

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, March 15, 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 February 8, 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 transferring of the UHS Robert B. Green Campus FFACTS Clinic to the East Side Campus.
 - b. Discussion and appropriate action regarding the Planning Council's monthly expenditure report.
 - c. Discussion and appropriate action regarding the report from the Planning Council Representatives appointed to the HIV/Syphilis Testing Taskforce.
 - d. Discussion and appropriate action regarding the sponsorship for Black Women's Initiative SHE Conference on March 10, 2018.
 - B. Comprehensive Planning/Continuum of Care** **Vacant, 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.
 - C. Membership, Nominations and Elections** **Carlos Carmona, Chair**
 - i. Discussion and appropriate action regarding the Membership, Nominations and Elections report.

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.

- 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** **Vacant, Chair**
- i. Discussion and appropriate action regarding the Needs Assessment report.
 - a. Discussion and appropriate action regarding the Needs Assessment: Non-Virally Suppressed PLWH

- E. Fiscal Monitoring and Reallocations** **Vacant, Chair**
- i. Discussion and appropriate action regarding the Fiscal Monitoring and Reallocations report.
 - a.. The Committee did not meet on March 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 met on February 23, 2018 at the Metropolitan Community Church and received a presentation "Braingasm" an educational trivia game on safe sex practices, HIV and other sexually transmitted infections facilitated by Vanessa Zuniga, Prevention Education Coordinator from San Antonio AIDS Foundation.
 - b. The meal was sponsored by the Ryan White Planning Council.
 - c. There were a total of 25 people that attended the meeting.

The People's Caucus is scheduled to meet again on March 21, 2018 at 6:00 pm. at Guillermo's Restaurant.

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 22, 2018 at 12:30pm located at Metropolitan Community Church.

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

XI. Scheduling of Next Meeting: April 19, 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, February 8, 2018

Meeting Locations: 903 W Martin, Historical Robert B. Green, CareLink Administration

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
L. Bustamante	S. Manning	
E. Flores		
D. Rodriguez		STAFF PRESENT
F. Rosas		
G. Small		<i>Ryan White Grantee / Administrative Agent Staff</i>
		C. Doria-Ortiz
		<i>Planning Council Staff</i>
		C. Johnson
Call to order		
	L. Bustamante called the meeting to order at 10:15 am	
Approval of the Agenda		
	The agenda was approved as presented.	
Approval of the Minutes from January 18, 2018		
	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"> • Updates and Announcements • The Planning Council discussed moving the Robert B. Green Campus FFACTS Clinic to the East Side Campus. The new clinic would continue to provide excellent patient care, protect patient confidentiality and be easily accessible for clients. • Received HRSA NOGA on January 26, 2018 for partial funding. • Maricela McQueen began her duties as the Senior Quality Data Analyst on January 8, 2018. An interim UHS staff person will assist to train Ms. McQueen in her new position to be able to conduct ARIES training, deliver technical assistance, and reporting. • The Director participated in two planning meetings in the month of January for the Texas Black Women's Initiative (TxBWI) – WORTH Life conference, scheduled on March 10, 2018. The mission of the TxBWI is to promote active, engaged, and empowered communities to address HIV disparity among Black women and other women of color related to HIV prevention and care and to achieve sustainable systemic change. • The Health Collaborative (THC) and Ryan White Program held two meetings in January to plan for a Housing Workshop, Housing Summit, and Providing Seamless Services Training; all scheduled in the month of February, 2018. The Health Collaborative will also be assisting with updating the San Antonio HIV Health Services Planning Council Red Mini-Resource Guide through the assistance of local interns with THC and the Center for Healthcare Services. • The committee called End Stigma, End HIV Alliance (ESEHA Alliance) met twice in the month of January. The Alliance has organized facilitated trainings for the committees/taskforces identified to be responsible for the fast track cities goal. These trainings will help the groups to strategize, organize, and create matrices to log continual progress. • Ryan White Staff participated in a conference call on January 9, 2018 with Ann Wright, a sub-contracted editor for HRSA in order to provide details on the successful partnerships in the SATGA. The information will be showcased in an article in the Care Action Newsletter. • The Director for Ryan White Part A/B and Director for Part D toured the new BEAT AIDS 	

	<p>“Care Clinic” and met the attending physician, Dr. Garcia on January 17, 2018. Although the clinic is not supplanted with Ryan White funding, it will be a key source of health services to support the HIV care continuum.</p> <ul style="list-style-type: none"> • In support of the annual National Women and Girls HIV/AIDS Awareness Day (NWGHAAD), the Ryan White Part A/B Director attended two planning meetings on January 23 and 31, 2018 led by Ryan White Part D. The meetings are held to discuss location, media, resources, and additional details for the celebration/commemoration of this National Day. • Remote training on the usage of HarborPath, a medication assistance program for uninsured HIV patients who are awaiting status of their ADAP application, was held on January 11 and January 12, 2018 for sub-recipients BEAT AIDS* and Alamo Area Resource Center, respectively. The usage of the program will be trended for all five Ryan White sub-recipients. • BEAT AIDS does not currently utilize HarborPath; however, they opened their new clinic on December 20th, and house a pharmacy. • The HIV/Syphilis Testing Taskforce was held on January 3, 2018 with 20 attendees. Attendees participated in an activity to share stories of their hopes and reasons why they do the work they do; expectations of taskforce members for 2018; and ways for each testing agency to collaborate in order to produce deliverables for the Fast Track Cities Initiative. (The HIV/Syphilis Testing Taskforce is designated to be responsible for the first 90% of the Fast Track Cities Initiative – “90% of people living with HIV know their HIV status.”) A facilitated meeting with a consultant to help the Taskforce develop measures for the Fast Track Cities is scheduled on February 21, 2018. • The End Stigma, End HIV Alliance (ESEHA) committee met in the month of January. The Ryan White Director attended the meeting to further discuss progress and monitoring in the goal to reach 90-90-90 by 2020. San Antonio’s current progress is 86 – 72 – 85. • The applications for DSHS/ADAP were revised for 2018 and scheduling reminders on birthdate recertification were forwarded to sub-recipients in January.

COMMITTEE REPORTS

PLANNING COUNCIL		
ITEM	CHAIR: STEVEN MANNING MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the nominations/voting for the Planning Council's Consumer Co-Chair	The Planning Council will vote for Planning Council's Consumer Co-Chair Nominee: Enrique Flores Motion: To approve the Co-Chair, Enrique Flores. (D. rodriguez, F. Rosas)	Five (5) votes in favor. Zero (0) opposed. Zero (0) abstentions. ***Motion carried.
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. (E. Flores, F. Rosas)	Five (5) votes in favor. Zero (0) opposed. Zero (0) abstentions. ***Motion carried.
EXECUTIVE COMMITTEE		
ITEM	CHAIR: LUCIA BUSTAMANTE 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, 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.	No action was taken.
Discussion and appropriate action regarding the 2018 Planning Council Activities: Assessment of the Administrative Mechanism (AAM) and Priority Setting and Resource Allocation (PSRA).	The Committee will discuss the schedule of 2018 Planning Council Activities: Assessment of the Administrative Mechanism (AAM) and Priority Setting and Resource Allocation (PSRA).	No action was taken..
Discussion and appropriate action regarding the approval of sponsorship for the Metropolitan Community Church Annual Loves Day 2018.	The Committee discussed approval of sponsorship for the Annual Metropolitan Community Church Annual Loves Day 2018. Motion: To approve the sponsorship for the Annual Metropolitan Community Church Annual Loves Day 2018. (D. rodriguez, F. Rosas)	No action was taken.
COMPREHENSIVE PLANNING / CONTINUUM OF CARE COMMITTEE		
ITEM	CHAIR: FRANK ROSAS 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 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. The Ad Hoc Committee is scheduled to meet on February 14, 2018 to review and comment on DSHS Medical Transportation and Oral Health Services 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. -Members decided N. Brown would receive an email reminder that she was given the exception to conference-in.	
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"> • 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: <ul style="list-style-type: none"> • African American male • Transgender • White Consumer • Women In order to abide by HRSA guidelines the Planning Council membership should be reflective of the epidemic. Chair D. Rodriguez has been in contact with S. Taylor to recruit youth or transgender.	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: Jeremy Sherman, Underserved Groups Category Santiago Serrato, Consumer Motion to approve Jeremy Sherman and Santiago Serrato (D. Rodriguez, G. Small)	Five (5) votes in favor. Zero (0) opposed. Zero (0) abstentions. ***Motion carried.

FISCAL MONITORING AND REALLOCATIONS COMMITTEE		
ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Fiscal and Reallocations report.	The Committee reviewed the service category expenditure reports FY 2017-2018.	No action was taken.
NEEDS ASSESSMENT COMMITTEE		
1. Discussion and appropriate action regarding the Viral Suppression Pamphlet	<p>The Committee reviewed and discussed the Viral Suppression Pamphlet. The Committee discussed distribution procedures for the different sub-recipient and partners of the Viral Suppression Pamphlet.</p> <p>The Needs Assessment Committee discussed the Needs Assessment on Non-Virally Suppressed PLWH.</p> <p>The NA took place on January 17-18, 2018 and January 25-26, 2018 and 71 clients have been interviewed so far and focus groups will take place in February 21 2018. The participants will receive a \$20 grocery gift card for completing the survey administered by Jeff Daniel.</p>	No action was taken
PEOPLE'S CAUCUS		
Discussion regarding the People's Caucus Meeting held at Metropolitan Community Church on January 26, 2018.	<p>The People's Caucus met on January 26, 2018 at the Metropolitan Community Church and received a presentation from Ryan White staff and participated in the Community Input Session.</p> <p>The meal was sponsored by the Ryan White Planning Council.</p> <p>There were a total of 27 people that attended the meeting. The People's Caucus is scheduled to meet again on February 23, 2018 at 12:00 pm.</p>	No action was taken
Public Comment	None	
Set Planning Council Agenda for	The Planning Council agenda for February 22, 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 March 15, 2018 at 10:00 am	
Announcements	<p>March 9, 2018 National Women and Girls Awareness Event</p> <p>March 10-BWI SHE Conference at Living Church</p> <p>April 14, 2018 Viiv Community Meeting</p>	
Adjournment	The meeting was ended at 11:47 pm	

**Agenda Coordination Form
Executive Committee Meeting
Thursday, March 15, 2018**

	Item #	Background	Recommended Motion	Action Taken
	1. 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 letter of support/ transferring of FFACTS Clinic to the East Side Campus.	
Executive Committee	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.
	4. Discussion and appropriate action regarding the sponsorship of BWI SHE Conference.	The Committee will discuss the sponsorship of BWI SHE Conference on March 10, 2018.	Motion: To sponsorship of BWI SHE Conference on March 10, 2018.	
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 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.
	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 on March 15, 2018 to review and discuss the Oral Health and Medical Transportation Health Services 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 N. Brown and Ma. Fournier would receive an email reminder that she was given the exception to conference call..	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: • African American male, • Transgender, • White Consumer • Women In order to abide by HRSA guidelines the Planning Council membership should be reflective of the epidemic. Chair D. Rodriguez has been in contact with S. Taylor to recruit youth or transgender.	No Motion Necessary	No action is necessary.

**Agenda Coordination Form
Executive Committee Meeting
Thursday, March 15, 2018**

	<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.</p> <p>Interviewed 2 Potential Candidates: Marcos Hernandez and Hugo Sapien, Consumers</p>		
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**Agenda Coordination Form
Executive Committee Meeting
Thursday, March 15, 2018**

Needs Assessment Committee	1. Discussion and appropriate action regarding the Viral Suppression Pamphlet and Needs Assessment for Non-Virally Suppressed PLWH.	The Committee discussed pamphlet distribution to the different sub-recipients and partners. The Needs Assessment Committee discussed the Mini Needs Assessment on Non-Virally Suppressed PLWH :	No Motion Necessary	No action is necessary.
Fiscal Monitoring and Reallocations Committee	1. Discussion and appropriate action regarding the service category expenditure reports FY 2017-2018.	The Committee did not meet in March 2018.	No Motion Necessary	No action is necessary.

San Antonio Area HIV Health Services Planning Council

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Committee Reports March 15, 2018

Executive Committee

Report from March 2018.

Please see minutes from February 8, 2018.

Comprehensive Planning/Continuum of Care (CPCC) Committee

Report from March 1, 2018

The CPCC Committee met on March 1, 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.

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 to review. The Ad Hoc Committee is scheduled to meet on March 27, 2018 to review and discuss the DSHS Early Intervention Services and Referral for Health Care and Supportive Services Service Standards.

The CPCC Committee will meet again on April 5, 2018 at 2:30 pm at the Historical Robert B. Green Building.

Membership, Nominations and Elections (MNE) Committee

Report from March 1, 2018

The MNE Committee met on March 1, 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 decided N. Brown and M. Fournier would receive an email reminder that she was given the exception to conference call.

-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:

- African American male,
- Transgender,
- White Consumer
- Women

In order to abide by HRSA guidelines the Planning Council membership should be reflective of the epidemic. Chair D. Rodriguez has been in contact with S. Taylor to recruit youth or transgender.

The Committee interviewed 2 applicants: Marcos Hernandez and Hugo Sapien, Consumers and both recommended for membership.

The MNE Committee will meet again on April 5, 2018 at 1:00 pm at the Historical Robert B. Green Building.

Needs Assessment (NA) Committee

Report from March 1, 2018

The NA Committee met on March 1, 2018 at Historical Robert B. Green, to discuss Needs Assessment for Non-Virally Suppressed PLWH.

The NA received a presentation preliminary results of the Needs Assessment on Non-Virally Suppressed PLWH by consultant Jeff Daniel. In addition, 50 surbeys to Virally Suppressed clients will be conducted to compare to those Non-Virally Suppresed participants.

The NA Committee will meet again on April 5, 2018 at 11:00 am at the Historical Robert B. Green Building.

Fiscal Monitoring and Reallocations (FMRA) Committee

Report from March 1, 2018

The FMRA Committee did not meet in March 2018.

The FMRA Committee will meet again on April 5, 2018 at 4:00 pm at the Historical Robert B. Green Building.

The People's Caucus

Report from February 23, 2018

The People's Caucus met on February 23, 2018 at the Metropolitan Community Church and received a presentation "Braingasm" an educational trivia game on safe sex practices, HIV and other sexually transmitted infections facilitated by Vanessa Zuniga, Prevention Education Coordinator from San Antonio AIDS Foundation. The meal was sponsored by the Ryan White Planning Council.

There were a total of 25 people that attended the meeting.

The People's Caucus is scheduled to meet again on March 21, 2018 at 6:00 pm. at Guillermo's Restaurant.