

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/Continuum of Care Committees
Thursday, March 3, 2023 | Zoom Teleconference
9:00 a.m. – 11:00 a.m.

NA/CPCC Committee Members		Recipient Staff		Guest
Charles Whitehead	P	Jamie Zapata	A	Mary Kay Mitchell
Joe “Jase” Clower	A			Tanya Khalfan Mendez
Korie Smith	P			Dean Para
LaToya Goodwin	P			
Mikela Villareal	P			
Ronique Pleasant	P			
Santiago Serrato	A			Planning Council Support
Wayne Wientjes	P			Sharron Harris
				Gloria Wood

Call to Order	Meeting was called to order at 9:05 a.m. CST. PC Support welcomed everyone.
Determination of Quorum	Quorum established; 6 Committee Members were in attendance.
Mission Statement	Mission Statement was read by Wayne Wientjes.
Approval of the Agenda	Motion to approve Agenda made by Mikela; 2 nd by Wayne; no opposition; no abstention; motion passed. Agenda approved.
Approval of Minutes from January 5, 2022	Motion to approve January 5 Minutes by Mikela; 2 nd by Wayne; no opposition; no abstentions; motion passed. Minutes approved.
Update on Bexar County – COVID Community Spread Status	Low community spread in Bexar County.

COMMITTEE BUSINESS ITEMS		
Needs Assessment (NA) and Comprehensive Planning/Continuum of Care Committee (CPCC)		
Chair – Korie Smith		
Business Item	Discussion / Motion	Planning Council Action
1. Item: Committee Chair – Korie Smith	<ul style="list-style-type: none"> PC Support thanked Korie for volunteering to serve as chair of the Committee, and invited her to share any ideas or recommendations. 	
2. Item: Revise (if needed) Survey Questions from 2018 Needs Assessment for 2023 (for discussion). The Chair will entertain a motion for Committee Approval.	<ul style="list-style-type: none"> No adjustments were made to the 2018 questions for use in the 2023 Comprehensive Needs Assessment. PC Support reiterated that HRSA requires the Comprehensive Needs Assessment every three (3) years, and explained the survey/results are the best indications for a large-scale volume of feedback to determine what RW services should be funded in the TGA. Survey will be done in 2 forms – electronic and paper form. 	

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	<ul style="list-style-type: none"> • Survey Monkey is the tool with will be used for electronic survey distribution. • Updates of survey responses will be presented monthly. 	
3. Item: Determine Survey Representative Sample (goal for total #of surveys) a. Focus Groups	<ul style="list-style-type: none"> • PC Support will hold off on determining the representative sample of the number of surveys to be done until actual Epi data is available, to have a rationale for deciding the survey sample size to be sought for 2023. • Will present demographics proposal at the Apr 6 meeting. • PC Support suggests establishing 3 focus groups consisting of the following: <ul style="list-style-type: none"> ○ One with members of the Planning Council ○ One with positive members of People’s Caucus ○ One with Providers’ staff representatives. 	
4. Item: Needs Assessment Work Plan for 2023, Next Steps	<ul style="list-style-type: none"> • PC Support referred to the Needs Assessment Work Plan and explained the next steps, based on finalizing the questions today; i.e., establishing the 3 focus groups mentioned above; conducting a large survey in the middle; and possibly conducting 2 focus groups on the end, if needed. • At the April 6 meeting, we will: <ul style="list-style-type: none"> ○ Review the discussion guide and consent; ○ Review Focus Group questions; ○ Review the Epi data; ○ Determine the survey sample size • PC Support will solicit assistance from the Committee to identify partner agency representatives to participate in the Comprehensive Needs Assessment, as well as Planning Council and People’s Caucus members; • Conduct focus groups starting in May and finishing up not later than July; • Presenting progress update to this Committee in August; • Present preliminary PowerPoint overview in October; • Final Report to be presented in November. 	
5. Item: Review and resolve parking lot items.	<ul style="list-style-type: none"> • Integrated Plan still in review process by HRSA. 	

Parking Lot Action Item

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

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Public Comment	None
Announcements	None
Schedule of Next Meeting	April 6, 2023 at 9:00 a.m.
Adjournment	Motion to adjourn made by Charles, 2 nd by Mikela; meeting adjourned at 9:42 a.m. CST.