

**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**  
**Membership, Nominations, and Elections Committee**  
 Thursday, May 4, 2023 | Zoom Teleconference  
 11:00 a.m. – 12:30 P.m.

Membership, Nominations & Elections Committee Members			Recipient Staff	Guest
Ronique Pleasant	P			
Santiago Serrato	P			
Korie Smith	P			
Wayne Wientjes	E			
Charles Whitehead	P			
Daniel Pineda (Pending)	A			
Jesus (Jesse) Esparza (Pending)	A		<b>Planning Council Support</b>	
			Sharron Harris	
<b>P = Present</b>	<b>A = Absent</b>	<b>E = Excused</b>	Gloria Wood	

<b>Call to Order</b>	Meeting called to order at 11:05 a.m. CST by Sharron Harris, PC Support welcomed everyone.
<b>Determination of Quorum</b>	Quorum established; Four committee members in attendance.
<b>Mission Statement</b>	Mission Statement read by Santiago Serrato.
<b>Approval of the Agenda</b>	Motion to approve Agenda made by Korie Smith; 2 <sup>nd</sup> by Santiago Serrato; no opposition; no abstentions; motion passed. Agenda approved.
<b>Approval of Minutes from March 2, 2022</b>	Motion to approve the Minutes made by Korie; Santiago 2 <sup>nd</sup> the motion; no opposition; no abstentions; Minutes approved.
<b>Update on Bexar County – COVID Community Spread Status</b>	Low community spread in Bexar County.

**COMMITTEE BUSINESS ITEMS**

**Membership, Nominations, and Elections**

**Chair – Ronique Pleasant**

Business Item	Discussion / Motion	Planning Council Action
<b>1. Develop Recruitment Strategy &amp; Timeline to Fill Vacant Membership Categories</b>	<ul style="list-style-type: none"> <li>PC Support reviewed the current vacancies.</li> <li>PC Support requested assistance in identifying providers/ organizations from whom we could recruit to fill current vacant service categories.</li> <li>PC Support indicated that Be Well Texas could possibly fill Mental Health/Substance Abuse category. Ronique suggested this as well. Ronique will follow up on Daniel's</li> </ul>	

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	<p>question to DSHS regarding who the Part B representative is.</p> <ul style="list-style-type: none"> <li>• Charles will reach out to BEAT AIDS in an effort to fill the category vacated by LaToya Goodwin.</li> <li>• Ronique indicated that her weekly updates from May 3 and Apr 28 includes mental health resources.</li> <li>• PC Support would like to have all slots in the works by October as a timeline.</li> </ul>	
<b>2. Item: Review PC Attendance</b>	<ul style="list-style-type: none"> <li>• Not available at this time.</li> <li>• LaToya Goodwin resigned, effective March 16, 2023.</li> </ul>	
<b>3. Item: Status of Receipt of Signed Mandatory Forms</b> <b>a. A. Code of Conduct</b> <b>b. Conflict of Interest</b>	<ul style="list-style-type: none"> <li>• PC Support discussed and reiterated the need for the mandatory forms and encouraged members to sign and return them. To date, Ronique Pleasant, Chairperson, is only member who has submitted the forms.</li> </ul>	
<b>4. Item: Review Progress on Committee PCAT</b>	<ul style="list-style-type: none"> <li>• According to PCAT, Committee was scheduled not to meet in August, October &amp; December. This would also now include July.</li> <li>• Committee would now meet in June and then again in September.</li> <li>• The Committee Chair agreed to this schedule provided Committee work is finished in June.</li> </ul>	
<b>5. Item: Review and Resolve Parking Lot Items</b>	<ul style="list-style-type: none"> <li>• Reminding everyone to comply with executing and returning the Mandatory forms.</li> </ul>	

**Parking Lot Action Item**

No.	Parking Lot Action Items	Assigned To	Date Assigned	Due Date	Status
1	Mandatory Confirmation Forms	All PC Members	April 6, 2023	May 4, 2023	Underway

<b>Public Comment</b>	None
<b>Announcements</b>	None
<b>Schedule of Next Meeting</b>	June 1, 2023 at 11:00 a.m.
<b>Adjournment</b>	Santiago motioned to adjourn; Charles 2 <sup>nd</sup> ; meeting adjourned at 12:39 pm CST.