

San Antonio Area HIV Health Services Planning Council

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



NOTICE OF PUBLIC MEETING

Planning Council Meeting
Historical Robert B. Green
5th floor Care Link Conference Room
903 W Martin St, San Antonio, TX 78207

Thursday, August 23, 2018

12:30 pm to 2:30 pm

AGENDA

I. Call to Order

Enrique Flores, Co-Chair
Steven Manning, 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

IV. Approval of the Minutes from July 26, 2018

VI. Recipient Report

V. Avalos

VI. 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.

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

This meeting is wheelchair accessible. The accessible entrance is located at Historical Robert B. Green, 903 W Martin St, CareLink Administration 5th floor. 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 called Texas Relay at 7-1-1 for assistance.

- c. Discussion and appropriate action regarding resignations/applications/representative changes received regarding Planning Council Positions.

- D. Needs Assessment** **Mary Helen Gloria, Chair**
 - i. Discussion and appropriate action regarding the Needs Assessment report.
 - a. 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. Discussion and appropriate action regarding the service category expenditure reports for FY 2018-2019.

- F. People's Caucus** **Glenda Small, Co-Chair**
 - i. Discussion and appropriate action regarding the People's Caucus Report.

The People's Caucus met on July 27, 2018 at Metropolitan Community Church and received a presentation on Importance of HIV and Aging presented and sponsored by Samuel Alvarado, Janssen Infectious Diseases. There were a total of 27 people in attendance.

The People's Caucus will meet again August 24, 2018 at 12:00 pm at 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. Scheduling of Next Meeting: September 27, 2018

X. Announcements

XI. 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, Care Link Administration 5th floor
903 W Martin, 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.

PLANNING COUNCIL MINUTES 9:00 a.m., Thursday, July 26, 2018 Meeting Location: Metropolitan Community Church, 611 E Myrtle St. San Antonio, TX 78212

MEMBERS PRESENT		MEMBERS ABSENT		OTHERS PRESENT	
1. Carmona, C.	2. . Offor, M.	1. Hernandez, M.		Daniel, J.	Abrol, R.
3. Courtois, F.	4. Small, G.	2. Garcia, M.		Shucker, T.	Zapata, A.
5. Deans, R.	6. Sapien, H.	3. Lovos, A.		Koran, M.	
7. Flores, E.	8. Serrato, S.	5. Manning, S.		STAFF PRESENT	
9. Gloria, M.	10. Sherman, J.	6. Whitehead, C.		<i>Ryan White Grantee / Administrative Agent Staff</i>	
11. Hester, L.	12. Wientjes, W.	7. Weathington, L.		Doria-Ortiz, C.	Johnson, A.
13. Lee, A.				Benavides, H.	Newman, M.
14. Lutz, E.				<i>Planning Council Staff</i>	
15. Nelson, C				Johnson, C.	
Call to order		E. Flores, Co-Chair called the meeting to order at 9:08 a.m.			
Mission Statement		The Mission Statement was read by M. Gloria			
Approval of the Agenda		The agenda was approved as presented.			
Approval of the Minutes from June 28, 2018		The minutes were approved as presented.			
Recipient Report		Highlights from the report include: <ul style="list-style-type: none"> ○ Updates and Announcements ○ <u>Administrative Activities:</u> ○ AA Staff sent an email to HRSA regarding this year's NOA with a summary timeline (see Appendix A); correct partial NOA issued on 6/22/18 ○ The HRSA/HAB convened the Texas Part A Administrative Agencies on a conference call on June 18, 2018 to receive feedback concerning any issues between the implementation of Part A and Part B activities in order to better align the two entities and eliminate gaps and/or duplicative and onerous work. ○ The quarterly joint Texas/Louisiana Part A and B Recipient meeting was held on June 18, 2018 and hosted by the San Antonio Ryan White Administrative Agency offices. A brief tour of the new location was given prior to the start of the meeting where a roundtable of activities were discussed for: HRSA, TDSHS, LDH, and EMA/TGAs. The complete agenda is attached in this email. ○ Submitted a Prior Approval Request through email for a service provider to purchase equipment; received approval for equipment on 6/28/18 ○ <u>Personnel Update:</u> ○ Veronica Avalos, the Financial Grants Supervisor returned from FMLA on June 11, 2018. ○ <u>Community Activities:</u> ○ 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. ○ Staff attended the Fast Track Cities Mid-Year Update Community Meeting on June 22, 2018. Discussion items were: additional data to collected from PrEP providers; baseline on testing in jails, hospitals, and specialty courts; collecting linkage to care data; peer mentors; and other gaps or challenges for working 			

groups

- Three community events were held during the month of June where the Ryan White Program supported through providing resource materials. Below is a list of those events, locations, and dates:
- June 2, 2018 – Family Pride @ Market Square (Downtown San Antonio)
- June 27, 2018 – National HIV Testing Day (Multiple sites – provided resources only)
- June 30, 2018 – PRIDE San Antonio (Downtown San Antonio)
- **Webinars and Trainings:**
- The Ryan White Program, in conjunction with the University Health System held a HIV and Health Insurance Portability and Accountability Act Training on June 12, 2018. Over 75 case managers (medical and non-medical), consumers, and other community stakeholders attended.
- Staff participated in the ACE TA Center/JSI webinar on the In It Together: Improving Health Literacy for All initiative on June 14, 2018; previously the only health literacy initiative was focused on Black MSM. The three health literacy approaches are the Ask Me 3, Teach-back method, and the Show-Me approach. Currently, there is only one available trainer in the state of Texas, located in Houston.
- Staff participated in the Fair Housing Consultation by Housing and Urban Development webinar on June 14, 2018.
- The Director attended a meeting on UHS’ initiatives on implementing HIV routine testing in the Emergency Room and if found positive linking clients to the Ryan White Program on June 18, 2018
- The following trainings and or presentations were conducted in conjunction with the AA and The Health Collaborative, the local performance site for the South Central AIDS Education & Training Center (SCAETC):
- June 8, 2018 – A San Antonio Ryan White Presentation was given during a national training for all performance sites of the SCAETC
- June 26, 2018 – Community Health Worker (CHW) Continuing Education Unit Training on: HIV/AIDS Continuum of Care – Over 30 CHW’s attended and received Ryan White resources as well
- June 29, 2018 – 1st Annual HIV Long Term Survivors & Caregiver Recognition Luncheon – The event featured a guest speaker (Jan Carl Park) and gave consumers and caregivers alike the opportunity to tell their story as well as be honored for their strength and fortitude.
- The FY2017 Part A Progress Report was submitted on May 29, 2018; however, the report was returned on June 24, 2018 with the following error: Missing LPAP Section. The revised FY2017 Progress Report was resubmitted complete on June 25, 2018.
- The HIV/Syphilis Testing Taskforce was held on June 6, 2018 with 26 attendees. A preliminary report was delivered on the #IKnowMyStatus Campaign indicating that 4,178 HIV tests were done, surpassing their goal of 4,000. The committees for the World AIDS Day activities convened to continue planning for the event; committees consist of finance, refreshments, health fair, volunteers, public relations, and service of remembrance.
- The 2nd Quarter Clinical Quality Management Committee, Drug Formulary Sub-Committee, and Clinical Quality Management Single Point of Contact meetings were held on June 19 and June 21, 2018, respectively.
- Topics of discussions for the Clinical Quality Management Committee and Single Points of Contact were: 1) SCAETC trainings; Routine Testing; Update on SPNS – Improving HIV Health Outcomes through the Coordination of Supportive Employment and Housing Services; HRSA Health Literacy for All – In It Together Initiative; HRSA - Request for Information (RFI); HIPAA; Test and Treat; Overview of Ryan White QM Program with activity; and agency updates on QM Plans, Referrals, and QM Client Satisfaction process/surveys.
- ADAP
- A monthly reminder was 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.
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- The Texas Health and Human Services Commission Executive Council released an announcement and the AA forward this to all sub-recipients to receive public comment concerning the following:
- Proposed Rules Related to Medication Coverage for THMP
- THMP proposes an amendment to Texas Administrative Code §98.103(b). The purpose of the amendment is to increase a “30-day supply” of medication to a “90-day supply” of medication. The amendment would allow DSHS the flexibility to approve dispensing of up to a 90-day supply of medication(s) upon prescription by a treating physician. The option of a 90-day refill would be beneficial to clients and pharmacies as well as more efficient to the THMP

COMMITTEE REPORTS

PLANNING COUNCIL		CO-CHAIRS: ENRIQUE FLORES STEVEN MANNING
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding Assessment of the Administrative Mechanism FY 2017-2018 conducted by Collaborative Research.	Motion: To approve the Assessment of the Administrative Mechanism FY 2017-2018 conducted by Collaborative Research. (C. Nelson, F. Courtois)	Fifteen (15) votes in favor. Zero (0) opposed. Zero (0) abstention. ***Motion carried.
Discussion and appropriate action regarding Priority Setting and Resource Allocation (PSRA) FY 2019-2020 facilitated by Collaborative Research.	Collaborative Research conducted PSRA Training for Planning Council and RW staff. Motion: To approve the Priority Setting and Resource Allocation for FY 2019-2020 facilitated by Collaborative Research .	Twelve (12) votes in favor. Zero (0) opposed. Zero (0) abstention. ***Motion carried.
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 June 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.
Discussion and appropriate action regarding the Planning Council Draft Letter of Support for a grant application for "Texas Center for AIDS Research" to be housed at Baylor College of Medicine, UT Health Houston, and Texas Biomedical Research Institute in San Antonio lead by Dr. Tom Giordano, Chief, Infectious Disease, Department of Medicine, Baylor College of Medicine.	Discuss the Planning Council Draft Letter of Support for a grant application for "Texas Center for AIDS Research" to be housed at Baylor College of Medicine, UT Health Houston, and Texas Biomedical Research Institute in San Antonio lead by Dr. Tom Giordano, Chief, Infectious Disease, Department of Medicine, Baylor College of Medicine. Motion: To approve Planning Council Draft Letter of Support for a grant application for "Texas Center for AIDS Research" to be housed at Baylor College of Medicine, UT Health Houston, and Texas Biomedical Research Institute in San Antonio".	Fourteen (14) votes in favor. Zero (0) opposed. One (1) abstention. ***Motion carried.
COMPREHENSIVE PLANNING / CONTINUUM OF CARE COMMITTEE		CHAIR: CYNTHIA NELSON
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.

	-The approved HIV Prevention and Care Plan Monitoring Tool and summary will be presented to the stakeholder workgroup that will be convened via conference call on July 31, 2018 to discuss any further questions or feedback.	
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>QM Committee met on June 21, 2018 some highlights discussed included:</p> <ul style="list-style-type: none"> • Routine Testing – Tatiana Emanuel, PA-C, MPAS, UT Health Department of Emergency Medicine • Update on SPNS – Improving HIV Health Outcomes through the Coordination of Supportive Employment and Housing Services • HRSA – Request for Information (RFI) – Rhonda Andrew • Test and Treat Discussion – Mary Kay Newman 	No action was taken.

MEMBERSHIP, NOMINATIONS AND ELECTIONS COMMITTEE		CHAIR: CARLOS CARMONA
ITEM	MOTION/DISCUSSION	ACTION TAKEN
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 determined if any members should receive a letter from the Committee regarding his/her attendance requirement.</p> <p>MNE Committee will follow-up with LeToya Weathingotn to determine if she is still interested in participating in the Planning Council and if not them they would work on finding her replacement.</p>	No Motion Necessary
Discussion and appropriate action regarding the networking and filling open Planning Council positions.	<p>To fill vacancies according to the categories according to the Ryan White Legislation.</p> <p>Members reviewed missing categories:</p> <ul style="list-style-type: none"> • Recently released from a correctional facility, • Youth (i.e. trans), • Rural area representative <p>Members would contact local service providers and community partners to seek such representation.</p> <p>Members decided they needed to recruit PLWH:</p> <ul style="list-style-type: none"> • White Consumer • Women <p>In order to abide by HRSA guidelines the Planning Council membership should be reflective of the epidemic.</p> <p>Members are actively recruiting recently released from incarceration, rural rep, youth and women by contacting local partners. The recruitment flyer would be updated and</p>	No action was taken.

	shared with agencies and allies. -Members will attend Re-Entry Council meeting on August 2018.	
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 Items.	
NEEDS ASSESSMENT COMMITTEE		CHAIR: MARY HELEN GLORIA
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Comprehensive Needs Assessment:	The Committee discussed the Comprehensive Needs Assessment: The Committee continued reviewing the Comprehensive Needs Assessment Survey Instrument form 2014 to determine what questions are relevant or not to develop a draft survey. The consultant will begin the Comprehensive Needs Assessment in Fall 2018.	No action was taken
FISCAL MONITORING AND REALLOCATIONS COMMITTEE		CHAIR: FREDERIC COURTOIS
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Fiscal and Reallocations report.	The FMRA Committee did not meet on July 2018.	No action was taken.
PEOPLE'S CAUCUS		CHAIR: GLENDA SMALL
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion regarding the People's Caucus Meeting held at El Mirador on June 27, 2018.	The People's Caucus met on June 27, 2018 at El Mirador and received a presentation on Truvada for PrEP: Proactive HIV Prevention with Truvada for PrEP by Amanda Miller, PA and sponsored by: Daniel Ramos, Gilead Sciences, Inc. There were a total of 40 people in attendance. The People's Caucus will meet again July 27, 2018 at 12:00 pm at Metropolitan Community Church.	No action was taken
Public Comment	Current Research on Viral Suppression and Chronic Illness- Meds will be produced. -Abrol, R. (Viiv Healthcare)	
Review of Planning Council Grievances	There were no Planning Council grievances.	
Scheduling of Next Meeting	The next meeting is scheduled for August 23, 2018 at 12:30 pm	

Announcements	<ul style="list-style-type: none"> • Men’s Support Group at CHCS, 1st Thu. of every month 7-8:30pm. Women’s support Group 3rd Tue. same time • PRIDE FESTIVAL June 30, 2018 • Violence Intervention Training October 2018 • Gilead Science, Inc. will be pulling out their drugs from Harber Path, so case-managers will go back to PAPS paperwork for these medications and ADAP. These changes will take effect for new clients on July 1st and old clients until Sept, 2018. • People’s Caucus tomorrow July 27, 2018
Adjournment	The meeting was adjourned at 9:43 am

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Committee Reports August 23, 2018

Executive Committee

Report from August 16, 2018.

The Executive Committee met on August 16, 2018 at the Historical Robert B. Green, 903 W. Martin St. to discuss appropriate action regarding the Planning Council Monthly Expenditures and the report from appointed Planning Council Members the HIV/Syphilis Testing Taskforce.

Comprehensive Planning/Continuum of Care (CPCC) Committee

Report from August 2, 2018

The CPCC Committee met on August 2, 2018 at Historical Robert B. Green, to discuss appropriate action regarding the Integrated HIV Prevention and Care Plan and the report from the Planning Council Representatives appointed to the Quality Management Committee.

-The CPCC committee reviewed the minutes from the Stakeholder Group meeting held via conference call on July 31, 2018 to receive any feedback on the Monitoring Tool and summary.

The Committee received the Monitoring Tool Activity Tracking sheet that was also given to Planning Council members. This Activity Tracking sheet will be turned in monthly and reviewed at CPCC and/or Planning Council meetings to incorporate into the Monitoring Tool.

The Committee will be reviewing the service category Referral for Healthcare Services in the coming months.

-No QM Items.

The CPCC Committee will meet again on September 6, 2018 at 2:30 pm at the Historical Robert B. Green Building.

Membership, Nominations and Elections (MNE) Committee

Report from August 2, 2018

The MNE Committee met on August 2, 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.

MNE Committee would send attendance email to Letoya Weathington, the Chair would call M. Hernandez and remind A. Lovos and M. Garcia of their attendance.

-Members reviewed missing categories:

- Recently released from a correctional facility,
- Youth (i.e. trans),
- State Medicaid Agency rep.
- Federal HIV Programs rep.
- Rural area representative

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

Members decided they needed to recruit PLWH:

- Women

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

-The Committee has followed-up with James Y'Barbo for State Medicaid Agency and Haven for Hope Staff for Homeless Service provider representative. Members recruiting recently released from incarceration, rural rep, youth and women by contacting local agencies, partners and groups.

-Members will attend Re-Entry Council meeting on August 8, 2018 and deliver flyers and applications at Re-Entry program center.

-Lucia Bustamante has retired and Arlene Rodriguez will be taking her place as Ryan White Part D Representative as of 8/23/18.

The MNE Committee will meet again on September 6, 2018 at 1:00 pm at the Historical Robert B. Green Building.

Needs Assessment (NA) Committee

Report from August 2, 2018

The NA Committee met on August 2, 2018 at Historical Robert B. Green, to discuss Needs Assessment for Non-Virally Suppressed PLWH.

The Committee reviewed the Comprehensive Needs Assessment Survey Instrument from 2014 and PC support staff would update survey and Mary Kay Newman, RW Assistant Director would update the HIV services. In addition, committee requested for AA and Health Collaborative intern to make survey low literate. The consultant will begin the Comprehensive Needs Assessment in Fall 2018.

The NA Committee will meet again on September 6, 2018 at 11:00 am at the Historical Robert B. Green Building.

Fiscal Monitoring and Reallocations (FMRA) Committee

Report from August 2, 2018

The FMRA Committee met on August 2, 2018 at Historical Robert B. Green, to discuss service category expenditure reports for FY 2018-2019.

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

The People's Caucus

Report from July 2018

The People's Caucus met on July 27, 2018 at Metropolitan Community Church and received a presentation on Importance of HIV and Aging presented and sponsored by Samuel Alvarado, Janssen Infectious Diseases. There were a total of 27 people in attendance.

The People's Caucus will meet again August 24, 2018 at 12:00 pm at Metropolitan Community Church.

**Agenda Coordination Form
Planning Council Committee Meeting
Thursday, August 23, 2018**

	Item #	Background	Recommended Motion	Action Taken
Planning Council Items				
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 July 31, 2018.	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.
Comprehensive Planning / Continuum of Care Committee	1. Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan.	The CPCC committee reviewed the minutes from the Stakeholder Group meeting held via conference call on July 31, 2018 to receive any feedback on the Monitoring Tool and summary. The Committee received the Monitoring Tool Activity Tracking sheet that was also given to Planning Council members. This Activity Tracking sheet will be turned in monthly and reviewed at CPCC and/or Planning Council meetings to incorporate into the Monitoring Tool.	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.	No QM Items.	No Motion Necessary	No action is necessary.
	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. MNE Committee would send attendance email to Letoya Weashington, the Chair would call M. Hernandez and remind A. Lovos and M. Garcia of their attendance.	No Motion Necessary	No action is necessary.

**Agenda Coordination Form
Planning Council Committee Meeting
Thursday, August 23, 2018**

Memberships, Nominations, and Elections Committee	<p>2. Discussion and appropriate action regarding the networking and filling open Planning Council positions</p>	<p>To fill vacancies according to the categories according to the Ryan White Legislation. Members reviewed missing categories:</p> <ul style="list-style-type: none"> • Recently released from a correctional facility, • Youth (i.e. trans), • State Medicaid Agency rep. • Federal HIV Programs rep. • Rural area representative <p>Members would contact local service providers and community partners to seek such representation. Members decided they needed to recruit infected:</p> <ul style="list-style-type: none"> • Women <p>In order to abide by HRSA guidelines the Planning Council membership should be reflective of the epidemic.</p> <p>The Committee has followed-up with James Y'Barbo for State Medicaid Agency and Haven for Hope Staff for Homeless Service provider representative. Members are actively recruiting recently released from incarceration, rural rep, youth and women by contacting local partners. The recruitment flyer would be updated and shared with agencies and allies. -Members will attend Re-Entry Council meeting on August 8, 2018.</p>	No Motion Necessary	No action is necessary.
	<p>3. Discussion and appropriate action regarding resignations/applications/representative changes received regarding Planning Council Positions.</p>	<p>The MNE Committee reviewed any resignations/applications received regarding Planning Council Positions. Lucia Bustamante has retired and Arlene Rodriguez will be taking her place as Ryan White Part D Representative as of 8/23/18.</p>	No Motion Necessary	No action is necessary.

**Agenda Coordination Form
 Planning Council Committee Meeting
 Thursday, August 23, 2018**

Needs Assessment Committee	1. Discussion and appropriate action regarding the Comprehensive Needs Assessment	The Needs Assessment Committee discussed the Comprehensive Needs Assessment: The Committee reviewed the Comprehensive Needs Assessment Survey Instrument from 2014 and PC support staff would update survey and Mary Kay Newman, RW Assistant Director would update the HIV services. In addition, committee requested for AA and Health Collaborative intern to make survey low literate. The consultant will begin the Comprehensive Needs Assessment in Fall 2018.	No Motion Necessary	No action is necessary.
Fiscal Monitoring and Reallocations Committee	1. Discussion and appropriate action regarding the service category expenditure reports FY 2018-2019.	The FMRA Committee met on August 2, 2018 at Historical Robert B. Green, to discuss service category expenditure reports for FY 2018-2019.	No Motion Necessary	No action is necessary.