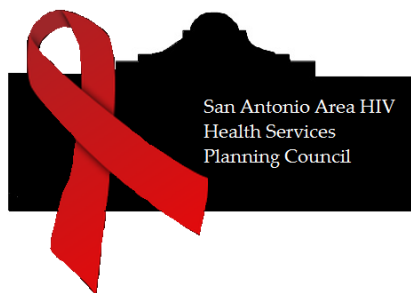


San Antonio Area HIV Health Services Planning Council

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, May 18, 2017

1:00 pm to 2:30 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 April 20, 2017**

- VI. Transition Update** **C. Doria-Ortiz**

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

- VIII. 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 time change for Executive Committee Meetings for June 15, 2017 and future meetings

 - 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.
 - d.

 - C. Membership, Nominations and Elections** **Donald Rodriguez, Chair**
 - i. Discussion and appropriate action regarding the Membership, Nominations and Elections

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.

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. Did not meet for the month of May 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 April 21, 2017 at Methodist Community Church (MCC) and received a presentation on Planning Council 101: Community Input presented and sponsored by Ryan White Program, Support Staff Mary Kay Newman and Rhonda Andrew.
 - b. There were a total of 27 people that attended this meeting.
 - c. The People's Caucus is scheduled to meet again on May 26, 2017 at 12:00 pm.

IX. 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.*

X. Set Planning Council Agenda for May 25, 2017 at 12:30 located at the Vista Verde Building, 233 N Pecos, San Antonio, TX 78207 in the 4th Floor Conference Room.

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

XI. Scheduling of Next Meeting: June 15, 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 2:00 pm – 3:30 pm, Thursday, April 20, 2017 Meeting Location: 233 N. Pecos, 4th Floor Conf. Room

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
L. Bustamante	E. Flores	
S. Manning	G. Small	
D. Rodriguez		STAFF PRESENT
F. Rosas		
		<i>Ryan White Grantee / Administrative Agent Staff</i>
		C. Doria-Ortiz M. Newman
		<i>Planning Council Staff</i>
		C. Johnson
Call to order	L. Bustamante called the meeting to order at 2:14 pm	
Approval of the Agenda	The agenda was approved as presented.	
Approval of the Minutes from March 23, 2017	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"> • Interviews for the position of Planning Council Liaison were held on March 3rd with the position being filled by Catherine Johnson. Her start date was on March 9th. • Theresa Matamoros, the previous Lead Fiscal Monitor, began duties for the Contract Analyst the week of February 27th after the position was left vacant February 17th. The position of Lead Fiscal Monitor continues to be open. • National Women and Girls HIV/AIDS Awareness Day (NWGHAAD) was Friday March 10th and is an annual observance that sheds light on the impact of HIV and AIDS on women and girls. In honor of this day, the Ryan White AA staff participated in the following events: <ul style="list-style-type: none"> ○ The AA hosted a bag assemblage on March 2nd to organize and distribute donated items from agencies and community organizations to agencies holding honorary testing events for the National Day ○ The Program Manager and HIV Planner attended the exhibit / kick-off event on March 8th at the downtown Central Library where presentations were offered by community HIV advocate, Andrea Johnson, and University Health System's Infectious Disease Staff Physician, Barbara Taylor, M.D. • Proposed Transition of the Ryan White Program The Ryan White Program staff held and participated in the following meetings and calls concerning the proposed transition of the Ryan White Program from Bexar County Department of Community Development to Bexar County Hospital District (BCHD) housed at the University Health System (UHS): <ul style="list-style-type: none"> ○ Initial Meeting with BCHD – UHS, Sr. Vice President of Research and Information Management, Dr. Roberto Villarreal on March 3rd ○ Phone call conference with CentroMed physician Ernesto Gomez on March 6th ○ Meeting with San Antonio AIDS Foundation (SAAF) and Ryan White Program Manager on March 7th ○ Meeting with Alamo Area Resource Center and RW Program Manager on March 8th ○ Site Visit to Bexar County Hospital District-Corporate Offices attended by RW Program Manager and Clerical Office Supervisor on March 9th to discuss the physical layout of 	

	<p>office space to house the RW Program</p> <ul style="list-style-type: none"> ○ Work session on timelines and logistics for proposed transition hosted by the RW Program and attended by Collaborative Research consulting staff, Bexar County Department of Community Development staff, and Bexar County Hospital District staff on March 13th ○ Conference call with Texas Department of State Health Services (TDSHS) regarding transition attended by RW staff on March 14th Meeting with BEAT AIDS and Program Manager on March 20th ○ The RW staff attended a meeting with the Bexar County District Attorney on March 29th to apprise their staff on the transition <ul style="list-style-type: none"> ● A follow up meeting and webinar was held on March 7th and March 31st, respectively with Network Sciences and the RW Staff, AARC, and other SATGA staff to demonstrate the software program, Verity Source as a potential option for eligibility streamlining for ADAP and other community programs for clients who are applying for services. This is being proposed to TDSHS as an option for eligibility workers. ● The HIV Planner participated in the monthly meeting of the Clinical Management Team held at UHS-FFACTS Clinic on March 16th. This meeting was established in order for clinicians, providers, and other direct service agencies who deliver care to HIV clients to create relationships, build rapport and share common successes and goals among peers. ● The HIV/Syphilis Testing Task Force monthly meeting was held on Wednesday, March 1st, 2017 with 18 community and agency members in attendance. A representative with Walgreens delivered information on the “Community” pharmacy concept, a low-volume pharmacy designated specifically for HIV, Hep-C, PrEP patients and some oncology. The program can also help with ADAP enrollment and offers many different options for patients who travel or cannot come to the same pharmacy for pick-up. ● The Ryan White HIV/AIDS Program Services Policy Clarification Notice (PCN) #16-02 states that “standalone dental insurance is an allowable cost”; therefore the Ryan White Program and Enroll Texas held a conference call on March 27th to explore graduating and implementation plan with actions to be taken in order to comply with the federal change which replaces HRSA PCN 10-02. ● Training for the ADAP eligibility Workers (AEW) was hosted by TDSHS in Austin, TX on March 21-22st; The HIV Planner, as a member of the AA, attended the training to gain the knowledge of an AEW and make the resources readily available to all agencies

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 March 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.
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 Mujeres Unidas Event: Baile de Vida "Louder Than Stigma" held on Saturday, May 6, 2017. Motion: to accept Sponsorship Request Mujeres Unidas Event: Baile de Vida (D. Rodriguez/F. Rosas)	Four (4) votes in favor. Zero (0) opposed. Zero (0) abstention. ***Motion carried.
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 will review and discuss the Integrated HIV Prevention and Care Plan. No items for the month of March 2017.	No action was taken.
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 March 2017; no report..	No action was taken.
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 April 19, 2017 to review and comment on DSHS Mental Health, Psychosocial, Other Professional Service Standards.	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 requirement. D. Rodriguez and other memebtrs discussed speaking with G. Small to determine the reason behind several missed meetings and if perhaps a leave was necessary.	No action was taken.

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 Fiscal and Reallocations report.	The Committee reviewed the service category expenditure reports FY 2016-2017.	No action was taken
NEEDS ASSESSMENT COMMITTEE		CHAIR: ENRIQUE FLORES
1. Discussion and appropriate action regarding the Viral Suppression Pamphlet	<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 4. Graph with San Antonio and Texas HIV CD4 or viral suppression latest figures <p>Items to revise on pamphlet:</p> <ol style="list-style-type: none"> 1. Language: tailor to basic English level 2. Add “suppression” definition 3. Add proper CDC citations and who the CDC is? 4. Format Pamphlet Font, Size and Color (Arial/Black) 5. Reduce lengthy paragraphs with bullets 6. Highlight important points with bold and red font color 7. Bar Graph: add labels and short explanation below 8. Add latest 2014 data to bar chart to show improvement 9. Look at other alternatives for bar charts from CDC data 10. Delete repetitive paragraph above bar chart 11. Correct locations for Testing Information (back side) 	No action was taken

PEOPLE'S CAUCUS		CHAIR: GLENDA SMALL
Discussion regarding the People's Caucus Meeting held at Rosario's Restaurant on March 24, 2017.	<p>Presentation: Evolution of HIV Treatment Presented and Sponsored by: Daniel Ramos, Gilead Sciences Charlene Doria-Ortiz with the Ryan White Program presented on the proposed transition.</p> <p>There was a total of 36 People in attendance.</p> <p>People's Caucus is scheduled to meet again April 21, 2017 at 12:00 pm.</p>	No action was taken
Public Comment	None	
Set Planning Council Agenda for	The Planning Council agenda for April 27, 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 May 18, 2017 at 1:00 pm	
Announcements	<ul style="list-style-type: none"> • Mujeres Unidas: Baile de Vida "Louder Than Stigma" on Saturday, May 6, 2017 6PM -12 miidnight • Transgender Health Summit May 19th, 2017 in San Antonio, TX. • 2017 National Latino HIV/HCV Conference, May 22-24, 2017 in South Padre Island, Texas • Gospel Stravaganza June 3, 2017 6-8 pm • 13th Annual Women's and HIV International Clinical Conference June 9-10, 2017 in San Antonio, TX Sponsored by: South Central AIDS Education and Training Center • Black Women's Initiative Conference, Saturday, June 24, 2017 • 2017 Ryan White HIV/AIDS Program Clinical Care Conferene, in San Antonio, TX on August 21-23, 2017 <p><u>Note:</u> Create social media page (Facebook) to advertise upcoming events to the community.</p>	
Adjournment	The meeting was adjourned at 3:18 pm	

**Agenda Coordination Form
Executive Committee Meeting
Thursday, May 18, 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 April 30, 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 time change for Executive Committee Meetings for June 15, 2017 and future meetings.	Executive Committee will discuss the time change for their upcoming June 15, 2017 meeting and the possibility of changing the time for all meetings thereafter.	Motion: to approve time change for Executive meeting on June 15, 2017 and meetings there after.	
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 April 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 met in April 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. TThe Ad Hoc Committee is scheduled to meet May 25, 2017 to review and comment on DSHS Substance Abuse Outpatient Care, Substance Abuse Services (Residential) and Housing Service Standards.	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. -Members decided to send G. Small an attendance notice to determine if she wants to remain in the MNE Committee, change to a different Committee or continue to be part of the Planning Council. F. Courtois would receive an attendance notice if he misses one more Planning Council Meeting and also to send Teleconference Notice to L. Hester.	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. -Continue missing category: recently released from a correctional facility and youth (i.e. transgender) members would contact local service providers and community partners to seek such representation. Contact service provider director to inquire about appointed Part C representative for Planning Council.	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. -None	No Motion Necessary	No action is necessary.

**Agenda Coordination Form
Executive Committee Meeting
Thursday, May 18, 2017**

Needs Assessment Committee	1. Discussion and appropriate action regarding the Viral Suppression Pamphlet	<p>No quorum was present. 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 4. Graph with San Antonio and Texas HIV CD4 or viral suppression latest figures <p>Items to revise on pamphlet:</p> <ol style="list-style-type: none"> 1. Language: tailor to basic English level 2. Add "suppression" definition 3. Add proper CDC citations and who the CDC is? 4. Format Pamphlet Font, Size and Color (Arial/Black) 5. Reduce lengthy paragraphs with bullets 6. Highlight important points with bold and red font color 7. Bar Graph: add labels and short explanation below 8. Add latest 2014 data to bar chart to show improvement 9. Look at other alternatives for bar charts from CDC data 10. Delete repetitive paragraph above bar chart 11. Correct locations for Testing Information (back side) 	No Motion Necessary	No action is necessary.
Fiscal Monitoring and Reallocations Committee	Did not meet May 2017.		No Motion Necessary	No action is necessary.
			No Motion Necessary	No action is necessary.