

# STATE PREVENTIVE HEALTH ADVISORY COMMITTEE

## Meeting Minutes November 18, 2020 9:00 AM

Due to COVID-19 pandemic, this meeting will be conducted virtually using Microsoft Teams only. There is not a physical location for this meeting.

**Note:** Due to COVID-19 and the delay in agency approval to hold meetings, this meeting notice was only posted for the general public one week prior to the meeting. The posting was made available at this link: <https://www.sos.texas.gov/texreg/index.shtml>

Table 1: State Preventive Health Advisory Committee (SPHAC) member attendance at the November 18, 2020 meeting.

Member Name	Organization	In Attendance?
Dr. John Hellerstedt	Texas Department of State Health Services- State Health Officer	No
April Brantley	Texas Department of State Health Services- PHHSBG Coordinator	Yes
Dr. John Herbold	University of Texas San Antonio- School of Public Health	Yes
Dr. Faith Foreman-Hays	City of Houston Health Department	Yes
Ms. Sheila Davis	Always Best Care Senior Services	Yes
Ms. Felicia Shaw	Parallon/HCA	Yes
Dr. Kimberley Kelly	The Vocational Nursing Institute, Inc in Houston, Texas	Yes
Dr. Carlos Plasencia	Texas Department of State Health Services- Regional Medical Director	Yes

Attendance Indicated as: Yes, No

### **Agenda Item 1: Welcome, Call to Order, Logistical Announcements, Roll Call, Member introductions**

Ms. Sallie Allen opened the meeting and turned the floor over to April Brantley, Preventive Health and Health Services Block Grant Coordinator, who welcomed everyone and thanked them for their attendance. Ms. Brantley explained the meeting was produced as a TEAMS live event and as such, the members, presenters, and staff participated via TEAMS events virtual platform. Submissions for public comments for this meeting were closed on Monday, November 16, 2020. Ms. Brantley acknowledged Ms. Sallie Allen, from the Advisory Committee Coordination Office at HHSC, who provided logistics and roll call.

Ms. Allen provided logistical announcements and conducted a roll call; members provided brief introductions. Ms. Allen confirmed that a quorum was present and explained the meeting was being conducted in compliance with the Texas Open Meetings Act and open to

the public. Ms. Allen indicated written public comment was not received for this day's meeting, nor were any registrations for oral public comment received.

Please note: There were additional participants in attendance who provided facilitation of the agenda items, provided audio-visual support, took meeting minutes and acted as subject matter experts for questions or discussions related to the objectives and activities.

A list of these additional attendees is provided below:

Name	Organization	Roles
Sallie Allen	Texas Health and Human Services Commission	Facilitator
Cassandra Marx	Texas Health and Human Services Commission	Facilitator
Michael DeLeon	Texas Health and Human Services Commission	Audio-Visual
Patti Cloe	Texas Department of State Health Services	Meeting Minutes
Brett Spencer	Texas Department of State Health Services	Subject Matter Expert
John Chacon	Texas Department of State Health Services	Subject Matter Expert
Peggy Helton	Texas Office of the Attorney General	Subject Matter Expert

### **Agenda Item 3: Discussion of By-Laws**

Ms. April Brantley, having provided the By-Laws draft to members prior to the meeting, informed all the subsequent steps required to adopt and standardize the By-Laws. Approximately three weeks will be allowed to provide time for any suggested edits from members or committees, as well as asking questions. Combined with any of the suggested edits, the final draft will then be presented at the next meeting for approval.

Ms. Brantley continued to review topics in the By-Laws she felt were important to consider in the approval process and assured all that she would send out a reminder notification of the due date for any questions or modifications. There were no questions presented regarding the By-Laws at the time of the meeting. The meeting was then handed over to Ms. Sallie Allen.

### **Agenda Item 4: Election of Vice Chair**

Ms. Allen reviewed the nomination and vote of the Vice-Chair position guidelines. Ms. Allen then entertained a motion for adoption of the Vice Chair position election protocol procedures, so moved Ms. Sheila Davis to approve, seconded by Ms. Felecia Shaw. Nomination procedures were confirmed as approved by each member present.

Ms. April Brantley nominated herself and upon motion from Dr. John Herbold, second from Sheila Davis, all members present confirmed approval of April Brantley as Vice Chair of the State Preventive Health Advisory Committee.

### **Agenda Item 5: Notice of Grant Approval**

Ms. Brantley reviewed the approved grant awarded for the budget period of October 1, 2019 – September 30, 2021 grant for \$6,404,449.

- Approximately \$3,200,000 is awarded for the 56 local health department contracts within Regional and Local Health Operations
- Approximately \$2,200,000 will be applied towards Community Health Improvement Division for Community Clinical Services and Texas Healthy Communities.
- There is \$562,000 awarded for Office of the Attorney General for our Rape Response and Prevention Program
- Approximately \$311,000 goes towards administrative and indirect costs and costs associated with administrating this grant.

There were no questions regarding the award.

**Agenda Item 6: Timeline for Upcoming Deliverables and Activities Associated with the Preventative Health Services Block Grant for the Remainder of this Fiscal Year**

Ms. Brantley reviewed the timeline for upcoming deliverables and activities associated with the Block Grant:

- Fiscal Year 2019 final report is due December 30, 2020. We have received information from our programs and are in the process of compiling and reviewing that information so that the final report can be produced for leadership review and submittal.
- Fiscal Year 2020 annual report is due February 1, 2021, and a draft version of the report is almost ready to begin program editing and preparation for that submittal.
- Expectations for the fiscal year 2021 funding announcement will come out February 28, 2021, and at that time we should know the amount we can apply for and also learn more about the application process.
- The next State Preventive Health Advisory Committee Meeting is scheduled for May 4, 2021, to discuss the work plan for the fiscal year 2021 grant application.
- A final review and follow-up meeting to discuss the work plan for the fiscal year 2021 grant application is scheduled for May 18, 2020.
- The fiscal year 2021 grant application submission date is July 1, 2021.

Ms. Sallie Allen confirmed with the production team that there was no oral or public comment to be presented at the meeting.

**Agenda Item 7: Q&A, Conclusions, Adjourn**

- Dr. Plasencia requested place holders for calendars be sent out as reminders for upcoming meetings.
- There being no further items to present to the committee, the meeting was adjourned at 9:41 a.m.

Below is the link to the archived video of the November 18, 2020, State Preventive Health Advisory Committee meeting. To view and listen to the entirety of the meeting click on this link:

<https://texashhsc.swagit.com/play/07082020-938>

The video will be archived on the HHS webpage for a period of two years and can be accessed via this link. The video recording of the meeting is listed by name and date.

<https://hhs.texas.gov/about-hhs/communications-events/live-archived-meetings>

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