mood & stress monitoring, appointment reminders, social support & resources, and a virtual anonymous support group. They have a community message board, allowing them to safely and anonymously interact on topics about living with HIV. The providers find it helpful to see what is going on with their patient before appointments. • UVA found that delivering this intervention created an increase in appointment adherence, community posts, support and decreased stigma, and an increase in viral suppression. • Adapted that project into Positive Links for Youth (PL4Y). Are about to pilot the adopted version in San Antonio. <p>Takeaways:</p> <ul style="list-style-type: none"> • Peer engagement and having youth staff • Appreciate self-efficacy & independence • Mental health • Reaction to new diagnosis • Financial & insurances related issues • Importance of privacy & confidentiality. <p>Recommendations for clinics:</p> <ul style="list-style-type: none"> • Support mental health in innovative ways; • Adjust provision model to be more youth friendly, efficient & allow for more independence; • Incorporate more diversity in terms of youth staff; • Employ trauma-informed care and adopt approach to the needs of the individual. <p>Next Steps:</p> <ul style="list-style-type: none"> • Would like feedback! Do these themes resonate with your experience or if there are things we've missed? • Pilot intervention. Accepting referrals into the program soon of persons who may fit the demographics and fits its inclusion criteria who might want to be involved in its pilot study. | |
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| | <p>Planning Council Members Comments: LaToya Goodwin (Prog Coordinator, Brave Youth Prog @ BEAT AIDS) expressed her appreciation for this program (PL4Y). She indicated that trying to engage the 18-29-year-old population in the traditional way has been a challenge. Trying to engage them in their own space, truly meeting them where they are and working with them from there, being flexible with how you give and receive information with this population is the only way they have been successful. She expressed interest in being a part or have some of BEAT AIDS' staff be a part of PL4Y youth advisory board. Peer to peer model has been their strength.</p> | |
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Committee Reports

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

| Business Item | Discussion / Motion | Planning Council Action |
|---|---|-------------------------|
| <p>1. Reviewed Integrated Plan Progress</p> | <ul style="list-style-type: none"> Discussed progress on Integrated Plan (IP). PC Support thanked everyone for their help in putting the goals and objectives and new activities in the IP, which is almost complete. Working on letters of concurrence. Planning Council letter of concurrence are complete and will be sent out for signatures of the Planning Council Co-chairs. Preparing a letter of concurrence for the People's Caucus. Will also ask for a letter of support from our Part A partners, who also are recipients of CDC funds and were members of our Stakeholder work group. PC Support indicated that she was very proud of the support received from everyone and suggested that we will have to work as a team to make sure the goals, objectives and activities outlined in the plan can be achieved. | |
| <p>2. AEAM Overview</p> | <ul style="list-style-type: none"> Also, in the Needs Assessment Committee, an overview was done of what the Assessment of the Efficiency of the Administrative Mechanism (AEAM) is and why we do it. During the December 1 meeting, will go over the findings of the 5-6 questions the Assessment asked to be examined. PC Support invited anyone interested in seeing the results of the AEAM results to join the Dec 1 Needs Assessment Committee meeting. | |

Membership, Nominations, and Elections Committee (MNE) Chair – Ronique Pleasant

| Business Item | Discussion / Motion | Planning Council Action |
|---|--|-------------------------|
| <p>1. Reviewed PC Attendance</p> | <ul style="list-style-type: none"> PC attendance report was discussed, and a request made for any necessary corrections. | |
| <p>2. Subcommittee Vacancy Recruitment Strategy</p> | <ul style="list-style-type: none"> PC support reported that the new Membership Committee Chair is Ronique Pleasant and thanked her for her willingness to step up. Reviewed the important role of the Membership Committee in helping to maintain membership of the Planning Council: tracking and | |

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| | <p>monitoring attendance; establishing a more flexible attendance policy and helping to prepare members through trainings, etc. to strengthen its capacity to do its work.</p> <ul style="list-style-type: none"> Will start the planning for expanding the Membership Committee, splitting it out from the Executive Committee in January, 2023, but will not actually do the split until the new grant year, Mar 2023. | |
| 3. Update HRSA Planning CHATT (Pt A Planning Council's Recruitment & Retention Learning Collaborative – Wayne, Jase & Sharron | No quorum – no discussion on this item. | |

Fiscal Monitoring and Reallocations (FMRA) Committee
Chair - Vacant

| Business Item | Discussion / Motion | Planning Council Action |
|---|---|--|
| 1. Received and discussed the Sep Recipient Report | No quorum – no report on this item. | |
| 2. Reviewed and Discussed the Part A Expenditure & Unduplicated Client Count Report by Service Category | No quorum – no report on this item. | |
| 3. Reviewed and Voted on Reallocation Proposal | The Reallocation Proposal was voted on and will be presented to this Committee later during this meeting. | Discussion only – no Planning Council Quorum |

Executive Committee
Co-Chairs – Wayne Wientjes and Santiago Serrato

| Business Item | Discussion / Motion | Planning Council Action |
|--|---|-------------------------|
| 1. Reviewed Reports from Standing Committees | <ul style="list-style-type: none"> See above. Planning Council Support provided handouts included in the meeting packets. | |
| 2. Subcommittee Training | <ul style="list-style-type: none"> Did training for co-chairs to give them a sense of the responsibilities/expectations of chairing. Goal was to make sure people were comfortable that it was not a major lift. | |
| 3. Reviewed COVID Community Spread Update for Bexar County | No quorum – no discussion on this item. | |

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 | Pursue Hybrid Meeting Option for People's Caucus | Sharron Harris | 7/21/2022 | ASAP | Completed |

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| Public Comment | No Public Comment. |
| Announcements | PC support will follow up with Planning Council members for approval of reallocation. |

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| Schedule of Next Meeting | TBD |
| Adjournment | Meeting ended at 1:52p |