

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, October 25, 2018

12:30 pm to 3:00 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 September 27, 2018.

VI. Recipient Report

C. Doria- Ortiz

○ **Planning Council Item: Planning Council 2018 Primer Training conducted on 10-11-18 by Collaborative Research**

○

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.
- c. Discussion and appropriate action regarding the sponsorship of Mujeres Unidas Baile de Vida held on May 6, 2018.
- d. Discussion and appropriate action regarding the sponsorship of Fashion Show at the Park to be held October 6, 2018.

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.

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 the proposed Standards of Care.

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.

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 expenditures 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 September 26, 2018 at Rosario's and received a presentation on Best Practice Sharing For Implementing Early HIV Treatment Initiation presented by Daniel Ramos, Community Liaison and sponsored by Gilead Sciences, Inc. There were a total of 47 people in attendance.

The People's Caucus will meet again October 26, 2018 at 6:00 pm at Metropolitan Community Church.

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: January 31, 2019

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 12:30 p.m., Thursday, September 27, 2018

**Meeting Location: Historical Robert B. Green 5th floor Care Link Conference
903 W Martin St. San Antonio, TX 78207**

MEMBERS PRESENT		MEMBERS ABSENT		OTHERS PRESENT	
1. Carmona, C.		1. Courtois, F.		Daniel, J.	
2. Deans, R.		2. Flores, E.			
3. Gloria, M.		3. Garcia, M.			
4. Hester, L.		4. Lee, A.		STAFF PRESENT	
5. Manning, S.		5. Hernandez, M.		<i>Ryan White Grantee / Administrative Agent Staff</i>	
6. Rodriguez, A.		6. Lutz, E.		M. Newman	
7. Small, G.		7. Nelson, C.		R. Andrew	
8. Sapien, H.		8. Offor, M.		<i>Planning Council Staff</i>	
9. Serrato, S.		9. Sherman, J.		Johnson, C.	
10. Wientjes, W.		10. Whitehead, C.			
Call to order					
		Manning, S. Co-Chair called the meeting to order at 12:31 p.m.			
Mission Statement					
		The Mission Statement was read by Sapien, H.			
Approval of the Agenda					
		The agenda was approved as presented on 10-11-18 with quorum.			
Approval of the Minutes from August 23, 2018					
		The minutes were approved as presented on 10-11-18 with quorum. **September 27, 2018 PC meeting lacked quorum so items requiring a PC vote would be moved to next meeting on October 25, 2018.			
Recipient Report					
		Highlights from the report include: <ul style="list-style-type: none"> o Updates and Announcements Administrative Activities: <ul style="list-style-type: none"> o The AA held five preparation and writing sessions in the month of August for the 2019-2020 Part A Grant Application. o The Health Collaborative and the Ryan White program met on August 14, 2018 to discuss coordination of needed trainings for the SATGA with the South Central AIDS Education Training Center (SCAETC) local performing site. o A meeting was held on August 16, 2018 with the Program Evaluator with the SCAETC to acquaint him on the SATGA Ryan White program and partnerships. This will allow the local performing site for the SCAETC (The Health Collaborative) the opportunity to tailor trainings to the most appropriate audience within the community. Community Activities: <ul style="list-style-type: none"> o The AA staff attended three planning meetings on August 2nd, 16, and 30 for the Black Women's Initiative (BWI) WORTH Life upcoming "Fashion in the Park" event. This is a community event to reach out to women of color (WoC) with HIV education, resources, testing, guest speakers on information on strategies in staying in care and enhancing self-esteem. The event will be a fashion show to be held on October 6, 2018 for a minimum of 80 WoC. o The 3rd Annual Son tus niños también: Trans Kids Back to School event was held on August 18, 2018 and attended by the Ryan White Program staff and a Planning Council volunteer. Over 100 people attended the event to learn about LGBTQ related legislation protecting students within the school systems, anti- 			

discriminatory activities, and local resources that support the LGBTQ community including the establishment of SafeZones. The AA will be using some of the resources and materials in an upcoming HIV Youth of Color (YoC) Taskforce meeting.

Webinars and Trainings:

- Ryan White Staff participated in 29 trainings and meetings throughout the month of August. Trainings and topic discussions included: Finance and Accounting; HRSA/SPNS; strategic planning for Ryan White Program activities; Creating Equity in HIV, STD Prevention, Care & Treatment Workshop; Management Development Academy; UHS-Diversity Discussion/Planning; 340B; Part A and B Budgeting; Clinical Quality Management; Recruiting High Acuity Clients, monitoring reports; and Ryan White Data.
- Three Technical Assistance meetings, conference calls, and/or emails were held between Sub-recipients and the AA:
- August 6, 2018 – A TA call was held with Sub-Recipient UHS-FFACTS to discuss LPAP, EFA, and Carelink and ways to better utilize other programs to comply with payer of last resort requirements for Ryan White
- August 20, 2018 – TA was given to CentroMed on notary personnel and obtaining notary trainings/stamps for the agency
- August 22, 2018 – The AA held a call with SAAF staff concerning the dental cap and assisting a client in need of emergency dental care including processing of a waiver

PROGRAM PLANNER ACTIVITIES

- The Program Planner attended the DSHS Planners Network meeting on August 2-3, 2018 in Austin, TX with all Texas state Ryan White Part A and B planners in attendance. Topics of discussion included: Priority and allocations, Consumer/Community input, Needs assessment, Ending the Epidemic (Achieving Together) Plan, and the revisions of the planning cycle for the future.
- The Program Planner, along with the AA Director and two Assistant Directors attended the DSHS Part B Contractor meeting on August 23-24, 2018 in Austin, Texas. Agenda items included: ARIES ADAP Application document upload and requirements; Monitoring and database access roll-out; Tele-psychiatry; clinical quality management; “Achieving Together” Ending the Epidemic Plan; revised Eligibility policy; and recent updates within DSHS. As the lead of the finance committee on the World AIDS Day planning committee, the Program Planner held a conference call on August 16, 2018 to finalize the implementation of financial planning and budget for the event to be held on December 1, 2018.

CLINICAL QUALITY MANAGEMENT ACTIVITIES

- The HIV/Syphilis Testing Taskforce was held on August 1, 2018 with 28 attendees. Metro Health gave a presentation on their new initiative for a Fetal Infant Mortality Review (FIMR) model for a grant to conduct research on Congenital Syphilis Fetal Infant Co-Morbidities. Continual planning was also conducted for the 2018 World AIDS Day event to be held in the SATGA.
- The AA continues to plan for the 3rd Quarter Clinical Quality Management (CQM) Committee and CQM Single Points of Contact (SPOC) meetings to be held in September, 2018. The Part A monitoring for Program and QM indicators has been completed and the letters to the sub-recipients have been prepared which indicates that the sub-recipients need to select at least two low performing measures to be included in their QM plans.

ACA

- The Ryan White staff attended a webinar on August 8, 2018 to learn about the ARIES document upload for ADAP applications. The roll-out to the agencies will be completed once training is complete in the next couple of months.
- As a follow-up from the July 30th conference call between the Ryan White Program, Sub-Recipients, and the Texas Department of State Health Services THMP/ADAP staff the AA will be implementing a Pharmacy Access Initiative (PAI). This initiative will place in pharmacies information on the locations of ADAP Eligibility Workers (AEW) who can assist consumers with completing a THMP application. It has been a local concern that consumers are made aware of their non-eligibility status when picking up medications and often do not know where to go for help.
- When TDSHS THMP staff notifies the AA staff of any changes to the THMP process such as delays in medications, changes in eligibility, availability for trainings for AEWs, policy changes, fax number changes, revised applications, etc., the AA immediately passes this information on to our sub-recipients and stakeholders. Four such notices were disseminated this month.

ADAP

- The AA is currently planning a lunch-and-learn for the 2019 ACA Open Enrollment period with Greg Town of PrideLife, LLC who will speak to our sub-recipients and stakeholders concerning the changes and updates in the Marketplace and how to better prepare Ryan White HIV clients. This has been scheduled for September 25, 2018.

COMMITTEE REPORTS

PLANNING COUNCIL		CO-CHAIRS: ENRIQUE FLORES STEVEN MANNING
ITEM	MOTION/DISCUSSION	ACTION TAKEN
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 August 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.	<p>Appointed Planning Council Members attended the HIV/Syphilis Testing Taskforce Meeting.</p> <ul style="list-style-type: none"> ○ CASA (Child Advocacy San Antonio) is looking for volunteers to help aid in their mission to protect the interests of children who are in the foster care system. They are looking to diversify their volunteers so that more children feel represented. ○ There are currently 5,588 confirmed cases of child neglect in San Antonio and there are currently 538 volunteers. ○ CASA has helped 2,282 children by advocating for their best interests. ○ There will be a Gala at the end of the September and they would like all to spread the word. They are also accepting donations. For more information, contact Morgan Bradbury at mbradbury@casa.satx.org ○ LUCHA held a presentation to demonstrate their program on educating 13-17 year olds on safe sex and raise awareness on how to consume alcohol safely. ○ World Aids Day Update ○ We spent a majority of our meeting focusing on planning for World Aids Day. Listed below are the updates that we received from each committee. <ul style="list-style-type: none"> <input type="checkbox"/> Finance -No Update <input type="checkbox"/> Public Relations -No Update <input type="checkbox"/> Refreshments -Contacted Luther's for donations: we are waiting for a response -Filling out an application for HEB -SAAF recommended seeking donations from Trader Joe's, if HEB cannot participate. We are also looking into Walgreens. -Citibank may also sponsor -If funding cannot be secured, each org can donate food or drinks. 	No action was taken.

	<input type="checkbox"/> Health Fair -Looking for groups who can provide free dental screenings, mammograms, and diabetes testing. <input type="checkbox"/> GoFundMe -In 15 days, we have raised 350 dollars. The goal is 1,000 dollars -We have an anonymous sponsor who will match dollar for dollar of our donations up to 1,000 dollars. We can potentially have 2,000 dollars of funding from the GoFundMe campaign. <input type="checkbox"/> Service of Remembrance - We are considering the Flamingo Folkorico for a performance and this service will be free. -We have established a timeline for the event. From 3:00-4:30pm, we hold testing in the resource area. From 4:30-5:00pm we will transition into the chapel <input type="checkbox"/> Public Policy and Public Awareness -We have decided that the theme for WAD will be “Let’s End It” - We want to educate to end discrimination <input type="radio"/> Announcements 1. There will be a BWI fall fashion show on October 6th from 12-3pm at La Villita.	
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COMPREHENSIVE PLANNING / CONTINUUM OF CARE COMMITTEE	CHAIR: CYNTHIA NELSON
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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 Items	No action was taken.
Report from the Planning Council Representatives appointed to the Quality Management Committee.	Report from the Planning Council Representatives appointed to the Quality Management Committee. - Next QM meeting December 18, 2018.	No action was taken.
Discussion and appropriate action regarding the Standards of Care.	-The Committee only reviewed the service categories due to lack of quorum: <input type="radio"/> Referral for Healthcare Services (PSRA approved) Ryan White Part D (Integrating to Standards of Care) <input type="radio"/> Health Education/Risk Reduction <input type="radio"/> Outreach Services <input type="radio"/> Psychosocial Support Services	No action was taken.

MEMBERSHIP, NOMINATIONS AND ELECTIONS COMMITTEE	CHAIR: CARLOS CARMONA
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ITEM	MOTION/DISCUSSION	ACTION TAKEN
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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 determined if any members should receive a letter from the Committee regarding his/her attendance requirement. MNE Committee would send attendance email to M. Hernandez and A. Lovos and letter to L. Weathington,	No Motion Necessary
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), • 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. -Members recruiting recently released from incarceration, rural rep, youth and women by distributing updated recruitment flyer to local partners and MNE committee chair will be distributing PC applications to potential candidates and PC Co-Chair would contact potential youth representative.	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. Candidates interviewed for PC membership: 1. Gregory Casillas, Homeless Service Organization 2. Revered Dr. Knight, Community Stakeholder (Faith-Based Organization)	No action was taken.

NEEDS ASSESSMENT COMMITTEE	CHAIR: MARY HELEN GLORIA
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ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Comprehensive Needs Assessment:	The Committee discussed the Comprehensive Needs Assessment: The Committee reviewed the proposed low literate Comprehensive Needs Assessment Surveys completed by AA intern and Health Collaborative Learning team. The Committee decided to adopt proposed changes. The survey would be updated and sent out via email for review. The consultant will begin the Comprehensive Needs	No action was taken

	Assessment in Fall 2018.	
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FISCAL MONITORING AND REALLOCATIONS COMMITTEE		CHAIR: FREDERIC COURTOIS
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ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion and appropriate action regarding the Fiscal and Reallocations report.	The FMRA Committee did not meet in September 2018.	No action was taken.

PEOPLE'S CAUCUS		CHAIR: GLENDA SMALL
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ITEM	MOTION/DISCUSSION	ACTION TAKEN
Discussion regarding the People's Caucus Meeting August 2018.	The People's Caucus met on August 24, 2018 at Metropolitan Community Church and received a presentation on Mental Health and Substance Abuse Disorders among People Living with HIV presented by Shelly Lindahl, PA and sponsored by ViiV Healthcare. There were a total of 28 people in attendance. The People's Caucus will meet again September 26, 2018 at 6:00 pm at Rosario's.	No action was taken

Public Comment	None.	
Review of Planning Council Grievances	There were no Planning Council grievances.	
Scheduling of Next Meeting	The next meeting is scheduled for October 25, 2018 at 12:30 pm	
Announcements	<ul style="list-style-type: none"> • Men's Support Group at CHCS, 1st Thu. of every month 6-7:30pm. • Health Literacy Conference Oct. 4-5, 2018 • Run/Walk for AIDS Oct. 6, 2018 • Fashion in the Park – Oct. 6, 2018 • NLAAD Volunteers Oct, 14, 2018 • WAD – Go Fund Me Fundraising 	
Adjournment	The meeting was adjourned at 1:20 pm	

**Agenda Coordination Form
Planning Council Committee Meeting
Thursday, October 25, 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 September 30, 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.
	3. Discussion and appropriate action regarding the sponsorship of Mujeres Unidas Baile de Vida held on May 6, 2018.	Review sponsorship of Mujeres Unidas Baile de Vida held on May 6, 2018.	Motion: To approve sponsorship	
	4. Discussion and appropriate action regarding the sponsorship of Fashion Show at the Park to be held October 6, 2018.	Review sponsorship of Fashion Show at the Park to be held October 6, 2018.	Motion: To approve sponsorship	
Comprehensive Planning / Continuum of Care Committee	1. Discussion and appropriate action regarding the Integrated HIV Prevention and Care Plan.	No Items.	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.	Next QM meeting December 18, 2018.	No Motion Necessary	No action is necessary.

**Agenda Coordination Form
Planning Council Committee Meeting
Thursday, October 25, 2018**

	3. Discussion and appropriate action regarding the proposed Standards of Care.	<p>-The CPCC committee reviewed the following service categories:</p> <ul style="list-style-type: none"> • Referral for Healthcare Services (PSRA approved) Ryan White Part D (Integrating to Standards of Care) • Health Education/Risk Reduction • Outreach Services • Psychosocial Support Services ***Eligibility Standards - DSHS 	Motion to approve Standards of care	
Memberships, Nominations, and Elections Committee	1. Discussion and appropriate action regarding Attendance Compliance, as stated in Section 5.4.	<p>The MNE Committee reviewed current attendance records of the Planning Council and determine if any members should receive a letter from the Committee regarding his/her attendance requirement.</p> <p>Members discussed that per the bylaws PC members are only allowed two absences in a 6-month period, unless they have an exception, Therefore, if any PC member misses 2 meetings they will receive an Attendance notice (email or letter) from PC Liaison informing them that if they miss again or not respond to email they will be automatically removed from PC.</p>	No Motion Necessary	No action is necessary.
	2. 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), • State Medicaid Agency rep. • Federal HIV Programs rep. • Rural area representative • Women <p>In order to abide by HRSA guidelines the Planning Council membership should be reflective of the epidemic.</p> <p>-Members recruiting recently released from incarceration, youth, trans, rural rep, and women by distributing updated recruitment flier to local partners and MNE committee members will be distributing PC applications at San Antonio Gender Association, Chrystallis and other organizations. PC Liaison has reached out to Federal HIV Program candidate and PC Co-Chair has called Medicaid Agency candidate.</p>	No Motion Necessary	No action is necessary.
	3. Discussion and appropriate action regarding resignations/applications/representative changes received regarding Planning Council Positions.	<p>The MNE Committee reviewed any resignations/applications received regarding Planning Council Positions.</p> <p>Candidates interviewed for PC membership:</p> <ol style="list-style-type: none"> 1. Gregory Casillas, Homeless Service Organization 2. Revered Dr. William Knight, Community Stakeholder (Faith-Based Organization) 3. David Valdivia, HIV Prevention 	Motion to approve candidates	

**Agenda Coordination Form
 Planning Council Committee Meeting
 Thursday, October 25, 2018**

Needs Assessment Committee	1. Discussion and appropriate action regarding the Comprehensive Needs Assessment	<p>The Needs Assessment Committee discussed the Comprehensive Needs Assessment:</p> <ul style="list-style-type: none"> •Comprehensive Needs Assessment Presentation by Collaborative Research •Review target sample sets for the TGA/HSDA •Open forum to discuss data elements of each survey instrument •Review Survey Instruments by Care Status (In Care) - Pending: Out of Care and Newly Diagnosed •Review survey administration methodology and incentives <p>-Members completed doodle poll and selected next meeting for Monday, October 29, 2018 – 12-2 pm.</p>	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.	Committee discussed service category expenditure reports FY 2018-2019.	No Motion Necessary	No action is necessary.

San Antonio Area HIV Health Services Planning Council

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Committee Reports October 25, 2018

Executive Committee

Report from October 18, 2018.

The Executive Committee met on October 18, 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 and sponsorship of Baile de Vida, Mujeres Unidas - Fall Fashion at the Park - Black Women's Initiative, and World AIDS Day.

Comprehensive Planning/Continuum of Care (CPCC) Committee

Report from October 11, 2018

The CPCC Committee met on October 11, 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 following service categories:

- Referral for Healthcare Services – PSRA approved
- Health Education/Risk Reduction – Part D
- Outreach Services – Part D
- Psychosocial Support Services – Part D
- Eligibility Standards – DSHS

Next QM meeting December 18, 2018.

The CPCC Committee will meet again on January 17, 2019 at 2:30 pm at the Historical Robert B. Green Building.

Membership, Nominations and Elections (MNE) Committee

Report from October 11, 2018

The MNE Committee met on October 11, 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 discussed that per the bylaws PC members are only allowed two absences in a 6-month period, unless they have an exception, Therefore, if any PC member misses 2 meetings they will receive an Attendance notice (email or letter) from PC Liaison informing them that if they miss again or not respond to email they will be automatically removed from PC.

-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.

-Members recruiting recently released from incarceration, youth, trans, rural rep, and women by distributing updated recruitment flier to local partners and MNE committee members will be distributing PC applications at San Antonio Gender Association, Chrystallis and other organizations. PC Liaison has reached out to Federal HIV Program candidate and PC Co-Chair has called Medicaid Agency candidate.

Candidates interviewed for PC membership:

1. Gregory Casillas, Homeless Service Organization
2. Revered Dr. William Knight, Community Stakeholder (Faith-Based Organization)
3. David Valdivia, HIV Prevention

The MNE Committee will meet again on January 17, 2019 at 1:00 pm at the Historical Robert B. Green Building.

Needs Assessment (NA) Committee

Report from October 11, 2018

The NA Committee met on October 11, 2018 at Historical Robert B. Green, to discuss Comprehensive Needs Assessment items.

- Comprehensive Needs Assessment Presentation by Collaborative Research
- Review target sample sets for the TGA/HSDA
- Open forum to discuss data elements of each survey instrument
- Review Survey Instruments by Care Status (**In Care**) - Pending: Out of Care and Newly Diagnosed
- Review survey administration methodology and incentives

-Members completed doodle poll and selected next meeting for Monday, October 29, 2018 – 12-2 pm.

The NA Committee will meet again on January 17, 2019 at 11:00 am at the Historical Robert B. Green Building.

Fiscal Monitoring and Reallocations (FMRA) Committee

Report from October 11, 2018

The FMRA Committee reviewed the service category expenditures for FY 2018-2019.

The FMRA Committee will meet again on February 7, 2019 at 4:00 pm at the Historical Robert B. Green Building.

The People's Caucus

Report from September 2018

The People's Caucus met on September 26, 2018 at Rosario's and received a presentation on Best Practice Sharing for Implementing Early HIV Treatment Initiation presented by Daniel Ramos, Community Liaison and sponsored by Gilead Sciences, Inc. There were a total of 47 people in attendance.

The People's Caucus will meet again October 26, 2018 at 12:00 pm at Metropolitan Community Church.