

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, March 23, 2017
1:00 pm to 3:00 pm**

AGENDA

- I. Call to Order** **Lucia Bustamante, Co-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 February 16, 2017**

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

- VII. Committee Reports**
 - A. Executive Committee** **Lucia Bustamante, Co-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 Request received for the National Women's and Girls' HIV/AIDS Awareness Day Events scheduled on March 8-10, 2017.

 - 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 Integrated HIV Prevention and Care Plan.
 - b. Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the Quality Management Committee.
 - c. Discussion and appropriate action regarding the Standards of Care comments requested from DSHS.

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 Viral Suppression Pamphlet
- 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 March 2017
- F. 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 February 24, 2017 and received a presentation on Descovy Medication Update presented and sponsored by Daniel Ramos, Gilead Sciences.
 - b. There were a total of 26 people that attended this meeting.
 - c. The People's Caucus is scheduled to meet again on March 24, 2017 at 6:00 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 March 30, 2017 at 12:30 located at the Vista Verde Building, 233 N Pecos, San Antonio, TX 78207 in the 5th Floor Conference Room.

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

XI. Scheduling of Next Meeting: April 20, 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, Thursday, February 16, 2017 Meeting Location: 233 N. Pecos, 4th Floor Conf. Room

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
E. Flores	L. Bustamante	J. Daniel
M. Gloria	G. Small	M. Koran
S. Manning		STAFF PRESENT
D. Rodriguez		
F. Rosas		<i>Ryan White Grantee / Administrative Agent Staff</i>
		C. Doria-Ortiz M. Newman
		<i>Planning Council Staff</i>
Call to order	S. Manning called the meeting to order at 1:04 pm	
Approval of the Agenda	The agenda was approved as amended.	
Approval of the Minutes from January 19, 2016	The minutes were approved as presented.	
Grantee Report	<p>M. Newman delivered the Grantee Report. Highlights of the report include:</p> <ul style="list-style-type: none"> • The position of Planning Council Liaison continues to be vacant. Resumes have been received, reviewed, and submitted to the Community Development Department Director. • The AA participated in the preparation and logistic meetings for the Charrette on Strategic Plan to Prevent & End Homelessness on January 9, 2017. The event was on January 10 to 11, 2017 and a final 2 hour summary presentation on January 13, 2017. The Charrette showcased a fishbowl of local and national experts in the area of Housing on six pre-selected topics of which one was Housing and Service Needs of People Living with HIV. Typically a Charrette takes approximately 6-9 months to strategically plan and prepare, however, as indicated by the representative of Corporation for Supportive Housing (CSH), Bexar County's was put together in less than 2 months with attendance rates for the 2-day Charrette and final presentation of 179 and 41 respectively. • The AA held a Service Provider Meeting on January 24, 2017. An item on the agenda was a conference call with TDSHS' contractor, Germane Solutions, to educate and answer questions from the providers on their upcoming monitoring and site visits, scheduled for June and August 2017. Germane Solutions will monitor four Part B service categories from March 1, 2016 through February 28, 2017. Additional topics discussed during the meeting included upcoming training by the state for a newly implemented ADAP Eligibility Worker, updates on HOPWA legislature, ARIES server updates, a 2017 Statewide Assessment, Standards of Care 2.0, 340B Pharmacy recertification, and numerous updates within the agencies and the community. • Legislature changes from the Violence Against Women Act (VAWA) prompted a webinar as there are implications on the U.S. Department of Housing and Urban Development (HUD), which has been incorporated into all HUD Programs including HOPWA. The webinar, attended by AA Staff and Service Provider Staff, was held on January 10 to help understand and realize what policy changes need to be made within the HOPWA program. • The HIV/Syphilis Testing Task Force, held on Wednesday, January 4th, 2017 consisted of a presentation on the Housing Resource Matrix developed out of the Planning Council Housing Needs Assessment that the Needs Assessment Committee Members, Part D Staff, AA Staff, and Center for Healthcare Service (CHCS) Staff have been working on since July 2016. Planning Council and PC Staff, Part D Program Staff, AA Staff, and CHCS Interns created a 	

	<p>matrix that highlighted findings pertaining to current infrastructure and barriers in delivery of housing to the homeless in Bexar County. CHCS Interns presented a finalized Housing Resource Matrix to the Testing Taskforce and received feedback from the PC, AA Staff, and PC Staff. A housing resource guide was finalized from their hard work and the efforts of the Planning Council which was disseminated at the February Housing Charrette.</p> <ul style="list-style-type: none"> • In response to a growing need to address the importance of information and data in the area of transgender health and the barriers that are presented in the healthcare system, the Alamo Area Resource Center, in conjunction with The Health Collaborative and the Ryan White Program, developed and implemented a Cultural Competence training on January 20. Training topics included diversity, cultural competence, gender, gender fluidity, and a panel presentation with discussion on health barriers for transgender individuals. There were 57 persons in attendance.

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 January 31, 2017	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	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.	<p>The CPCC Committee reviewed and discussed the Integrated HIV Prevention and Care Plan.</p> <p>The Bexar County Administrative Agency hosted a LGBTQ Cultural Competency Training Workshop on January 20, 2017 open to service providers, consumers, and community stakeholders.</p> <p>On February 2nd, The Center for Health Care Services: Project H.O.T. and UNIFY celebrated their open house to showcase their new "El HOT Spot Café" and Sexual Health Lounge.</p>	No action was taken.
Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the Quality Management Committee.	<p>Report from the Planning Council Representatives appointed to the Quality Management Committee.</p> <p>The QM Committee did not meet in January 2017; no report.</p>	No action was taken.
Discussion and appropriate action regarding the Standards of Care comments requested from DSHS.	<p>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.</p> <p>The Ad Hoc Committee is scheduled to meet February 16, 2017 to review and comment on DSHS Medical Case Management Service Standard.</p>	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.	<p>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 requirement.</p> <p>D. Rodriguez sent an email to M. Solis in regards to attendance to Planning Council Meetings. Resignation for M. Solis received on 2/6/17</p> <p>Motion: to accept M. Solis' resignation (D. Rodriguez/E. Flores)</p>	<p>Five (5) votes in favor. Zero (0) opposed. Zero (0) abstentions.</p> <p>***Motion carried.</p>

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. D. Rodriguez sent e-mails and Planning Council Membership Applications to a potential representative for State Agency Administering the Program under Ryan White Part B and Local Public Health Agencies.	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. The Committee received and interviewed 4 potential candidates for the Planning Council. The committee recommended the following person(s) for membership of the Planning Council: 1. Carlos Martinez, ASO Representative (G. Small/S. Manning) 2. Dani Landry, Health Care Provider (S. Manning / G. Small) 3. Cynthia Nelson, ASO (S. Manning/G. Small) 4. Carlos Carmona, Infected/Affected Community (S. Manning/G. Small)	No action was taken

FISCAL MONITORING AND REALLOCATIONS COMMITTEE		CHAIR: Vacant
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ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the service category expenditure reports FY 2016-2017.	The Committee reviewed the service category expenditure reports for FY 2016-2017.	No action was taken
Discussion and appropriate action regarding the rapid reallocations approved by the Planning Council Co-Chairs for FY 2016-2017.	The Committee reviewed rapid reallocations approved by the Planning Council Co-Chairs for FY 2016-2017.	No action was taken

NEEDS ASSESSMENT COMMITTEE		CHAIR: ENRIQUE FLORES
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Discussion and appropriate action regarding the Housing Charrette Recommendations	The Committee reviewed and discussed the Housing Charrette Recommendations	No action was taken
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PEOPLE'S CAUCUS		CHAIR: GLENDA SMALL
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Discussion regarding the People's Caucus Meeting held at MCC on January 27, 2017	Presentation: Consumer Advocacy Roundtable Discussion with Planning Council Members Sponsored by: Ryan White Planning Council. There was a total of 24 People in attendance.	No action was taken
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Public Comment	None	
Set Planning Council Agenda for	The Planning Council agenda for February 23, 2017 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 March 23, 2017 at 1:00 pm	

Announcements	<ul style="list-style-type: none">Standards of Care Workgroup met on 2/16/17
Adjournment	The meeting was adjourned at 1:47pm

**Agenda Coordination Form
Executive Committee Meeting
Thursday, March 23, 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 February 28, 2017	No Motion Necessary	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	No Motion Necessary	No action is necessary.
	3. Discussion and appropriate action regarding the Sponsorship Request received for the National Women's and Girls' HIV/AIDS Awareness Day Events scheduled on March 8-10, 2017.	The Executive Committee will review the Sponsorship Request received for the National Women's and Girls' HIV/AIDS Awareness Day Events scheduled on March 8-10, 2017.		No action is necessary.
Comprehensive Planning / Continuum of Care Committee	1. Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan.	The CPCC Committee will review and discuss the Integrated HIV Prevention and Care Plan. No items for the month of February 2017.	No Motion Necessary	No action is necessary.
	2. 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. The QM Committee did not meet in February 2017; no report.	No Motion Necessary	No action is necessary.
	3. 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. The Ad Hoc Committee is scheduled to meet March 30, 2017 to review and comment on DSHS Non-Medical Case Management Service Standard.	No Motion Necessary	No action is necessary.
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 requirement.	No Motion Necessary	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 Motion Necessary	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. The Committee received and interviewed 1 potential candidate for the Planning Council.	Motion: To approve the following candidates for membership on the Planning Council. 1. Johnson, Andrea, Infected/Affected Community (R. Garcia/S. Manning)	Four (4) votes in favor. Zero (0) opposed. Zero (0) abstentions. ***Motion carried.

**Agenda Coordination Form
Executive Committee Meeting
Thursday, March 23, 2017**

Needs Assessment Committee	<p>1. Discussion and appropriate action regarding the Viral Suppression Pamphlet</p>	<p>The Committee reviewed and discussed the Viral Suppression Pamphlet.</p> <p>The Committee discussed possibly doing a one "panel" pamphlet with the following sections:</p> <ol style="list-style-type: none"> 1. What is viral suppression 2. Steps to viral suppression 3. 2014 National Data from CDC <p>Items to revise on pamphlet:</p> <ol style="list-style-type: none"> 1. Define CD4 2. Check on new CDC wordage for "what is viral suppression" 3. Revise 2014 CDC data to say 7 in 10 persons not adherent therefore not virally suppressed 4. Remove the HIV Life Cycle 5. Remove How antiretroviral drugs work 6. Correct locations for Testing Information 7. Add information about PrEP 	No Motion Necessary	No action is necessary.
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Committee Reports March 23, 2017

Executive Committee

Report from March 23, 2017.

Please see minutes from February 16, 2017.

Comprehensive Planning/Continuum of Care (CPCC) Committee

Report from March 2, 2017

The CPCC Committee met on March 2, 2017 at Vista Verde, to discuss appropriate action regarding the Integrated HIV Prevention and Care Plan, the report from the Planning Council Representatives appointed to the Quality Management Committee, and 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. The Ad Hoc Committee is scheduled to meet March 30, 2017 to review and comment on DSHS Non-Medical Case Management Service Standard.

The CPCC Committee will meet again on April 6, 2017 at 2:30 pm at the Vista Verde Building.

Membership, Nominations and Elections (MNE) Committee

Report from March 2, 2017

The MNE Committee met on March 2, 2017 at Vista Verde, 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.

The committee members interviewed an applicant for the Ryan White Planning Council and approved the motion of membership.

The MNE Committee will meet again April 2, 2017 at 1:00 pm at the Vista Verde Building.

Needs Assessment (NA) Committee

Report from March 2, 2017

The NA Committee met on March 2, 2017 at Vista Verde, to review and discuss the Viral Suppression Pamphlet.

The NA Committee will meet again on April 6, 2017 at 11:00 am at the Vista Verde Building.

Fiscal Monitoring and Reallocations (FMRA) Committee

The FMRA Committee did not meet in the month of March 2017.

The FMRA Committee will meet again on April 6, 2017 at 4:00 pm at the Vista Verde Building.

The People's Caucus

Report from February 24, 2017

The People's Caucus met on February 24, 2017 and received a presentation on Descovy Medication Update presented and sponsored by Daniel Ramos, Gilead Sciences. There were a total of 26 people that attended this meeting.

The People's Caucus is scheduled to meet again on March 23, 2017 at 6:00 pm located at Rosario's Café.