

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 Financial Monitoring & Reallocations Committee and Executive Committee

Thursday, February 17, 2022
 Zoom Teleconference
 10:00 a.m. – 12:00 p.m.

Executive Committee Members			Recipient Staff	Guests
Gregory Casillas	P		Leah Meraz	
Frederic Courtois	A		Mary Kay Mitchell	
Enrique Flores	A		Tanya Khalfan Mendez	
Santiago Serrato	P		Annie Johnson	
Wayne Wientjes	P			
			Planning Council Support Staff	
			Sharron Harris	
			Gloria Wood	
P = Present			A = Absent	

Call to Order	PC Co-Chair, Greg Casillas called the meeting to order at 10:04a.m.
Determination of Quorum	3 of 5 members present; QUORUM ESTABLISHED
Welcome and Introductions	The Chair welcomed Planning Council members and guests. The Chair asked everyone to announce their name and for Planning Council members to declare any conflicts of interest for the record.
Mission Statement	PC Member Wayne Wientjes read the Mission Statement.
Approval of the Agenda	A motion made by Santiago Serrato to accept the agenda as written. The motion was 2 nd by Wayne Wientjes. Vote of the members present, 2-in favor, 1-abstention, Motion passes
Approval of the Minutes from January 20, 2022	A motion made by Wayne Wientjes to accept the Minutes as presented, 2 nd by Santiago Serrato. Vote of the Members, 2-in favor, 1-abstention, Motion passes
Recipient Report February 2022	Leah Meraz, Mary Kay Mitchell, and Tanya Khalfan Mendez of the Recipient's Office delivered the Recipient Report. UHS Administrative Overview <ul style="list-style-type: none"> • Update from Admin are for the month of December thru now. • The majority of the Administrative Agency is still working remotely, with a few managerial staff alternating between remote and office. • We have two (2) positions open right now: (1) Financial Grants/Compliance Analyst, who assists with our contracts and Financial Grants Team with invoices, and (2) Program Manager for Quality & Compliance, which is the position that Rhonda Andrew held. This position is not yet posted, but we had 3 referrals and are moving forward with

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conducting interviews to avoid downtime, as we work with Human Resources to post the position.

Ryan White Overview

- We've had 13 trainings and meetings throughout the month of January: HIV/AIDS activities, fiscal meetings, monthly data managers meetings, and BRAVE/patient navigation data meeting, EHE monthly call. Operation BRAVE continues to work on housing discussions and prepping for RSR submission, however, the transition from AIRE to TCT is presenting challenges regarding the webinar.
- Our Project Officers are aware that we don't know how accurate the data in the RSR report is. Melody, our Project Officer, will speak with the project officer overseeing the jurisdictions to make sure they understand the problems we are encountering.
- TCT released an update this week that includes some of the reports we still need on how to utilize those functions. ADAP liaison, Rachel, is working with the service providers to give them timely information, to help avoid delays in getting medications. She also notified them regarding using EFA to pay for medications.

Planning Activities

- Due to positive feedback and numerous requests, the AA will be continuing the review of the Standards of Care in 2022. The first review was held on January 25, 2022, and covered HIPSCA.
- Attended Peer Learning Series: Gearing up for Integrated Planning Approach, Timeline & Community Engagement Webinar on Jan 20, 2022.
- Held a HOPWA Stakeholder Forum on Jan 18, 2022 with 15 attendees representing 3 HOPWA agencies. 2022 Housing initiatives, Operation BRAVE housing program, and current housing needs were discussed.

Clinical Quality Management Activities

- Quarter 4 data was unavailable. No longer have access to ARIES and it's not available yet in TCT.
- Putting together the 2022-23 plan is on hold due to the unavailability of calendar year usage information from TCT at this point, for determining which performance measures we follow.
- We are bringing back the coaching sessions. Individual sessions with the providers will begin this month, next week.
- Had two (2) internal CQM meetings this past month to discuss RedCap and the way to use that for surveys and questionnaires.
- The CQM Coordinator attended a TA on the 20th called Consumer TA Implicit Bias in Quality Improvement (QI) that revealed a couple of items we need to take into consideration for future projects.

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BRAVE Activities

- BRAVE, Tanya Khalfan Mendez reported a position available for a Member Advocate role to assist with the housing and some components of the Center and Operation BRAVE. Second role available is for a LVN Care Coordinator. Information regarding both positions can be found on the University Health jobs page.
- Continuing to recruit youths 18-29 to be a part of the Peer Program and monthly stipends are available up to \$500 per month.
- Participated in Youth Initiatives meeting for the first time. It's hosted by MetroHealth, and specifically regarding their EHG funding for Pillar One (diagnosed pillar). Looking into participating in future meetings, as well.
- Many of the outreach events planned for January were cancelled, due to increasing cases. Transgender Sensitivity training scheduled for Feb 4 was cancelled due to the effect the weather had on the clinic's opening schedule.
- Meetings to discuss details of a new grant took place. The new grant will begin in February and is focused on streamlining internal processes, provide funding for HIV testing in the ED as well as ambulatory clinics. The Care Coordination team will assist in linkage to care.
- The statewide cluster detection call indicated that data hadn't been entered for a period of time. The team at DSHS is working to enter data to determine if a molecular cluster has been identified.
- Working on Year 3 activities to address the epidemic.
- Housing TA and participation in the Housing Learning Collaborative continues.
- New guidance on Carryover funds was released at the end of January and indicated that carryover funds would not expire at the end of the year. Funds could be used until they were expended or until 2025.

COMMITTEE REPORTS

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

CHAIR – Santiago Serrato

Business Item	Discussion / Motion	Planning Council Action
Review of the progress and updates of the Integrated Plan	Review of the progress and updates of the Integrated Plan – No report on the Integrated Plan was provided, the 2021 Worksheet concluded in December 2021. HRSA issued guidance for a new plan for CY2022-2026, which is due Dec. 2022.	Action: None Discussion Only

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Overview of Committee Responsibilities	Overview of Committee Responsibilities – Planning Council (PC) Support will prepare a draft Needs Assessment Work Plan for committee input for the Needs Assessment due in FY2022.	Action: None Discussion Only
Review Parking Lot issues	Review Parking Lot Issues – The draft Needs Assessment Work Plan is underway; Planning Council Support is working on a draft to present to the committee for review and feedback to begin the planning.	Action: None Discussion Only

Membership, Nominations, and Elections Committee		
CHAIR: Wayne Wientjes		
Business Item	Discussion / Motion	Planning Council Action
Review of Planning Council Membership	Committee reviewed the Planning Council Membership roster, which was distributed in the meeting package prior to the meeting. It was noted that two Planning Council members terms will expire Feb. 28, 2022, and one mandatory membership category (<i>Mental Health/Substance Abuse</i>) will need to be filled.	Action: None Discussion ONLY
Review and Discuss Open Nominating Work Plan Process	Planning Councils Support presented an Open Nomination Work Plan Model for Committee consideration. The work plan model was distributed in the meeting package prior to the meeting.	Action: None Discussion ONLY
Review and Manage Planning Council Membership Attendance	4 th quarter attendance is being updated and will be presented at the March meeting along with the draft policy for unexcused absences.	Action: None Discussion ONLY
Review & Manage Planning Council Training	Planning Council Support discussed training ideas and interest was expressed for the Planning Council 101 Refresher training.	Action: None Discussion ONLY
Reviewed & Voted on Committee 2022-2023 Work Plan	The work plan was provided in the meeting package prior to the meeting and was reviewed and approved for the upcoming grant year.	Action: Vote 2022-23 Committee PCAT Approved
Ad-Hoc Website Committee		

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CHAIR – Gregory Casillas		
Business Item	Discussion / Motion	Planning Council Action
<i>DID NOT MEET IN FEBRUARY 2022.</i>		

COMMITTEE BUSINESS

Fiscal Monitoring and Reallocations (FMRA) Committee Business		
CHAIR – Fredric Courtois		

Business Item	Discussion / Motion	Planning Council Action
Review 2021/22 Part A and MAI Expenditures by Service Category and Unduplicated Client Count	Reviewed 2021/22 Part A and MAI Expenditures by Service Category and Unduplicated Client Count. Planning Council support provided handouts which were included in the meeting package <i>(For Possible Action) The Chair may entertain a motion for possible action.</i>	Action: None Discussion ONLY
Review 2021-2022 FMRA PCAT	Reviewed 2021-2022 FMRA PCAT and revised for 2022-2023 . Planning Council support provided handouts which were included the meeting package. <i>(For Possible Action) The Chair may entertain a motion for possible action.</i>	

Executive Committee Business		
PC CO-CHAIRS – Enrique Flores and Gregory Casillas		

Business Item	Discussion / Motion	Planning Council Action
Review 2021-2022 Executive Committee PCAT & Revise for 2022-2023	Review 2021-2022 Executive Committee PCAT and revise for 2022-2023 . Planning Council support provided handouts which were included in the meeting package. <i>(For possible Action) The Chair will entertain a motion for possible action.</i> Motion to approve updated Work Plan made by Wayne, Santiago 2 nd , Greg abstained. Approved.	Action: Vote 2022-23 Committee PCAT Approved
Co-Chair Transition Discussion	<ul style="list-style-type: none"> • The current co-chairs received their briefing manuals prepared by PC Support. • PC Support suggested eligible subcommittee co-chair candidates be identified and shared; determine if candidates are interested in serving, if so, make that 	Action: None Discussion ONLY

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	<p>announcement at Exec Committee meeting, and then present to full Planning Council next month.</p> <ul style="list-style-type: none"> • Discussion ensued around developing a transition plan that included development of a succession plan. • PC Support will add to the Membership Committee’s PCAT an assignment to develop a transition strategy that includes a succession plan. 	
<p>Review the Assessment of the Efficiency of the Administrative Mechanism (AEAM)</p>	<p>The Handouts provided which were included in the meeting packets. <i>(For Possible Action) The Chair will entertain a motion for possible action.</i></p> <ul style="list-style-type: none"> • PC Support did a brief overview of the Review of the AEAM process, (an annual requirement of planning councils). A sampling of types of questions presented were: <ol style="list-style-type: none"> 1. Did recipient distribute the funding according to the percentages that the PC established during priority setting resource allocation? 2. What is average of how timely clean invoices were paid? 3. Did recipient provide tech support to providers on a regular basis, etc.? • There can be a short version, i.e., identify questions and send to the Recipient, or a more comprehensive version, i.e., create a survey of questions and send to Providers within the Part A network and have then provide feedback. • Feedback received is then analyzed, and findings presented to the PC. • Each AEAM looks back at the previous year. We are currently 1-year behind schedule for conducting the AEAM (2020 year done in 2021). The one we’ll do in 2022 Grant year will look back at the process in 2021. • A request was made to send a sampling of questions to new Co-Chairs. 	<p>Action: None</p> <p>Discussion ONLY</p>
<p>Additional Discussion regarding Recipient Report</p>	<p><i>Ryan White Overview:</i></p> <ul style="list-style-type: none"> • Discussion ensued around whether persons enrolled in EFA didn’t have individual insurance and whether that was possibly a reason for the need for the emergency funding. However, it was stated that 	<p>Discussion ONLY</p>

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	<p>those persons are ADAP-approved clients, but because of the challenges with TCT, they are not receiving their meds, so EFA is covering their meds; it does not necessarily mean that the clients are not participating in the cost share piece of the insurance. If they have insurance, their co-pays are covered under EFA.</p> <ul style="list-style-type: none"> • There was further discussion around who attended the standards of care reviews and who does them. It was stated that providers, community members that are non-Ryan White specific, but work with Ryan White eligible clients, & CQM Committee members attend. Planning Council members have also been invited; and that Mary Kay will be doing HIPSCA next. Mary Kay reiterated that this is not the time to make or recommend any changes in the service standard. It's only a review of the standards. <p>CQM Activities:</p> <ul style="list-style-type: none"> • In response to a question by Greg, Mary Kay explained that the numbers in the 1st column are 2020 numbers and for the entire calendar year. The quarter columns are the 2021 numbers. Greg then suggested that the year of the quarters be indicated on the CQM chart. • It was pointed out that the numbers are questionable. Greg indicated some concern about how that affects the FMRA meetings and how inaccuracies in the data might impact reallocations. <p>Operation Brave:</p> <ul style="list-style-type: none"> • It was clarified by Annie that the new guidance from HRSA regarding no expiration date to the carryover funds only applies to Operation BRAVE. 	
<p>Additional Discussion regarding MNE</p>	<ul style="list-style-type: none"> • Wayne indicated 3 persons the Committee will be looking at for membership. He provided an Planning Council application to a woman of color and a prior PC member who had termed out and has expressed an interest in coming back. An application has also been filled out for Ms. Michelle Durham, representing (an ASO). 	<p>Discussion ONLY</p>

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	<ul style="list-style-type: none"> PC Support suggested a structured training plan. Will discuss timing for doing the new members' trainings following PC meetings next month. 	
Additional Discussion regarding FMRA	Part A Formula At 83.57%. Waiting on January invoices. Overall, we're on target, but with a few gaps.	Discussion ONLY
	Part A Supplemental <ul style="list-style-type: none"> Supplemental has a lot of funds in most categories that have not been utilized. More invoices are due by Friday for up thru Dec 2021. HRSA did advise that we won't be penalized, due to COVID, for this year, if the 95% of Part A Formula has not been used. However, this does not apply to Supplemental. Carryover funds, even if it's more than the 5%, can be utilized, but only for direct services. Greg suggested looking for ways to support the AA & ASO's with utilization challenges, possibly engaging People's Caucus. 	Discussion ONLY

Public Comment	No Public Comment
Announcements	None
Schedule of Next Meeting	March 17, 2022 10:00 a.m. ZOOM Teleconferencing
Adjournment	11:26 a.m.