



**HIV PLANNING COUNCIL
BUSINESS MEETING
Meeting Date: October 11, 2011**

MINUTES

Meeting Location: 1520 Rutherford, Austin TX

Meeting Called to order at: 6:07 p.m.

Planning Council Members in attendance: *Tim Bailey, Brandi Bodenheimer, Joseph Collins, Shanika Cornelius, Leah Graham, Christopher Hamilton, Paul Hassell, Justin Irving, Victor Martinez, Courtney McElhaney, Kenneth Placke, Winifred Muhammad*

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

Community members in attendance: *Lu Russell (Parliamentarian), Amy Lopez, Linda Blakeslee, Nora Mapos, Paul Scott, Britt Riss, Amber Alvarez, Janice Morgan*

Review and Approval of Minutes:

- Meeting minutes from October 4, 2011 were reviewed. However, it was determined that the minutes had previously been reviewed and that the minutes from 10/11/11 were not reviewed. Staff to follow up.

Citizen Communications:

- Council Member and Minister Joseph Collins has been invited to speak at Holy Cross Catholic Church on the topic of World AIDS Day. It will be at their Sunday morning service on Dec. 4th. Holy Cross is the location of Austin's Black Diocese.
- Paul Scott reported that ASA is sponsoring Austin Faces AIDS - Portraits of People Living with HIV and AIDS, a documentary exhibit by photographer Jo Ann Santangelo.

Chair "Share"

- Christopher Hamilton reviewed the membership report and provided status of current membership relative to membership requirements.
- Noted that two new applications for membership have been received and are being processed for consideration.
- Reported on status of planning for World AIDS Day event. The Planning Council is an active participant in the planning and organization, which will include delivery of a proclamation by the Mayor. The Planning Council will sponsor a table at the event.

Ryan White Part A Administrative Agent Report (written report available)

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



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- The Administrative Agent is working to amend provider contracts now that final Part A and MAI funding notice has been received.
- The RFA for Part A services has been released. Discussed public announcement (handout). The RFA has not yet been posted to the COA Purchasing web-site as scheduled due to a technical glitch. Purchasing is working on the problem. The RFA is available in hard copy at the Administrative Agent office.
- Reviewed Expenditure summary and discussed provider and utilization issues for those services that are higher or lower than expected for the number of months covered.

Ryan White Part B Administrative Agent report

- The Health insurance category is being closely monitored as expenditures are at 88%. Split of the fiscal year is a contributing factor in the imbalance.
- Continuing to monitor the transition to a second case management agency. Transition is going well and issues are being addressed.

Reallocation of Ryan White Part A and MAI Grant Funds

- Courtney McElhane reviewed the reallocation proposal recommendations from the Allocations Sub-Committee for both Part A and MAI (handout of PowerPoint presentation).

Part A Reallocation

- Discussed Part A service categories that will not expend all funds as currently allocated for the fiscal year ending in February 2012, a total of \$132,731. Discussed considerations and explained reasoning behind Allocations Sub-Committee recommendations.
- Christopher Hamilton stated the motion made by the Allocations Sub-Committee to reallocate Part A funds as follows:
 - \$15,000 to Transportation Services
 - \$117,771 to Health Insurance Continuation
- **Vote 7 in favor, 0 opposed. Motion carried**

MAI Reallocation

- Discussed MAI carryover in the amount of \$54,182 that was previously reallocated but which the Administrative Agent has indicated cannot be utilized by the end of the fiscal year.
- Discussed the fact that only two service categories (Outreach and Tier II Case Management) are currently funded under MAI and that providers cannot utilize \$54,182 under those categories by the end of the fiscal year.
- The Allocations Sub-Committee is proposing the reallocated MAI funds be used for Medical Nutrition Therapy and Food Bank. Discussed considerations and explained reasoning behind Allocation Sub-Committee recommendations.



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- Christopher Hamilton stated the motion made by the Allocations Sub-Committee to reallocate MAI funds in the amount of \$54,182 as follows:
 - \$19,274 to Medical Nutrition Therapy
 - \$34,908 to Food Bank
- Greg Bolds indicated that in addition to the \$54,182 considered by the Allocations Sub-Committee, the Administrative Agent has determined that an additional \$2,240 in MAI funds will not be utilized by service providers under current contracts during the fiscal year ending in February 2012.
- Courtney McElhaney made a motion made to amend the Allocations Sub-Committee motion to increase the total amount of MAI funds to be reallocated to \$56,548. Victor Martinez seconded the motion.
- **Vote 9 in favor, 0 opposed. Motion carried.**
- The Planning Council discussed service categories other than those recommended by the Allocations Sub-Committee (Medical Nutrition Therapy and Food Bank) that might be candidates for additional MAI funding. Discussed the fact that Substance Abuse is currently under spent, and that there is no data on Psychosocial services upon which to base reallocation decision. Discussed MAI Outreach and questioned why there are no alternative approaches to expand this service.
- Tim Bailey made a motion to amend the motion to reallocate MAI funds as proposed by the Allocations Sub-Committee as follows:
 - \$2,240 additional MAI allocation, increasing the total reallocation of Medical Nutrition Therapy to \$21,487
 - \$19,400 to Health Insurance Continuation
- Victor Martinez seconded the motion.
- Planning Council members discussed the fact that service providers might not be able to expend an additional \$19,400 in Health Insurance funds in addition to the \$117,771 in Part A funds that has just been reallocated. Paul Scott of AIDS Services of Austin confirmed that it would be unlikely that ASA could utilize the full amount of \$19,400, and that \$7,000 would be the maximum that ASA could utilize by the end of the fiscal year.
- Tim Bailey withdrew the motion to reallocate \$19,400 in MAI funds to Health Insurance.
- Joseph Collins made a motion to reallocate MAI funds as follows:
 - \$47,308 to Food Bank
 - \$7,000 to Health Insurance Continuation
 - \$2,240 to Medical Nutrition Therapy
- Tim Bailey seconded the motion.
- **Vote 11 in favor, 0 opposed. Motion carried.**
- Greg Bolds reported that the Administrative Agent has now determined that in addition to the MAI funds just reallocated, that an additional amount of approximately \$17,000 will need to be reallocated. Christopher Hamilton stated that in accordance with reallocation



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policy that this matter should be referred to the Allocations Sub-Committee since we are not yet within the last quarter of the fiscal year where the Administrative Agent can take action to reallocate.

Reapplications for Membership

- Christopher Hamilton reported that the current terms of Winifred Muhammad and David Barstow expire December 16, 2011 and that reapplications for membership in the Planning Council have been submitted by both candidates.
- Motion made and seconded to approve the reapplication by Winifred Muhammad for membership in the Austin Area HIV Planning Council for a new term. **Vote: 11 in favor, 0 opposed. Motion Carried.**
- Motion made and seconded to approve the reapplication by David Barstow for membership in the Austin Area HIV Planning Council for a new term. **Vote: 12 in favor, 0 opposed. Motion Carried.**

Sub-Committee Reports

ALLOCATIONS:

- Efforts of the Allocations Sub-Committee reflected in the reallocation presentation above.

CARE STRATEGY:

- Care Strategy had no meeting.

COMPREHENSIVE PLANNING:

- The sub-committee is on track with respect to completion of tasks and objectives as indicated in the work plan.
- The sub-committee will require expertise from other sub-committees to review the status of items on the current Comprehensive Plan that may not have been addressed as proposed in the plan.

EVALUATION/QUALITY MANAGEMENT:

- Provided update on the Consumer Satisfaction Survey. Administrative Agent has completed data entry of all surveys except for those from David Powell and is on track to complete data entry of all survey data by November 17, 2011.

NEEDS ASSESSMENT:

- Tim Bailey reported that the Need Assessment Sub-Committee is working to develop additional information on service categories that frequently rank high in terms of need but which are never funded. The objective is to have better information upon which to base future needs assessment decisions.
- Presented the Needs Assessment Research Request (handout) and reviewed the service categories and list of questions which the Needs Assessment Sub-Committee would like to have answered by next spring when the Need Assessment Sub-Committee meets to begin next year's needs assessment process. This is the research project that the Need Assessment Sub-Committee has proposed to the Executive Committee support as a project, either in-house by Planning Council staff or if necessary with outside contractual support.



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- It is believed that staff can address all or most of the questions in house.
- Tim Bailey informed the Planning Council that the list of questions is open for comment through 5 pm on November 11, 2011.
- Tim Bailey announced that he will be out of country January through April 2012 and that Justin Irving will take the lead on managing Needs Assessment work in his absence. Since the Needs Assessment Sub-Committee will only have two members during this period, Tim proposed that Needs Assessment and Care Strategy work together during this period.

HIV PLANNING COUNCIL STAFF REPORT

John Waller provided staff report:

- Announced Admin Keizhia Carlyle on maternity leave through February 2012.
- Provided status of Resource Guide. Kimberly has addressed electronic file issue with printer and the guide is on track for printing by end of November.
- Presented Planning Council meeting schedule for 2012. Noted that the schedule will be posted to the COA Boards and Commissions web site. Discussed fact that December 2012 meeting is on Christmas day – Christopher Hamilton indicated to simply note that the day is a holiday and that there will be no meeting.
- Reported on staff participation in the HIV/AIDS Aging Symposium.
- Reported on status of litigation challenging the Affordable Care Act.

Hearing no objection the meeting was adjourned at 7:46 p.m.

Approved