

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, February 16, 2023

Zoom Videoconference

12:30 p.m. – 3:00 p.m.

Planning Council Members				Recipient Staff		Guests
Alfred Chavira	A	Wayne Wientjes	P	Leah Meraz	Dean Para	Laura Gonzales
Joe "Jase" Clower	P	Jamie Zapata	A	Mary Mitchell		Randy Garza
LaToya Goodwin	A			Carol Nielson		Danielle Houston
Catherine Lemus	P			Dawn Cook		Enrique Flores
Ronique Pleasant	P			Annie Johnson		Jarisma Urteaga
Santiago Serrato	P			Tanya Khalfan Mendez		
Korie Smith	P			Planning Council Support Staff		
Mikela Villareal	P			Sharron Harris		
Charles Whitehead	P			Gloria Wood		
P = Present		A = Absent				

Call to order	The meeting started at about 12:35p CST.
Determination of Quorum	8 members present; Quorum established.
Welcome and Introductions	PC Support called the roll and welcomed everyone.
Mission Statement	Mission Statement was read by Jase Clower
Approval of the Agenda	Motion for approval of agenda made by Korie and 2 nd by Charles, no opposition; no abstentions; motion passes; agenda approved.
Approval of the Minutes from January 19, 2022	Motion for approval of Minutes made by Charles and 2 nd by Jase with no opposition, no abstentions.; motion passed; January 19 Minutes approved.

Recipient Report - February	<p>Mary Kay</p> <p>ADAP Liaison working on performance measures tracking sheet for State Report; attends the State meeting and has implemented meetings with each agency. Has one on ones with them every week. Most recent reporting is Feb 13th.</p> <p>ADAP – working on:</p> <ul style="list-style-type: none"> • New applications - received Feb 10 • Recertifications - working on January birth month. • Self-attestations – working on July birth month. <p>DATA</p> <ul style="list-style-type: none"> • Working on RSR report due every year in March to HRSA, prepping the launch for e2sanantonio; contracts, and migrating TCT state data into e2sanantonio; • Weekly meetings with RDE, the system developer; • Trainings for service providers took place yesterday and tomorrow; • New System set to go live in March. <p>TCT</p> <ul style="list-style-type: none"> • Meeting with State weekly revolving around RSR.
------------------------------------	--

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

	<ul style="list-style-type: none"> • Still running reports to show trends with UDCs and UOSs, and still seeing issues w/data accuracy and reporting it to the State. <p>Compliance</p> <ul style="list-style-type: none"> • Monitoring – Completed Part A monitoring on December 20, 2022. <i>Requested to be on Planning Council agenda for March to report on aggregate results from monitoring visits.</i> • Beginning Operation BRAVE monitoring on Feb 27. <p>Training & TA</p> <ul style="list-style-type: none"> • Working on providing TAs for agencies based on monitoring outcomes one at a time with each agency over a 3-day period for referral for healthcare and support services, for medical case management, and non-medical case management. • Had RW 101, reviewed the Medical Case Management Standards on the 24th; Non-medical Standards review is coming up on the 28th. <p>CQM</p> <ul style="list-style-type: none"> • Internal Committee meets monthly discussing the CQM plans for providers, what’s going on with TCT reporting, working on performance measures, preparing for close out and drafting new plans for next year. • External Committee will meet on the 28th and give a presentation on aggregate data. • Working to finalize the agencies’ CQM programs. • Coaching Sessions – Provided TA on what performance measures are, QI projects and workplan. <p>Operation BRAVE (Tanya):</p> <ul style="list-style-type: none"> • 2 outreach events. Peers also hosted A Day to Get Tested to encourage testing, learn about HIV, and the importance of getting into treatment. • Received 7 housing referrals. 5 were completed and 2 were ineligible for the program. <p>Care Coordination</p> <ul style="list-style-type: none"> • 14 referrals in January. 10 individuals were previously diagnosed, 3 were newly diagnosed and 1 was pending. All 14 went to Operation BRAVE.
<p>Fiscal Report</p>	<p>Fiscal Report - Annie</p> <ul style="list-style-type: none"> • Part A Formula - 83%. One service provider’s December invoice is missing. • Supplemental – 68% - Providers have been using Part A Formula first due to the 95% legislative mandate, but is now shifting to Supplemental. Providers are also having a challenge staffing vacancies. <p>PC Support indicated that based on information presented at Executive Committee meeting, there will be one final rapid reallocation to make funds available in other areas that can be used.</p> <ul style="list-style-type: none"> • PC Support reiterated the following: <ul style="list-style-type: none"> ○ Oral Health, Referral for Healthcare and Support Services are in high utilization and coded in green. ○ Less utilized services are in yellow. ○ Services highlighted in blue are Core services and at least 75% of the budget must be spent in those services.

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

	<ul style="list-style-type: none"> ○ Support Services are highlighted in red and capped at 25%. ● MAI (Minority Aids Initiative) PC Support reminded the Committee that the objective of MAI is to reach the population that is more challenging to get into and retained in care. The services are: <ul style="list-style-type: none"> ○ Early Intervention, mental health, non-medical case management, substance use services. ○ Part of the role of the Planning Council is to help communicate the availability of these services to the community. ● Unduplicated Clients and Unit of Service – reports shows from March thru November. AA still working through the challenges with TCT data.
--	--

PLANNING COUNCIL BUSINESS		
Planning Council Co-Chairs: Santiago Serrato and Wayne Wientjes		
Business Item	Discussion / Motion	Planning Council Action
<p>1. Item: Discuss and Vote on New Applicants to Planning Council</p> <p>a. Laura Gonzalez – CentroMed</p> <p>b. Randy Garza – CentroMed</p> <p>c. Barbara Jardine – City of San Antonio Metropolitan Health District</p> <p>(Action Required) Chair will entertain a motion for action.</p>	<ul style="list-style-type: none"> ● PC Support welcomed the new applicants and asked for a motion from the existing Planning Council Members to vote on the slate of 3 candidates. ● Jase made the motion to approve the 3 candidates and Charles seconded the motion. ● Jase, Korie & Mikela voted yes to approve; there was no opposition, no abstentions, motion passed. All three (3) applicants were approved. ● Mary Kay will submit all 3 applicants to the Bexar County Judge, who is the CEO for the jurisdiction, for formal appointment to serve on the Planning Council. ● PC Support welcomed the newly approved applicants and invited them to attend their committee of choice -- Needs Assessment Committee on March 2. 	<p>Planning Council voted to approve Laura Gonzalez, Randy Garza and Barbara Jardine to become members of the Planning Council and their applications will be forwarded to the Bexar County Judge.</p>
<p>2. Item: Review/Discussion of Standing Committee Reports (for possible action) The Chair may entertain a motion for possible action.</p>	<p>See below.</p>	
<p>3. Other</p>	<p>Enrique Flores (former PC Member) Program Manager, Be Well Texas, UT Health San Antonio introduced his colleague, Jarisma Urteaga, Outreach Coordinator. Committed to lessening barriers to quality healthcare, providing no cost options, as well as telehealth. Jarisma was invited back to do an indepth presentation at a later date.</p>	

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

Committee Reports		
Needs Assessment and Comprehensive Planning/Continuum of Care Committee (CPCC)		
Chair – Korie Smith		
Business Item	Discussion / Motion	Planning Council Action
1. Item: Reviewed & Discussed 2023 Needs Assessment Work Plan	PC Support presented the report for the Needs Assessment Committee meeting on February 2, 2023: <ul style="list-style-type: none"> Looked through the work plan for the needs assessment activity. Indicated one important activity is to come up with questions for the survey to collect data from PLWH to understand and improve their service needs. 	
2. Item: Reviewed and Discussed the Needs Assessment Questions from 2018	<ul style="list-style-type: none"> Looked at questions of 2018 Plan with Committee with the assignment of reviewing those questions and being prepared to discuss any concerns or modifications, with recommendations at the Mar 2 meeting. 	
Membership, Nominations, and Elections Committee (MNE)		
Chair – Ronique Pleasant		
Business Item	Discussion / Motion	Planning Council Action
2. Item: Voted on a New Applicant Daniel Pineda	PC Support presented the report for the MNE Committee from the February 16 meeting of the joint FMRA/MNE/Executive Committees <ul style="list-style-type: none"> Voted and approved Daniel Pineda and his application is working its way through the Bexar County Judge’s approval. 	
3. Item: Discussed Start of MNE Stand-Alone Meeting Schedule	<ul style="list-style-type: none"> Agreed to start stand-alone meetings and agreed to the meeting schedule. 	
4. Item: Postponed Committee Work Plan Discussion until March Meeting	<ul style="list-style-type: none"> Postponed discussing the Committee work plan until the stand-alone committee meeting on March 2. The meetings will be virtual. An invitation was extended to anyone who was interested in joining on March 2. 	
Fiscal Monitoring and Reallocations (FMRA) Committee		
Chair - Vacant		
Business Item	Discussion / Motion	Planning Council Action
1. Item: Received and Discussed the Recipient Report	Received report from the Recipient on what activities were going on in their role providing technical assistance to the providers and educational support.	
2. Item: Reviewed and Discussed the Part A Expenditure & Unduplicated Client Count Report by Service Category	<ul style="list-style-type: none"> Received expenditure report and unduplicated client count and units of service for the previous reporting period. Had a cumulative report of spending and utilization into December 2022. 	

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

3. Item: Reviewed the Reallocation Proposal Approved by PC Co-Chairs for Concurrence.	<ul style="list-style-type: none"> • A reallocation proposal was done at January meeting. • A final rapid reallocation will be coming to the Executive Co-chairs. 	
--	---	--

Executive Committee
Co-Chairs – Wayne Wientjes and Santiago Serrato

Business Item	Discussion / Motion	Planning Council Action
1. Item: Discussed and Approved the 2023-2024 Meeting Schedule (Action Required: Chair will entertain a motion for action.)	<ul style="list-style-type: none"> • Approved the meeting schedule for the year. 	
2. Reviewed COVID Community Spread Update for Bexar County	<ul style="list-style-type: none"> • COVID Community Spread was at low. 	

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

Public Comment	Wayne announced that on March 27, there will be a trip to the Capitol for pre-arranged meetings with Senators & Representatives. (Contact Wayne for more information or to sign up for the trip.) <i>PC Support advised that members are welcome to participate as “individuals” in this trip to address your legislature, however, members cannot lobby on behalf of the Planning Council.</i>
Announcements	Save the Date (March 10 th) - National Women and Girls HIV/AIDS Awareness Day, Foundation Room, Robert B Green Campus, Top Floor (flyer in packet).
Schedule of Next Meeting	March 16, 2023, at 12:30 CST.
Adjournment	Motion to adjourn at 1:30p made by Jase & 2 nd by Catherine Lemus; no opposition; meeting adjourned at 1:30p.