

San Antonio Area HIV Health Services Planning Council

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Executive Committee Minutes from August 19, 2009

Members Present: D. Garriott, J. Jackson, B. Kalusevic, R. Recio, R. Dougherty, D. Graney

Members Absent: None

Guests Present: S. Valentin, L. Castro, A. Sanchez

Call to Order

Roland Recio called the meeting to order at 10:03 a.m.

Welcome and Introductions

Members and guests of the Committee introduced themselves.

Reading of the Mission Statement

Dan Graney read the Mission Statement.

Approval of the Agenda

Boyan Kalusevic recommended that a discussion on the development of the website be added to the agenda under SPSA Committee report. The Agenda was approved with the addition.

Approval of the Minutes from July 15, 2009.

The minutes were approved without objection.

Grantee Report

Aurora M. Sanchez presented the Grantee Report to the Executive Committee. She stated that the MAI 2009-2010 grant received was \$291 more than what was originally projected. She recommended that the SPSA Committee decide where the \$291 should be allocated to.

Ms. Sanchez discussed the staff changes and vacancies, which included the vacancies of Advocate Clerk and Project Monitor positions, and the hiring of an Auditor for the Ryan White Program. She also briefly discussed the training service providers and Planning Council members had received thus far, and notified the Committee that the Planning Council would be receiving a memo soliciting for further training ideas from members.

Ms. Sanchez stated that Bernard Warren & Associates was selected to write our Part A Continuation Application for 2010-2011.

Ms. Sanchez notified the Committee that she developed a draft Memorandum of Understanding (MOU) which will be addressed by the Committee later on the agenda.

Finally, Ms. Sanchez gave an update on the Resource Guide and the Quality Management Committee.

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 2008-2009 Assessment of the Administrative Mechanism.

Motion: Boyan Kalusevic moved to recommend the approval of the 2008-2009 Assessment of the Administrative Mechanism to the Planning Council. The motion was seconded by Dan Graney. There was no further discussion. There were four (4) votes in favor, zero (0) opposed, and zero (0) abstentions. The motion carried.

Discussion and appropriate action regarding a Planning Council Planner position.

The Committee discussed what committee the research of the planner position should be sent to. The Committee decided that the issue should remain under the purview of the Executive Committee.

Motion: Dan Graney moved to approve an Ad Hoc Committee from members of the Executive Committee do complete the research on the issue of whether to have a full time Part A Planner. The motion was seconded by Doug Graney. There was no further discussion. There were five (5) votes in favor, zero (0) opposed, and zero (0) abstentions. The motion carried.

The Ad Hoc Committee for the Website will be chaired by Boyan Kalusevic, and include the following members: Doug Garriott, Dan Graney, Aurora Sanchez and Roland Recio. Mr. Graney asked that the Ad Hoc Committee come to the next Executive Committee in September with a proposal for further discussion and recommendation.

Discussion and appropriate action regarding the Council Activity Mapping Planner (CAMP).

Laura Castro, Planning Council Liaison, briefly reported that a Council Activity Mapping Planner draft was developed to outline the meetings, deadlines, etc. of the Planning Council, Committees, the Administrative Agency, service providers, and other important dates.

Discussion and appropriate action regarding the Memorandum of Understanding between Bexar County (as the Administrative Agency) and the San Antonio Area HIV Health Services Planning Council.

Ms. Sanchez stated that she developed a draft Memorandum of Understanding (MOU) between Bexar County (as the Administrative Agency) and the San Antonio Area HIV Health Services Planning Council. She asked the Committee to review the draft and offer any comments.

Motion: Dan Graney moved to table this issue to the next Executive Committee meeting. The motion was seconded by Boyan Kalusevic. There was no further discussion. There were five (5) 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 Planning Council appropriations for World AIDS Day events.

Mr. Kalusevic stated that the SPSA Committee is recommending that \$500 be appropriated from the Sponsored Events line item of the Planning Council budget to help fund the World AIDS Day event.

Discussion and appropriate action regarding the service provider monthly expenditure report.

The Executive Committee reviewed the service provider monthly expenditure report.

Discussion and appropriate action regarding the reallocation of funds from the category of Substance Abuse Services to the category of Health Insurance Premiums & Cost Sharing Assistance.

Mr. Kalusevic stated that the SPSA Committee is recommending that \$24,989 be moved from the category of Substance Abuse Services to the category of Health Insurance Premiums & Cost Sharing Assistance.

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

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

A discussion was taken regarding the development of the website. Mr. Kalusevic requested that the Administrative Agency (AA) locate an additional \$8,000 from the AA's budget to supplement the Planning Council's line item for the development of the website.

Roland Recio stated that the SPSA Committee can review the Planning Council's monthly budget, but the Executive Committee should oversee it.

Needs Assessment

Discussion and appropriate action on the Needs Assessment Committee report.

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

Discussion and appropriate action regarding the final 2009-2010 Comprehensive Needs Assessment Report.

Ms. Castro presented an Executive Summary for the 2009-2010 Comprehensive Needs Assessment Report. She informed the Committee that revisions were submitted to Lynn Schultz of New Solutions, Inc., the consultants hired to complete the Needs Assessment. She also informed the Committee that Ms. Schultz stated that she would have a corrected version of the Needs Assessment before the Planning Council meeting on August 27, 2009, where she will provide a complete report to the full Planning Council.

People's Caucus

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

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

Discussion and appropriate action regarding the revising/altering of the People's Caucus Mission Statement.

Mr. Jackson informed the Committee that the People's Caucus is recommending that its Mission Statement be changed to: *To gather with people living with or affected by HIV/AIDS in order to bring information to and from the community to make changes for excellence in the San Antonio and South Texas service delivery area.*

Robert Dougherty, Co-Chair of the People's Caucus, informed the Committee that he would be stepping down as Co-Chair of the People's Caucus.

A discussion took place on proposing new requirements for People's Caucus members.

Comprehensive Planning/ Continuum of Care

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

Dan Graney reported on the activities of the CPCC Committee.

Mr. Graney reported that the CPCC Committee reviewed the August 31 and September 30, 2009 goals and objectives as listed in the 2009-2011 Comprehensive Plan Implementation Matrix. The Committee shifted some of the goals to other deadlines based on the progress of the Needs Assessment Report.

The CPCC Committee also discussed what a Continuum of Care is and viewed Houston's Continuum of Care. The Committee decided to make this an on-going project and a standard on the Committee's agenda.

Membership, Nominations and Elections

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

The MNE Committee did not meet in the month of August.

The Executive Committee met in closed session to discuss the employment and evaluation of Laura Castro, Planning Council Liaison.

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.

Public Comment

There was no Public Comment.

Scheduling of Next Meeting

The next meeting will be September 16, 2009 at 10:30 a.m. which will take place at Vista Verde Plaza.

Announcements

There were no announcements.

Adjournment

The meeting was adjourned without objection.

Submitted by:

AA Planning Representative

Date

Certified by:

Committee Chair

Date

Approved by:

Committee Chair

Date