

San Antonio Area HIV Health Services Planning Council

Department of Community Resources, 233 N. Pecos, Ste. 590, San Antonio, TX 78207 (210) 335-7056 FAX (210) 335-1514



NOTICE OF PUBLIC MEETING

**Executive Committee
Vista Verde Plaza
233 N. Pecos
5th Floor Conference Room
San Antonio, Texas 78207**

**Thursday, January 19, 2017
1:00 pm to 3:00 pm**

AGENDA

- I. Call to Order** **Steven Manning, Vice Chair**

- II. Welcome and Introductions**

- III. Mission Statement**
The San Antonio Area HIV Health Services Planning Council's mission is to create a broad-based community response to the HIV epidemic affecting people within the Transitional Grant Area and to ensure the availability and coordination of high quality, comprehensive health and social services to individuals infected with or affected by HIV.

- IV. Approval of the Agenda**

- V. Approval of the Minutes from October 20, 2016**

- VI. Grantee Report** **C. Doria-Ortiz**

- VII. Committee Reports**
 - A. Executive Committee** **Steven Manning, Vice Chair**
 - i. Report from the Executive Committee
 - a. Discussion and appropriate action regarding the Planning Council's monthly expenditure report.
 - b. Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the HIV/Syphilis Testing Taskforce.
 - c. Discussion and appropriate action regarding the sponsorship application received from BEAT AIDS for the 2017 National Black HIV/AIDS Awareness Day Event.

 - B. Comprehensive Planning/Continuum of Care** **Frank Rosas, Chair**
 - i. Discussion and appropriate action regarding the Comprehensive Planning / Continuum of Care report.
 - a. Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the Quality Management Committee.
 - b. Discussion and appropriate action regarding the Standards of Care comments requested from DSHS.
 - c. Discussion and appropriate action regarding the updated SATGA Drug Formulary.
 - d. Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan.

For meeting information, please call (210) 335-7056

This meeting is wheelchair accessible. The accessible entrance is located at the front entrance of 233 N. Pecos. Accessible parking spaces are also available. Interpreters for the deaf must be requested forty-eight (48) hours prior to the meeting by calling (210)335-7057 or by called Texas Relay at 7-1-1 for assistance.

- C. Membership, Nominations and Elections** **Donald Rodriguez, Chair**
- i. Discussion and appropriate action regarding the Membership, Nominations and Elections report.
 - a. Discussion and appropriate action regarding Attendance Compliance, as stated in Section 5.4 of the Planning Council Bylaws.
 - b. Discussion and appropriate action regarding the networking and filling open Planning Council positions
 - c. Discussion and appropriate action regarding resignations/applications/representative changes received regarding Planning Council Positions.
- D. Needs Assessment** **Enrique Flores, Chair**
- i. Discussion and appropriate action regarding the Needs Assessment report.
 - a. Discussion and appropriate action regarding the Housing Study.
- E. Fiscal Monitoring and Reallocations** **Vacant, Chair**
- i. Discussion and appropriate action regarding the Fiscal Monitoring and Reallocations report.
 - a. Did not meet in the month of January 2017.
- F. AD Hoc Bylaws Committee** **PC Co-Chair or Vice Chair, Chair**
- i. Discussion and appropriate action regarding the AD Hoc Bylaws Committee report.
 - a. Discussion and appropriate action regarding revisions to the Planning Council Bylaws.
- G. People's Caucus** **Glenda Small, Co-Chair**
- i. Discussion and appropriate action regarding the People's Caucus Report.
 - a. The People's Caucus met on December 16, 2016 for the Annual Holiday Recruitment Meeting at Metropolitan Community Church located at 611 E Myrtle and received a presentation on the Gilead Medication Update by Daniel Ramos, Gilead. The event was sponsored by Gilead, the Ryan White Planning Council, and the Ryan White Program.
 - b. There were a total of 92 people that attended this meeting.
 - c. The People's Caucus is scheduled to meet again on January 27, 2016 at 12:00 pm

VIII. Public Comment

Note: This part of the agenda is designed to provide Non-Planning Council members the opportunity to address the Planning Council and its Committees with issues related to the Council's legislative mandates as stated in the re-authorized Ryan White HIV/AIDS Treatment Modernization Act. Fifteen (15) minutes of time will be set aside for public comment at each meeting. No speaker will be allowed more than five (5) minutes, and depending on the number of speakers, the amount of time allocated per speaker may be less than five (5) minutes. Persons wishing to provide comments may do so by signing up on the "Public Comment" sign-in sheet prior to the call to order.

IX. Set Planning Council Agenda for January 26, 2017 at 12:30 located at the Vista Verde Building, 233 N Pecos, San Antonio, TX 78207 in the 4th Floor Large Conference Room.

X. Review Planning Council Related Grievances (if necessary) - NONE

XI. Scheduling of Next Meeting: February 16, 2017

XII. Announcements

XIII. Adjournment

Mission: to create a broad-based community response to the HIV epidemic affecting people within the Transitional Grant Area and to ensure the availability and coordination of high quality, comprehensive health and social services to individuals infected with or affected by HIV.

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THE SAN ANTONIO AREA HIV HEALTH SERVICES PLANNING COUNCIL

Bexar County Dept. of Community Resources
233 N. Pecos, Ste. 590, San Antonio, TX 78207
210.335.7056 (phone) 210.335-1514 (fax)

The San Antonio Area HIV Health Services Planning Council's mission is to create a broad-based community response to the HIV epidemic affecting people within the Transitional Grant Area and to ensure the availability and coordination of high quality, comprehensive health and social services to individuals infected with or affected by HIV.

EXECUTIVE COMMITTEE MINUTES 1:00 pm – 3:00 pm, Monday, October 20, 2016 Meeting Location: 233 N. Pecos, 4th Floor Conf. Room

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
L. Bustamante		
E. Flores		
M. Gloria		STAFF PRESENT
S. Manning		
D. Rodriguez		<i>Ryan White Grantee / Administrative Agent Staff</i>
F. Rosas		C. Doria-Ortiz
G. Small		<i>Planning Council Staff</i>
		M. Newman
Call to order	S. Manning called the meeting to order at 1:02 pm	
Approval of the Agenda	The agenda was approved as amended.	
Approval of the Minutes from September 22, 2016	The minutes were approved as presented.	
Grantee Report	<p>C. Doria-Ortiz delivered the Grantee Report. Highlights of the report include:</p> <ul style="list-style-type: none"> • The following positions were filled in September: Lisa Garces, Office Assistant IV, began work on September 16. Rhonda Andrew, HIV Planner, began work on September 19. Hortencia Carmona, HIV Contract Analyst began work on September 27. • The Program Manager attended the Regional Health Partnership Learning Collaborative Summit on September 7, which provided an update on all 1115 waiver projects in the region. • AA staff attended the Integrated HIV Prevention and Care Plan webinar of September 12. • AA was selected by HRSA to participate in a HRSA Video project that was filmed during the RW conference. Nineteen photos of various community events were sent to accompany the video on September 12. • The Integrated Plan was submitted on September 15 and a copy was submitted to the Project Officer. • AA staff attended the Part A FOA webinar on September 16. • The Program Manager and Department Director attended the BEAT AIDS annual banquet, which featured HIV activist Gina Brown, on September 23. • The Department Director and the Program Manager attended the Health Collaborative Bridging for Health: Improving Community Health Through Innovations in Financing Leadership Stakeholder meeting on September 23. • The Testing Taskforce met on September 7. An informative presentation was given by the Center for Juvenile Management, which dealt with available resources for youth. • The AA hosted a seminar on Texas Notary Law and Procedure Certification for service providers on September 14. • The AA sponsored a Synthetic Drug Workshop that was facilitated by The Health Collaborative for the benefit of service providers and consumer, as well as other community stakeholders. Over 40 individuals attended the half-day workshop. 	

COMMITTEE REPORTS

EXECUTIVE COMMITTEE		CHAIR: STEVEN MANNING
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Planning Council's monthly expenditure report.	Planning Council support staff will present Planning Council's expenditure report posted through September 30, 2016	No action was taken.
Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the HIV/Syphilis Testing Taskforce.	Appointed Planning Council Members attended the HIV/Syphilis Testing Taskforce Meeting on October 5, 2016	No action was taken.
Discussion and appropriate action regarding the sponsorship application received from ACTS HIV/AIDS Ministry.	ACTS HIV/AIDS Ministry has submitted a sponsorship application for their annual fundraiser. Motion: to approve the sponsorship application (M. Gloria/E. Flores)	Seven (7) votes in favor. Zero (0) opposed. Zero (0) abstentions. ***Motion carried.
Discussion and appropriate action regarding the Annual People's Caucus Recruitment Meeting, being held on December 16, 2016 at MCC Church.	The Annual People's Caucus Recruitment Meeting is being held on December 16, 2016. Planning Council support staff needs the Planning Council Member's help with donations that will be raffled off during the meeting. Please reach out to anyone you know that will donate for this important event. We are need of \$10.00 gift cards for HEB, Bill Miller's, etc. and various gifts.	No action was taken.
Discussion and appropriate action regarding the report from the Planning Council Representatives that attended the 2016 USCA.	Report from the Planning Council Representatives that attended the 2016 USCA.	No action was taken.
COMPREHENSIVE PLANNING / CONTINUUM OF CARE COMMITTEE		CHAIR: FRANK ROSAS
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan.	The CPCC Committee reviewed and discussed the Integrated HIV Prevention and Care Plan.	No action was taken.
MEMBERSHIP, NOMINATIONS AND ELECTIONS COMMITTEE		CHAIR: DONALD RODRIGUEZ
Discussion and appropriate action regarding Attendance Compliance, as stated in Section 5.4 of the Planning Council Bylaws.	The MNE Committee reviewed current attendance records of the Planning Council and determine if any members should receive a letter from the Committee regarding his/her attendance requirements. The MNE Committee requested the Executive Committee remove the following Planning Council Members due to repeated violations of the Attendance Compliance (Section 5.4) of the Planning Council Bylaws: 1. Anguiano, Ana; 2. Collier, Kourtney; and 3. Gonzalez, Ezekiel. Motion: to remove the following Planning Council Members due to repeated violations of the Attendance Compliance (Section 5.4) of the Planning Council Bylaws: 1. Anguiano, Ana; 2. Collier, Kourtney; and 3. Gonzalez, Ezekiel.	Seven (7) votes in favor. Zero (0) opposed. Zero (0) abstentions. ***Motion carried.

Discussion and appropriate action regarding the networking and filling open Planning Council positions.	To fill vacancies according to the categories according to the Ryan White Legislation.	No action was taken.
Discussion and appropriate action regarding resignations/applications/representative changes received regarding Planning Council Positions.	The MNE Committee reviewed any resignations/applications received regarding Planning Council Positions.	No action was taken
FISCAL MONITORING AND REALLOCATIONS COMMITTEE		CHAIR: Vacant
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the service category expenditure reports FY 2016-2017.	The FMRA Committee will review the service category expenditure reports for FY 2016-2017.	No action was taken.
Discussion and appropriate action regarding the service category reallocation(s) requested by the AA for FY 2016-2017.	The FMRA Committee will review service category reallocation(s) requested by the AA for FY 2016-2017. Motion: To approve the requested reallocation(s) (S. Manning / L. Bustamante)	Added to the Planning Council Agenda for October 27, 2016 for final approval
NEEDS ASSESSMENT COMMITTEE		CHAIR: ENRIQUE FLORES
Discussion and appropriate action regarding the Housing Study	The Committee reviewed and discussed the working Housing Study	No action was taken.
PEOPLE'S CAUCUS		CHAIR: GLENDA SMALL
Discussion regarding presentation received at Estella's Mexican Restaurant on September 28, 2016	Presentation: HIV Prevention in a Pill: How it works and why everyone isn't taking it Presented by: Phillip W. Schnarrs, Ph.D Sponsored by: Ryan White Planning Council There was a total of 21 People in attendance.	No action was taken
Public Comment	None	
Set Planning Council Agenda for	The Planning Council agenda for October 27, 2016 at 12:30 pm was set by the Executive Committee.	
Review of Planning Council Grievances	There were no Planning Council grievances.	
Scheduling of Next Meeting	The next Executive Committee was scheduled for January 19, 2017 at 1:00 pm	
Announcements	<ul style="list-style-type: none"> • People's Caucus is October 28, 2016 • Mujeres Garage Sale is November 11 & 12 • People's Caucus Annual Holiday Recruitment Meeting is December 16, 2016 	
Adjournment	The meeting was adjourned at 2:24 pm	

**Agenda Coordination Form
Executive Committee Meeting
Thursday, January 19, 2017**

	Item #	Background	Recommended Motion	Action Taken
Executive Committee	1. Discussion and appropriate action regarding the Planning Council's monthly expenditure report.	Planning Council support staff will present Planning Council's expenditure report posted through September 30, 2016		No action is necessary.
	2. Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the HIV/Syphilis Testing Taskforce.	Appointed Planning Council Members attended the HIV/Syphilis Testing Taskforce Meeting on October 5, 2016		No action is necessary.
	3. Discussion and appropriate action regarding the sponsorship application received from BEAT AIDS for the 2017 National Black HIV/AIDS Awareness Day Event.	BEAT AIDS has submitted a sponsorship application for the 2017 National Black HIV/AIDS Awareness Day Event.	Motion: to approve the sponsorship application	
Comprehensive Planning / Continuum of Care Committee	1. Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the Quality Management Committee.	Report from the Planning Council Representatives appointed to the Quality Management Committee. QM Committee met on 12/8/16 for their yearly joint committee meeting (QM SPOC, Drug Formulary Committee, QM Committee members); approved revisions to the formulary, and received a presentation on QM Trending Data.		No action is necessary.
	2. Discussion and appropriate action regarding the Standards of Care comments requested from DSHS.	DSHS has requested that the Planning Council review and provide comments on the SoC they are revising this year; certain SoC are assigned for each month each month to review. Committee has concerns regarding workload, timelines, and active committee participation. CPCC Committee has 8 members, but only 3-4 average participation. Committee feels that more persons on the Planning Council need to be involved in the review process. Committee has requested an e-mail be sent to the Planning Council informing them of DSHS request, timeline, plan, and importance.	Motion: Form a SoC AD Hoc Committee that consists of Planning Council Co-Chairs, Planning Council Members, QM Committee Members, Service Providers, and Community Stakeholders to review and comment on SoC. Committee requests that the AA/PC joint pay a consultant to help/lead the AD Hoc SoC Committee. (S. Manning / R. Garcia)	Three (3) votes in favor. Zero (0) opposed. Zero (0) abstentions. ***Motion carried.
	3. Discussion and appropriate action regarding the updated SATGA Drug Formulary.	The QM Committee has updated and approved the SATGA Formulary in December 2016.	Motion: to approve changes to the SATGA Formulary (S. Manning / R. Garcia)	Three (3) votes in favor. Zero (0) opposed. Zero (0) abstentions. ***Motion carried.
	4. Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan.	The CPCC Committee reviewed and discussed the Integrated HIV Prevention and Care Plan.		No action is necessary.

**Agenda Coordination Form
Executive Committee Meeting
Thursday, January 19, 2017**

Memberships, Nominations, and Elections Committee	1. Discussion and appropriate action regarding Attendance Compliance, as stated in Section 5.4.	The MNE Committee reviewed current attendance records of the Planning Council and determine if any members should receive a letter from the Committee regarding his/her attendance requirements		No action is necessary.
	2. Discussion and appropriate action regarding the networking and filling open Planning Council positions	To fill vacancies according to the categories according to the Ryan White Legislation		No action is necessary.
	3. Discussion and appropriate action regarding resignations/applications/representative changes received regarding Planning Council Positions.	The MNE Committee reviewed any resignations/applications received regarding Planning Council Positions. Committee members reviewed applications received for the Ryan White Planning Council and requested staff to schedule interviews for all applicants on February 2, 2017.		No action is necessary.
	4. Discussion and appropriate action regarding opening nominations for the Planning Council Consumer Co-Chair Position.	The MNE Committee discussed appropriate action regarding opening nominations for the Planning Council Consumer Co-Chair Position; current Co-Chair MH Gloria's term is up in February 2017.	Motions: To open nominations for the Consumer Planning Council Co- Chair (D. Rodriguez / R. Garcia)	Three (3) votes in favor. Zero (0) opposed. Zero (0) abstentions. ***Motion carried.
Needs Assessment Committee	1. Discussion and appropriate action regarding the Housing Study	The Committee reviewed, discussed, added the following recommendations and finalized the Housing Study. 1. Planning Council Members and Community Stakeholders take part in the Bexar County's Charrette: Strategic Plan to Prevent and End Homelessness. a. Bexar County is hosting a Charrette on January 10-11 & 13, 2017 to prepare Bexar County's Strategic Plan to Prevent and End Homelessness. b. The Charrette (a community meeting) will allow for input from community stakeholders to address issues related to homeless prevention and homelessness. Seven community members participated in a steering committee which organized and prioritized key issues facing the homeless population in Bexar County. These issues will be discussed over a two-day period with local and national experts and members of the community. The data gleaned from Charrette week, coupled with local housing and homeless data will go into a final report that will be completed and released in February 2017. 2. Format and Print final Housing Matrix. a. Format the matrix into a Housing Resource Guide. b. Review information in the matrix and tailor it to the HIV Community. c. Add the Housing Resource guide to the Resource Guide when it is updated. 3. Conduct a Planning Council, Consumer, Community Stakeholder Workshop regarding Housing 101, Budget 101, etc. 4. Conduct a Case Manager Training regarding the Housing Study Results, Housing First, and the new Housing Resource Guide. 5. HIV Planner to complete a once page fact sheet from the Housing Study results. 6. Conduct a Housing Summit for Case Managers, Providers, Community Stakeholders, Consumers, Planning Council, AA Staff, etc.	Motion: To approve the final housing study with recommendations. (S. Manning / R. Garcia)	Four (4) votes in favor. Zero (0) opposed. Zero (0) abstentions. ***Motion carried.
AD Hoc Bylaws Committee	1. Discussion and appropriate action regarding revisions to the Planning Council Bylaws 2016	The Bylaws Committee reviewed and discussed revisions to the Planning Council Bylaws.	Motion: To move the revised Bylaws to the January 2017 Planning Council Meeting for review and approval	

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Committee Reports January 19, 2016

Executive Committee

Report from October 20, 2016.

Please see minutes from October 20, 2016.

Comprehensive Planning/Continuum of Care (CPCC) Committee

Report from January 5, 2017

The CPCC Committee met on January 5, 2017 in the Vista Verde Building, to discuss appropriate action regarding the report from the Planning Council Representatives appointed to the Quality Management Committee, discuss appropriate action regarding the Standards of Care comments requested from DSHS, discuss appropriate action regarding the updated SATGA Drug Formulary, and discuss appropriate action regarding the Integrated HIV Prevention and Care Plan.'

The PC Representative on the QM Committee reported that the QM Committee met on 12/8/16 for their yearly joint committee meeting (QM SPOC, Drug Formulary Committee, QM Committee members); approved revisions to the formulary, and received a presentation on QM Trending Data.

DSHS has requested that the Planning Council review and provide comments on the SoC they are revising this year; certain SoC are assigned for each month each month to review. The committee has concerns regarding workload, timelines, and active committee participation. The CPCC Committee has 8 members, but only 3-4 average participation. The committee feels that more persons on the Planning Council need to be involved in the review process. The committee has requested an e-mail be sent to the Planning Council informing them of DSHS request, timeline, plan, and importance. The motion approved by the committee is to form a SoC AD Hoc Committee that consists of Planning Council Co-Chairs, Planning Council Members, QM Committee Members, Service Providers, and Community Stakeholders to review and comment on SoC. Committee requests that the AA/PC joint pay a consultant to help/lead the AD Hoc SoC Committee.

The committee approved the revisions to the SATGA Formulary for 2017. There were not items to review for the Integrated HIV Prevention and Care Plan.

The CPCC Committee will meet again on February 2, 2017 at 2:30 pm at TriPoint, 3233 N. St. Mary.

Membership, Nominations and Elections (MNE) Committee

Report from January 5, 2017

The MNE Committee met on January 5, 2017 in the Vista Verde Building, to discuss the appropriate action regarding Attendance Compliance, as stated in Section 5.4 of the Planning Council Bylaws, appropriate action regarding the networking and filling open Planning Council positions, appropriate action regarding resignations/applications/representative changes received regarding Planning Council Positions, and discussion and appropriate action regarding opening nominations for the Planning Council Consumer Co-Chair Position.

The committee members reviewed applications received for the Ryan White Planning Council and requested staff to schedule interviews for all applicants on February 2, 2017. The committee voted to open

nominations for the Planning Council Consumer Co-Chair Position and nominations are to e-mailed to Mary Kay Newman at marykay.newman@bexar.org.

The MNE Committee will meet again February 2, 2017 at 1:00 pm at TriPoint, 3233 N. St. Mary.

Needs Assessment (NA) Committee

Report from January 5, 2017

The NA Committee met on January 5, 2017 in the Vista Verde Building, to review and discuss the Housing Study and the Integrated HIV Prevention and Care Plan. The Committee reviewed, discussed, added the following recommendations and finalized the Housing Study.

1. Planning Council Members and Community Stakeholders take part in the Bexar County's Charrette: Strategic Plan to Prevent and End Homelessness.
 - a. Bexar County is hosting a Charrette on January 10-11 & 13, 2017 to prepare Bexar County's Strategic Plan to Prevent and End Homelessness.
 - b. The Charrette (a community meeting) will allow for input from community stakeholders to address issues related to homeless prevention and homelessness. Seven community members participated in a steering committee which organized and prioritized key issues facing the homeless population in Bexar County. These issues will be discussed over a two-day period with local and national experts and members of the community. The data gleaned from Charrette week, coupled with local housing and homeless data will go into a final report that will be completed and released in February 2017.
2. Format and Print final Housing Matrix.
 - a. Format the matrix into a Housing Resource Guide.
 - b. Review information in the matrix and tailor it to the HIV Community.
 - c. Add the Housing Resource guide to the Resource Guide when it is updated.
3. Conduct a Planning Council, Consumer, Community Stakeholder Workshop regarding Housing 101, Budget 101, etc.
4. Conduct a Case Manager Training regarding the Housing Study Results, Housing First, and the new Housing Resource Guide.
5. HIV Planner to complete a once page fact sheet from the Housing Study results.
6. Conduct a Housing Summit for Case Managers, Providers, Community Stakeholders, Consumers, Planning Council, AA Staff, etc.

The NA Committee will meet again on February 2, 2017 at 11:00 am at TriPoint, 3233 N. St. Mary.

Fiscal Monitoring and Reallocations (FMRA) Committee

Report from January 5, 2017

The FMRA Committee did not meet the month of January 2017.

The FMRA Committee will meet again on February 2, 2017 at 4:00 pm at TriPoint, 3233 N. St. Mary.

AD Hoc Bylaws Committee

Report from December 28, 2016

The AD Hoc Bylaws Committee met on December 28, 2016 in the Vista Verde Building, to review and discuss revisions to the Planning Council Bylaws.

The People's Caucus

Report from December 16, 2016

The People's Caucus met on December 16, 2016 for the Annual Holiday Recruitment Meeting at Metropolitan Community Church located at 611 E Myrtle and received a presentation on the Gilead Medication Update by Daniel Ramos, Gilead. The event was sponsored by Gilead, the Ryan White Planning Council, and the Ryan White Program. There were a total of 92 people that attended this meeting.

The People's Caucus is scheduled to meet again on January 27, 2017 at 12:00 pm located at Metropolitan Community Church.