

San Antonio Area HIV Health Services Planning Council

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Executive Committee Minutes from March 18, 2009

Members Present: R. Davidson, D. Garriott, D. Graney, J. Jackson

Members Absent: R. Recio, R. Stewart

Guests Present: S. Valentin, L. Castro, A. Sanchez, C. Ortiz, C. Valenta, A. Wilson

Call to Order

Doug Garriott called the meeting to order at 10:10 a.m.

Welcome and Introductions

Members and guests of the Committee introduced themselves.

Reading of the Mission Statement

Richard Davidson read the Mission Statement.

Public Comment

There was no Public Comment.

Approval of the Agenda

The Agenda was approved without objections.

Approval of Minutes from February 9, 2009

The Minutes from February 9, 2009 were approved without objections.

Grantee Report

Charlene Doria-Ortiz, Program Manager, presented the Grantee report to the Committee.

Ms. Ortiz reported on the activities of the Administrative Agency (AA). The AA received notification of a partial funding award from HRSA. The partial award amount is \$1,501,323, which is for three (3) months. No interruption in services is expected.

The AA modified the format for the new contracts as a result of their ongoing experience with Service Providers and the monitoring done by The Texas Department of State Health Services (TDSHS).

The AA is coordinating the following trainings for the Planning Council:

- Roles and Responsibilities
- Leadership Development
- Financial Management

Ms. Ortiz reported the Planners' Section of the Grantee Report. The Needs Assessment was awarded to New Solutions, Inc. pending successful contract negotiations. Planning Council will be asked to help with various focus groups and key informant interviews during the course of the Needs Assessment.

Candice Valenta, Quality Management Specialist, reported the Quality Management section of the Grantee Report.

Ms. Valenta reported on the progress that has been made in quality management. She stated that the AA received technical assistance from TDSHS to ensure Bexar County was on the right track.

Bexar County hired two (2) bilingual and bicultural nurse consultants in March 2009.

Committee Reports

Executive Committee

Doug Garriott reported on the activities of the Executive Committee.

Discussion and appropriate action on the approval of the Scope of Work for the 2007-2008 Assessment of the Administrative Mechanism.

Dan Graney requested to spell out Assessment of the Administrative Mechanism in Section 3.0 Problem Statement and in all other areas of the document.

Motion: Dan Graney moved to recommend the Scope of Work for the 2007-2008 Assessment of the Administrative Mechanism to the Planning Council. The motion was seconded by Johnny Jackson. There was no further discussion. There were three (3) votes in favor, zero (0) opposed, and zero (0) abstentions. The motion carried.

Discussion and appropriate action on the approval of the Scope of Work for the 2008-2009 Assessment of the Administrative Mechanism.

The Committee clarified that the 2007-2008 must be completed to be in compliance with HRSA requirements.

Motion: Dan Graney moved to recommend the Scope of Work for the 2008-2009 Assessment of the Administrative Mechanism to the Planning Council. The motion was seconded by Johnny Jackson. There was no further discussion. There were three (3) votes in favor, zero (0) opposed, and zero (0) abstentions. The motion carried.

Discussion and appropriate action on changing the date the Planning Council meets every month.

The Committee discussed changing the dates to meet. Some members have standing meetings every fourth Wednesday of every month, which makes it difficult to attend Planning Council meetings.

Richard Davidson suggested the third or fourth Thursday of every month. The Committee clarified that the reason for moving the Planning Council meeting date was to get "up-to-date" figures on expenditure reports.

Motion: Dan Graney moved to recommend to changing the date of the Planning Council to the fourth Thursday of every month beginning in April 2009 to the Planning Council. The motion was seconded by Richard Davidson. There was no further discussion. There were three (3) votes in favor, zero (0) opposed, and zero (0) abstentions. The motion carried.

Comprehensive Planning/Continuum of Care

Review of and discussion on the Comprehensive Planning/Continuum of Care Committee report.

Dan Graney reported on the activities of the Comprehensive Planning/Continuum of Care Committee.

Mr. Graney stated that the Committee met on February 10, 2009 and on March 5, 2009. The Committee has been working to revise the Standards of Care.

The Committee focused on several sections of the Standards of Care, including Home Health Care and Medical Case Management.

The Committee discussed licensure requirements for Case Managers. Richard Davidson will research the requirements for Case Managers and report to the Planning Council.

Mr. Graney requested that the Planning Council support staff print out the Standards of Care upon final approval from the Planning Council.

The Committee will focus on monitoring the Comprehensive Plan, at its future meetings.

Membership, Nominations and Elections

Johnny Jackson reported on the activities of the Membership, Nominations and Elections.

Discussion and appropriate action regarding the reappointment of Frank Rosas for a term beginning upon appointment and ending February 28, 2011.

Motion: Richard Davidson moved to recommend the reappointment of Frank Rosas for a term beginning upon appointment and ending February 28, 2011 to the Planning Council. The motion was seconded by Dan Graney. There was no further discussion. There were three (3) votes in favor, zero (0) opposed, and zero (0) abstentions. The motion carried.

Discussion and appropriate action on attendance records for Planning Council and Committee Meetings.

The Committee requested to include the names of Planning Council members who received letters in future Committee Reports.

The Committee decided that attendance records did not require action.

Laura Castro, Planning Council Liaison, stated that the Committee is revising the Planning Council Application to coincide with the newly approved Bylaws.

The Committee held a discussion on slots that are open for membership, including Victoria and Uvalde areas of the HSDA. The member from the HSDA would be able to attend meetings via teleconference.

Needs Assessment

Review of and discussion on the Needs Assessment Committee report.

Johnny Jackson reported on the activities of the Needs Assessment Committee.

The Needs Assessment Committee did not meet in the month of March 2009.

Service Priority Setting and Allocations

Review of and discussion on the Service Priority Setting and Allocations Committee Report.

Richard Davidson reported on the activities of the Service Priority Setting and Allocations Committee.

Mr. Davidson stated that Aurora Sanchez presented on invoicing payments and processing contract amendments.

The SPSA Committee decided to meet quarterly to get an accurate account of trends. The SPSA will complete a Mini-Needs Assessment for the year of 2009.

Mr. Davidson stated that the Committee will set the Priorities at the May 2009 SPSA meeting. Charlene Doria-Ortiz requested that the AA be placed on the next SPSA agenda to discuss a strategy using MAI funds for Early Intervention Services.

Mr. Davidson requested that the Executive Committee members attend the SPSA meeting on May 21, 2009.

People's Caucus

Review of and discussion on the People's Caucus Report

Johnny Jackson reported on the activities of the People's Caucus.

The People's Caucus received presentations from several service providers at its March 6, 2009 meeting. Additionally, Steven Lew gave a presentation on the AIDS Regional Information and Evaluation System (ARIES).

Set Planning Council Agenda

The Planning Council Agenda was set according to the recommendations of the Executive Committee.

Review Planning Council Related Grievances (if necessary)

There were no Planning Council related grievances.

Scheduling of Next Meeting

The next meeting will be April 15, 2009, which will take place at Vista Verde Plaza.

Announcements

Charlene Doria-Ortiz announced that several items were purchased with Planning Council funds. The items purchased included condoms, pens, pencils and other Planning Council items.

Adjournment

The meeting was adjourned without objection.

Submitted by:

AA Planning Representative

Date

Certified by:

Committee Chair

Date

Approved by:

Committee Chair

Date