



Allocations Sub-committee Meeting Minutes

April 15, 2014

Members in attendance: *Dr. Victor Martinez, Jessica Pierce, and Christopher Shaw.*

Members in absentia: *Seth Shulman*

Staff in attendance (City of Austin HHSD): Kimberly Williams, Brenda Mendiola

Community members in attendance: Amanda Voeller

Meeting called to order at: 6:12 p.m.

Community Announcements and Citizen Communication: None reported.

Previous meeting minutes from the February 18, 2014 committee meeting were reviewed and approved with the following corrections:

- Under sub-section "Previous Minutes, the words, "Clay Pot" was changed to "Clay Pit."

Administrative Agent Expenditure Report:

Brenda Mendiola explained to the committee the process and dates for Ryan White Part A Grant close-out.

Ms. Mendiola shared highlights of the written expenditure report:

- An indication of +/- 10% for specific service categories. An explanation for the differentials was provided where applicable: 1) Mental Health: Factors including at least two staff turnovers involving a psychiatrist and other vacancies. There has existed a trend for several years of not expending all funds in this category. Funds were transitioned from this service and into psychosocial; Third party billing affects this service category considerably, 2) Substance Abuse Residential: This category has a tendency to fluctuate. Third party billing also affected the expenditure reporting. Services tapered off after a \$32,000 re-allocation by the Planning Council, 3) Medical transportation: A plan to purchase bus passes subsequently changed. The provider reported there was no longer a demonstrated need. Moreover, a stockpile of bus passes was available to extend into the next year.
- Dr. Martinez inquired as to how carryover could be negative. Ms. Mendiola responded that the carryover plan was to proportionately distribute, including MAI (Minority AIDS Initiative). Receiving awards in various amounts, in addition to sequestration contributed to a provider's inability to expend additional funds whenever it became available.
- Dr. Martinez further inquired about oral health care and was under the impression funding in this service category was never fully expended. Ms. Mendiola clarified that the service was unable to deliver units for various reasons, including staffing of a dentist and a broken dental chair.
- It was noted by Dr. Martinez that if the process employed by the allocations committee continues to be used, the percentage of carryover will continue to be less. The committee will use billings as a baseline and consider other factors that may affect spending. A color code system (up/down green arrows) may be used in future spreadsheet plans to indicate trends in spending.

Process and Guidance for 2014 Administrative Mechanism Assessment

- The committee agreed that in order to provide more validity to the assessment this year, two (2) issues would be addressed in carrying out the study: 1) The survey tool itself and 2) The questions included as part of the survey.

Action Items:

- Preparation for next year's allocations
- Drafting of questions for Administrative Mechanism Survey
- A complete analysis should be conducted of services where re-allocations are done (e.g., explore services where funding is taken from and re-allocated elsewhere).

Hearing no objection the meeting was adjourned at 7:02 p.m.