

# San Antonio Area HIV Health Services Planning Council

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## Executive Committee Minutes from July 15, 2009

**Members Present:** D. Garriott, J. Jackson, B. Kalusevic, R. Recio, R. Stewart

**Members Absent:** R. Dougherty, D. Graney

**Guests Present:** S. Valentin, L. Castro, A. Sanchez, M. Durham

### **Call to Order**

Roland Recio called the meeting to order at 10:34 a.m.

### **Welcome and Introductions**

Members and guests of the Committee introduced themselves.

### **Reading of the Mission Statement**

Doug Garriott read the Mission Statement.

### **Public Comment**

There was no Public Comment.

### **Approval of the Agenda**

The Committee recommended all Public Comment be moved to the end of every meeting agenda.

### **Approval of the Minutes from June 19, 2009.**

The minutes were approved without objection.

### **Presentation: "Role of the Administrative Agent's Staff as They Pertain to the Planning Council" by Aurora M. Sanchez.**

Aurora M. Sanchez presented the "Role of the Administrative Agent's Staff as They Pertain to the Planning Council." Ms. Sanchez provided the Committee with the Ryan White Organizational Chart. She provided the Committee with an overview and job description for each staff member of the Administrative Agency, as well as Planning Council Support Staff.

All planner and monitor positions should be changed to Planner/Monitor.

The Committee requested that a Planner/Monitor be assigned to the SPSA Committee and the Quality Management Specialist to the CPCC Committee.

The Committee requested that a Draft MOU between the Planning Council and the AA be provided at the next Executive Committee Meeting. Additionally, the CAMP will be revisited at the next meeting.

## **Grantee Report**

Aurora M. Sanchez presented the Grantee Report to the Executive Committee. The RFP for Part A will be released on October 15, 2009.

## **Committee Reports**

### **Executive Committee**

#### **Discussion and appropriate action regarding the Executive Committee report.**

Roland Recio reported on the activities of the Executive Committee.

#### **Discussion and appropriate action regarding the 2007-2008 and 2008-2009 Assessments of the Administrative Mechanism.**

The Committee's recommendations for changes to the Assessment of the Administrative Mechanism are due by the close of business. The consultant is on target with everything.

#### **Discussion and appropriate action regarding a Planning Council Planner position.**

The Committee discussed the Planner position, reviewing documentation from other Ryan White Planning Councils. The Planning Council Planner position would be completely funded by the Planning Council.

The Planner would spend 100% of their time on planning for the Planning Council.

**Motion:** Boyan Kalusevic moved to forward the discussion and appropriate action regarding the Planning Council's Planner position to the Planning Council to allow for further research. The motion was seconded by Rhonda Stewart. There was no further discussion. There were four (4) votes in favor, zero (0) opposed and zero (0) abstentions. The motion carried.

### **Service Priority Setting and Allocations**

#### **Discussion and appropriate action regarding the Service Priority Setting and Allocations report.**

Boyan Kalusevic reported on the activities of the SPSA Committee.

#### **Discussion and appropriate action regarding the determination of the FY 2009-2010 MAI grant service category priorities.**

Boyan Kalusevic stated that the SPSA Committee set the FY 2009-2010 MAI grant service category priorities.

#### **Discussion and appropriate action regarding the determination of the FY 2009-2010 MAI grant service category allocations.**

Boyan Kalusevic stated that the SPSA Committee set the FY 2009-2010 MAI grant service category allocations.

#### **Discussion and appropriate action on the service category monthly expenditure report.**

No funds were reallocated. The SPSA Committee will review the monthly expenditure report in its August 2009 meeting.

**Discussion and appropriate action on the Planning Council's monthly expenditure report.**

The Committee reviewed the Planning Council's monthly expenditure report.

**Comprehensive Planning/ Continuum of Care**

**Discussion and appropriate action regarding the Comprehensive Planning/ Continuum of Care report.**

Laura Castro, Planning Council Liaison reported on the activities of the CPCC Committee.

**Discussion and appropriate action regarding outstanding issues related to the 2009 San Antonio TGA's Standards of Care.**

Ms. Castro stated that the Committee voted to amend the Standards of Care removing the People's Caucus New Member Orientation Packets from the Case Management (Non-medical) standard.

**Membership, Nominations and Elections**

**Discussion and appropriate action regarding the Membership, Nominations and Elections report.**

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

**Discussion and appropriate action regarding the application and interview of Cathy Novak for the position of Local Public Health Agencies.**

The Committee discussed Cathy Novak's application.

**Discussion and appropriate action regarding attendance records for Planning Council meetings.**

The Committee requested that the member who was recommended for removal receive a letter from the Planning Council stating that she is recommended for removal.

**Discussion and appropriate action regarding the 2009-2010 membership roster and current membership category vacancies.**

The Committee discussed the current membership category vacancies.

**People's Caucus**

**Discussion and appropriate action on the People's Caucus report.**

The People's Caucus did not meet last month.

**Needs Assessment**

**Discussion and appropriate action on the Needs Assessment Committee report.**

Roland Recio reported on the activities of the Needs Assessment Committee.

Mr. Recio reported that the Needs Assessment Committee received a presentation on the draft Comprehensive Needs Assessment Report from Lynn Schultz of New Solutions, Inc. The final Comprehensive Needs Assessment Report will be presented to the full Planning Council at its August meeting.

**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 August 19, 2009 at 10:00 a.m. which will take place at Vista Verde Plaza.

**Announcements**

Rhonda Stewart resigned her role as a Planning Council member and her position at Centro Med. The MNE Committee will open nominations for Planning Council Co-Chair at the next Planning Council meeting.

Roland Recio announced that UHS hired a new Director of Clinical Programs named Betty Vestal.

**Adjournment**

The meeting was adjourned without objection.

Submitted by:

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AA Planning Representative

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Date

Certified by:

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Date

Approved by:

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Committee Chair

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Date