



**HIV PLANNING COUNCIL
BUSINESS MEETING**

Meeting Date: September 13, 2011

MINUTES

Meeting Location: 1520 Rutherford, Austin TX

Meeting Called to order at: 6:05 p.m.

Planning Council Members in attendance: *Tim Bailey, David Barstow, Shanika Cornelius, Leah Graham, Christopher Hamilton, Delfred Hastings, Justin Irving, Victor Martinez, Courtney McElhaney, Kenneth Placke, Tom Schnorr*

City of Austin Staff in attendance: *John Waller, Gregory Bolds, Brenda Mendiola, Amina Ahmed (Intern)*

Community members in attendance: *Lu Russell (Parliamentarian), Amy Lopez, Linda Blakeslee, Sylvia Lopez, Britt Riss*

Minutes from the August 9, 2011 Business Meeting were approved with the noted corrections:

- Correction to Chair Share Report – Under second bullet, minutes should indicate that the Executive Committee brought forth a resolution, not Mr. Hamilton.
- Correction to Chair Share Report – Under third bullet, Directive #3 is a draft directive not yet voted on by the Executive Committee.
- Correction to spelling of “Mathilde” in Admin Agent report on page one.

Citizen Communications:

- Women’s Rising graduated its 2011 class. 10 women graduated.
- The annual AIDS Walk is scheduled for October 16, 2011.
- TMHP has scheduled the next meeting of the ADAP Advisory Committee for 12 pm, October 14, 2011 at the Austin State Hospital.

CHAIR “SHARE”

- Christopher Hamilton reviewed the membership report and provided status of current membership relative to membership requirements.
- Meeting location for Planning Council meetings will continue to be (the current) 1520 Rutherford location. There is no longer any discussion about moving to a new location.

RYAN WHITE PART A ADMINISTRATIVE AGENT REPORT (Back-up written report available)

The Administrative Agent reported last month that a selection had been made for the vacant Manager position. Due to complications in the hiring process that decision has been rescinded. A selection announcement is anticipated soon.



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Greg Bolds presented the written Administrative Agent report, highlighting the following:

- The Administrative Agent is working to amend provider contracts now that final Part A funding is determined.
- DSHS has determined that no change in TMHP enrollment will be made at this time.
- Reviewed 2011 funding and comparison to other TGA/EMAs in Texas. Austin TGA is the only area to receive a net increase.
- Reviewed HRSA comments on scoring of last grant application, and responded to questions about strengths of plan and implications about comments. Request made to distribute full comments to the Planning Council.
- HRSA has issued new national monitoring standards for Part A. The Admin Agent is reviewing to determine what additional changes are required to be in compliance. HRSA will hold conference call on September 15, 2011 to review new standards.
- Expenditure summary will be updated once new contracts are in place now that final grant is available.
- Clinical Quality Management (CQI) committee is completing work on new case management model and standards.

RYAN WHITE PART B ADMINISTRATIVE AGENT REPORT

- Courtney McElhaney reported that Part B case managers and DSHS are working to assist consumers impacted by wildfires in the Bastrop area. Four consumers lost their homes. Case managers are working to ensure that consumers are being taken care of, including coordination with other resources.
- Continuing to monitor the transition to a second case management agency. Transition is going well.
- Health Insurance service waiver has been approved by DSHS, which prioritizes deductibles and premiums given the demand for this service.
- Mental health and substance abuse service provider meet and greet meeting planned for next week. Plan is ensure providers are comfortable with providing service to HIV/AIDS clients and availability of training.

Ryan White Grant Application

- Staff reported on effort to draft the FY12 Grant Application, including work plan dates and activities. Grant Application is due November 1, 2011.
- Staff reported that one key requirement from HRSA is that two of the EHIIA target populations – MSM and Substance Abuse – are too broad and must be narrowed down to more specific target populations. Planning Council input is required to redefine these targets.



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- The Chair stated that a specially called meeting of the Needs Assessment and Comprehensive Planning Committees is planned for September 27, 2011 to address the need to redefine the target populations.
- Greg Bolds introduced a PowerPoint presentation on EHIA that was presented by HRSA at the Atlanta conference. The Chair asked that the presentation be sent out electronically as the handout is difficult to read.

SUB-COMMITTEE REPORTS

ALLOCATIONS:

- Sub-committee chair, Courtney McElhaney reported that the Allocations Committee is working on the 2012 MAI and Part A allocations recommendations. Due to new information presented by Standards of Care and Continuous Quality Improvement committee, need additional analysis on how to fund the new Case Management Model. Will have a specially called meeting as soon as the committee provides final information on the Case Management model. Members discussed need to complete this effort in consideration of short time line for completion of allocation work.
- The Allocations Committee is re-evaluating how to allocate MAI carryover funds of approximately \$45,000 based upon report from the Admin Agent that the full amount of carryover cannot be applied to current EIS provider contract.
- Allocations also asked to provide some recommendations for city general revenue.

CARE STRATEGY:

- Care Strategy had no meeting.

COMPREHENSIVE PLANNING:

- Reported that an action plan and timeline is being finalized to present to the Executive Committee. The E committee will meet for a special workday on October 5, 2011 to review the action plan and recommendations.

EVALUATION/QUALITY MANAGEMENT:

- Indicated that copy of Report of Administrative Mechanism is in packet. This information will be discussed at a subsequent meeting.

NEEDS ASSESSMENT:

- Sub-committee Chair Tim Bailey presented corrected Priority Setting Ranking Tool (PSRA) showing the correct order of priorities.
- The PRSA will be posted on the HIV Planning Council web-site
- Plan focus groups, investigative studies and/or surveys to learn more about questions that have been identified but for which more information is required, such as transportation.

HIV PLANNING COUNCIL STAFF REPORT (Back-up written report available)



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John Waller reviewed written staff report.

- Discussed importance sub-committee chairs providing timely minutes following meetings. Currently some minutes remain outstanding.
- The parliamentarian noted that minutes should reflect what was decided, not a transcript of what was said.
- Members questioned why tape recorders are not used for the sub-committee meetings. Following discussion, the Chair requested that tape recorders be available at future sub-committee meetings. The sub-committee chairs are still responsible for submitting minutes, either in writing or by submitting the tape.

Hearing no objection the meeting was adjourned at 7:09p.m.

Approved