

# San Antonio Area HIV Health Services Planning Council

Historical Robert B. Green, 903 W Martin St. Care Link Administration 5th floor, San Antonio, TX 78207 (210) 358-3215 FAX (210) 702-6952

## NOTICE OF PUBLIC MEETING

**Executive Committee**  
**Historical Robert B. Green, 903 w Martin St,**  
**San Antonio TX, 78207**  
**Dr. Mac's Conference Room**  
**Thursday, May 17, 2018**  
**10:00 am to 11:30 am**

### AGENDA

- I. Call to Order** **Steven Manning, Co-Chair**  
**Enrique Flores, 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 people living with or affected by HIV.
- IV. Approval of the Agenda**
- V. Approval of the Minutes from April 19, 2018**
- VI. Grantee Report** **C. Doria-Ortiz**
- VII. Committee Reports**
  - A. Executive Committee** **Steven Manning, 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.
  - B. Comprehensive Planning/Continuum of Care** **Cynthia Nelson, 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. Membership, Nominations and Elections** **Carlos Carmona, 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.

**For meeting information, please call (210) 358-3215**

This meeting is wheelchair accessible. The accessible entrance is located at the front entrance of 903 W Martin St. CareLink Administration. Accessible parking spaces are also available. Interpreters for the deaf must be requested forty-eight (48) hours prior to the meeting by calling (210) 358-3215 or by calling Texas Relay at 7-1-1 for assistance.

**D. Needs Assessment**

**Mary Helen Gloria, Chair**

- i. Discussion and appropriate action regarding the Needs Assessment report.
  - a. Discussion and appropriate action regarding the Needs Assessment: Non-Virally Suppressed PLWH.
  - b. Discussion and appropriate action regarding the Comprehensive Needs Assessment:

**E. Fiscal Monitoring and Reallocations**

**Frederic Courtois, Chair**

- i. Discussion and appropriate action regarding the Fiscal Monitoring and Reallocations report.
  - a.. The Committee did not meet for the month of May 2018.

**F. People's Caucus**

**Glenda Small, Co-Chair**

- i. Discussion and appropriate action regarding the People's Caucus Report.
  - a) The People's Caucus meeting for April 2018 was cancelled due to Battle of the Flowers festivities

The People's Caucus will meet again May 25, 2018 at 12:00 pm at the Metropolitan Community Church (MCC).

**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 May 24, 2018 at 12:30pm located at Historical Robert B. Green, 5<sup>th</sup> floor Care Link Administration Conference Room.**

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

**XI. Scheduling of Next Meeting: June 21, 2018**

**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 people living with or affected by HIV.

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# THE SAN ANTONIO AREA HIV HEALTH SERVICES PLANNING COUNCIL

Historical Robert B. Green, CareLink Administration,  
903 W Martin St. San Antonio, TX 78207  
210.358.3215 (phone) 210.702.6952 (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

**10:00 am – 11:30 am, Thursday, April 19, 2018**

**Meeting Locations: 903 W Martin, Historical Robert B. Green, Dr. Mac's Conference**

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
C. Carmona	C. Nelson	
F. Courtois		
E. Flores		<b>STAFF PRESENT</b>
M. Gloria		
S. Manning		<i>Ryan White Grantee / Administrative Agent Staff</i>
G. Small		C. Doria-Ortiz                      A, Taranova
		<i>Planning Council Staff</i>
		C. Johnson
<b>Call to order</b>		
	E. Flores called the meeting to order at 10:10 am	
<b>Approval of the Agenda</b>		
	The agenda was approved as presented.	
<b>Approval of the Minutes from March 15, 2018</b>		
	The minutes were approved as presented.	
<b>Grantee Report</b>		
	<p style="text-align: center;">C. Doria-Ortiz delivered the Grantee Report. Highlights of the report include:</p> <ul style="list-style-type: none"> <li>The Director and Program Planner participated in two planning/preparation meetings culminating in the Texas Black Women's Initiative (TxBWI) – WORTH Life conference, held on March 10, 2018. Over 100 women of color and their families who are affected and/or infected by HIV attended and were engaged at the conference with presentations on empowering women of color, how to talk to your physician about HIV, and staying mentally healthy. The mission of the TxBWI is to promote active, engaged, and empowered communities to address HIV disparity among women of color related to HIV prevention and care.</li> <li>The committee called End Stigma, End HIV Alliance (ESEHA Alliance) continue to meet bi-weekly. It currently is obtaining community input by conducting facilitated trainings provided by United Way. In addition it continues to support the Fast Track Cities activities including one focusing on youth.</li> <li>In celebration/commemoration of National Women and Girls HIV/AIDS Awareness Day (NWGHAAD) on March 10, 2018, RWP staff had a resource table at the YWCA, located on the West Side of San Antonio; mobile HIV/STD testing and mammography were available. There were 23 females and 7 males tested at this event.</li> <li>The TX/LA Quarterly A/B meeting was hosted by Austin, TX on March 2, 2018. Agenda items included (but not limited to): EMA/TGA Updates, HRSA Grant Awards, New ARIES/RSR, HRSA Site Visits, DSHS Standards of Care Update, Affordable Care Act Changes and Impact, Ryan White Federal Budget, Quality Management, and MAI.</li> <li>The quarterly Service Provider Meeting took place on March 20, 2018 with twelve agency members and eight Ryan White Program (Parts A, B, D, and F) staff in attendance. Items that were discussed were: Current programs and progress with University Health System (UHS); the integration of Parts A and B with Bexar County Hospital District dba UHS; tracking and reporting activities of the SATGA/HSDA 2017-2021 Integrated HIV Prevention and Care Plan; Clinical Quality Management Trending and Standards of Care Update; Procedure changes in fiscal; ARIES document upload; and Effective Care Plan Writing.</li> <li>Fast Track Cities facilitated the following additional trainings for identifying key actions, metrics, and responsible parties:</li> </ul>	

	<ul style="list-style-type: none"> <li>• Early Intervention Services – March 2, 2018</li> <li>• EIS will be focusing on the 90% of people diagnosed are in treatment</li> <li>• Clinical Management Team (CMT) Facilitated Training – March 2, 2018</li> <li>• CMT will be focusing the 90% of people retained in care are virally suppressed</li> <li>• The HIV/Syphilis Testing Taskforce was held on March 7, 2018 with 36 attendees. A presentation and demonstration was given by Texas Wears Condoms, a state funded grant that makes condoms and education available to all Texas residents. Updates on the ESEHA Facilitated meetings, #IKnowMyStatusSA campaign, and World AIDS Day preparation were also given.</li> <li>• During the month of March the current Clinical Quality Management Plan was updated to reflect targeted activities that the Clinical Quality Management Committee, Planning Council, Administrative Agency Staff, and Community Stakeholders will be involved in helping to implement and improve the quality of care for Ryan White clients. This 2018-2019 CQM Plan will be presented at the 1st Quarter CQM Committee in April, 2018 for review and approval.</li> <li>• A webinar titled “Help your clients understand tax filing and health coverage” to be held on March 6 was sent out to all sub-recipients and community stakeholders via the Administrative Agency Friday Updates. The webinar was hosted by the ACE TA Center, a highly valuable and utilized resource for assistance in Health Insurance and HIV Care.</li> <li>• A monthly reminder is sent to sub-recipients concerning THMP/ADAP Due Dates to assist case managers in helping clients with the new birthdate recertification schedule. The reminders detail specific timeframes to mail reminders and ensure no gaps in service as re-certification and self-attestation dates are met.</li> </ul>

## COMMITTEE REPORTS

PLANNING COUNCIL		
ITEM	MOTION/DISCUSSION	ACTION TAKEN
EXECUTIVE COMMITTEE		
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the transferring of the UHS Robert B. Green Campus FFACTS Clinic to the East Side Campus.	The Committee will discuss the transferring of the UHS Robert B. Green Campus FFACTS Clinic to the East Side Campus. Motion: To approve the transferring of the UHS Robert B. Green Campus FFACTS Clinic to the East Side Campus.  *Motion tabled until there is more info. regarding if the move is actually happening or not.	No action was 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 30, 2018	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. Minutes provided in agenda packet.	No action was taken.
COMPREHENSIVE PLANNING / CONTINUUM OF CARE COMMITTEE		
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. The Committee reviewed the HIV Prevention and Care Plan Monitoring Tool and requested further discussion with Mary Kay Newman, Assistant Director, RW Grants and Compliance at the next CPCC meeting for committee approval.	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 met on December 14, 2017.	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.  No items discussed,	No action was taken.
MEMBERSHIP, NOMINATIONS AND ELECTIONS COMMITTEE		
CHAIR: CARLOS CARMONA		

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.  -Members decided N. Brown would be asked to resign from Planning Council and Dr. M. Fournier does not wish to continue serving on the Planning Council as of 03/26/18.	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.  Members reviewed missing categories: <ul style="list-style-type: none"> <li>• Recently released from a correctional facility</li> <li>• Youth (i.e. trans)</li> <li>• Rural area representative</li> </ul> Members would contact local service providers and community partners to seek such representation. Members decided they needed to recruit infected: <ul style="list-style-type: none"> <li>• White Consumer</li> <li>• Women</li> </ul> In order to abide by HRSA guidelines the Planning Council membership should be reflective of the epidemic.  -MNE Chair and PC support staff will start attending the Reentry Council meeting to potentially recruit recently released from incarceration.	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. Interviewed 2 Potential Candidates: Wayne Wientjes, Infected/Affected Communities Charles Whitehead, Infected/Affected Communities  The Committee recommended both candidates for membership of the Planning Council.	No action was taken.
<b>FISCAL MONITORING AND REALLOCATIONS COMMITTEE</b>		
<b>ITEM</b>	<b>MOTION/DISCUSSION</b>	<b>ACTION TAKEN</b>
Discussion and appropriate action regarding the Fiscal and Reallocations report.	The Committee discussed the service category expenditure reports FY 2017-2018.	No action was taken.
<b>NEEDS ASSESSMENT COMMITTEE</b>		
<b>CHAIR: MARY HELEN GLORIA</b>		
1. Discussion and appropriate action regarding the Needs Assessment for Non-virally Suppressed PLWH.	The Committee received an update on the Needs Assessment for Non-virally Suppressed PLWH  The Needs Assessment committee provided feedback and questions to consultant Jeff Daniel regarding Needs assessment preliminary results.	No action was taken

	<p>Questions/Feedback:</p> <ul style="list-style-type: none"> <li>-Show data regarding number of clients per agency of where the clients receive medical care: 43% FFACTS, 28% Centro Med, 22% AARC, 10% SAAF, 1% VA</li> <li>-Slide #4: Does the gender data presented include transgender if so, under what category M or F? Male</li> <li>-Add transgender data as a separate category under slide #4, suggestion M-&gt;F and F-&gt;M to be inclusive, if applicable.</li> <li>-Epi 2017 Profile is this for Ryan White Clients? It is for all PLWH in the SATGA, 6343 in the 4 counties</li> <li>-Epi Profile 2017 does it include any data on transgender? No</li> <li>-Outline reasons why 27% reported they waited 1 year for medical care</li> <li>-Survey respondent characteristics, make slides more visually-friendly and suggest data presentation of actual numbers not only percentages in a table (ex. 12 Of 152 clients, ...%) to make it simple for the general public to interpret.</li> <li>-Slide #7-8: Prioritize factors under: Is your Viral Undetectable and Most Important HiV Services, was there a common theme identified? Most Important HIV Services are already ranked.</li> <li>-Zip codes need to be added to map and a legend explaining the colors and number of clients surveyed in each zip code identified</li> <li>-Please interview more youth ages 18-24.</li> </ul>	
<b>PEOPLE'S CAUCUS</b>	<b>CHAIR: GLENDA SMALL</b>	
<p>Discussion regarding the People's Caucus Meeting held at Guillermo's Restaurant on March 21, 2018.</p>	<p>The People's Caucus met on March 21, 2018 at Guillermo's Restaurant and received a presentation on:</p> <ul style="list-style-type: none"> <li>•Fast-Track Cities—Where are we now? (Community Input Survey) Presented by: Barbara Taylor, MD, Assistant Dean for the MD/MPH Program, UT Health San Antonio</li> <li>• HIV Medication Resistance Presented by: Dr. Stanley Lewis</li> </ul> <p>The meal was sponsored by Samuel Alvarado, Jannsen Infectious Diseases There were a total of 47 people that attended the meeting.</p> <p>The People's Caucus meeting for April 2018 is cancelled due to Battle of the Flowers events and will meet again May 25, 2018 at 12:00 pm at the Metropolitan Community Church (MCC).</p>	<p>No action was taken</p>
Public Comment	None	
Set Planning Council Agenda for	The Planning Council agenda for April 26, 2018 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 17, 2018 at 10:00 am.
Announcements	<ul style="list-style-type: none"> <li>• Men's support group every 1<sup>st</sup> Thursday of the month at CHCS, from 7-8:30pm.</li> <li>• Baile de Vida May 5<sup>th</sup>, 2018 at Progreso Hall</li> <li>• National Latino HIV/Hep C Conference May 18-20, 2018</li> </ul>
Adjournment	The meeting was ended at 11:06 pm



**Agenda Coordination Form  
Executive Committee Meeting  
Thursday, May 17, 2018**

	Item #	Background	Recommended Motion	Action Taken
<b>Executive Committee</b>	2. 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, 2018.	No Motion Necessary	No action is necessary.
	3. 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.
<b>Comprehensive Planning / Continuum of Care Committee</b>	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. -HIV Prevention and Care Plan Monitoring Tool will be reviewed and discussed with Mary Kay Newman, Assistant Director, RW Grants and Compliance at the next CPCC meeting for committee approval.	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 on December 14, 2017.	No Motion Necessary	No action is necessary.
<b>Memberships, Nominations, and Elections Committee</b>	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. Members reviewed missing categories: • Recently released from a correctional facility, • Youth (i.e. trans), • Rural area representative Members would contact local service providers and community partners to seek such representation. Members decided they needed to recruit infected: • White Consumer • Women In order to abide by HRSA guidelines the Planning Council membership should be reflective of the epidemic.	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. Interviewed 2 Potential Candidates: Adriel Lovos and Miguel Garcia, Youth, Infected/Affected Community	No Motion Necessary	No action is necessary.

**Agenda Coordination Form  
Executive Committee Meeting  
Thursday, May 17, 2018**

<p><b>Needs Assessment Committee</b></p>	<p>1. Discussion and appropriate action regarding the Viral Suppression Pamphlet and Needs Assessment for Non-Virally Suppressed PLWH.</p>	<p>The Needs Assessment Committee discussed the Mini Needs Assessment on Non-Virally Suppressed PLWH : The Committee reviewed Jeff Daniel's updated preliminary findings and no further action was needed. Jeff Daniel has distributed surveys and gift cards to a local agency to conduct interviews on youth 18-24, women and recently released from incarceration. The Committee will await for final presentation and results in May 2018.</p> <p>The Committee discussed target groups for the upcoming Comprehensive Needs Assessment in Fall 2018, to include Youth 18-24, Substance Abusers, Homeless and Women.</p>	<p>No Motion Necessary</p>	<p>No action is necessary.</p>
<p><b>Fiscal Monitoring and Reallocations Committee</b></p>	<p>1. Discussion and appropriate action regarding the service category expenditure reports FY 2017-2018.</p>	<p>The Committee did not meet in the month of May 2018.</p>	<p>No Motion Necessary</p>	<p>No action is necessary.</p>

# San Antonio Area HIV Health Services Planning Council

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## Committee Reports May 17, 2018

### **Executive Committee**

Report from May 2018.

Please see minutes from April 19, 2018.

### **Comprehensive Planning/Continuum of Care (CPCC) Committee**

Report from May 3, 2018

The CPCC Committee met on May 3, 2018 at Historical Robert B. Green, 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.

- HIV Prevention and Care Plan Monitoring Tool will be updated by Mary Kay Newman, Assistant Director, RW Grants and Compliance and presented at the next CPCC meeting for committee approval.
- See QM Minutes Attached.

The CPCC Committee will meet again on June 7, 2018 at 2:30 pm at the Historical Robert B. Green Building.

### **Membership, Nominations and Elections (MNE) Committee**

Report from May 3, 2018

The MNE Committee met on May 3, 2018 at Historical Robert B. Green, 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.

-Members reviewed missing categories:

- Recently released from a correctional facility,
- Youth (i.e. trans),
- Rural area representative

Members would contact local service providers and community partners to seek such representation.

Members decided they needed to recruit PLWH:

- White Consumer
- Women

In order to abide by HRSA guidelines the Planning Council membership should be reflective of the epidemic.

-The Committee interviewed 2 applicants: Adriel Lovos and Miguel Garcia, Youth, Affected Community both recommended for membership.

The MNE Committee will meet again on June 7, 2018 at 1:00 pm at the Historical Robert B. Green Building.

**Needs Assessment (NA) Committee**

Report from May 3, 2018

The NA Committee met on May 3, 2018 at Historical Robert B. Green, to discuss Needs Assessment for Non-Virally Suppressed PLWH.

The Committee reviewed Jeff Daniel's updated preliminary findings and no further action was needed. Jeff Daniel has distributed surveys and gift cards to a local agency to conduct interviews on youth 18-24, women and recently released from incarceration. The Committee will await for final presentation and results in May 2018.

The Committee discussed target groups for the upcoming Comprehensive Needs Assessment being conducted in the Fall 2018, to include Youth 18-24, Substance Abusers, Homeless and Women.

The NA Committee will meet again on June 7, 2018 at 11:00 am at the Historical Robert B. Green Building.

**Fiscal Monitoring and Reallocations (FMRA) Committee**

Report from May 3, 2018

The FMRA Committee did not meet on May 2018.

The FMRA Committee will meet again on June 7, 2018 at 4:00 pm at the Historical Robert B. Green Building.

**The People's Caucus**

Report from April 2018

The People's Caucus meeting for April 2018 was cancelled due to Battle of the Flowers events.

The People's Caucus will meet again May 25, 2018 at 12:00 pm at the Metropolitan Community Church (MCC).