



**HIV PLANNING COUNCIL
BUSINESS MEETING
Meeting Date: April 28, 2015**

MEETING MINUTES

Meeting Location: 7201 Levander Loop, Austin TX

Meeting Called to order at: 6:10 p.m.

Planning Council Members in attendance: Victor Martinez, Justin Irving, Jerry Juarez, Jessica Pierce, Charlotte Simms-Sattiewhite, Justin Smith, Aubrey Staples, Debra Washington

Planning Council Members not in attendance: Mark Erwin, Curtis Weidner and Seth Shulman

City of Austin Staff Members in attendance: John Waller, Dwight Scales, Gregory Bolds, Luze Davis and Brenda Mendiola

Number of Community Members in attendance: 3

Community Members who signed in to speak: 0

Public Communication: None

Review and Approval of Minutes:

Business meeting minutes for **March 24, 2015** were reviewed and approved.

Chair "Share":

- Victor Martinez reviewed the monthly membership and attendance report.
 - Reminded Council importance of attendance and membership (Keep track of your absences any discrepancies please let Council Member staff know)
 - Criteria for excused absences – Health Issues, Jury duty, Military Services

 - Planning Council Member Curtis Weidner has resigned due to conflict of schedule

- Meeting Time, retention and improvement – Discussed holding Business meetings at City Hall or possibly a different site
- Executive briefing:
 - Discussed the status of the Part B MOU
 - **Memorandum of Understanding (MOU)**
 - Victor Martinez provided council with an update on the status of the **MOU**. The Executive Committee is currently waiting on a response from the Administrative Agent to the edits, comments and questions submitted by executive and legal
 - Reviewed consultant report and discussed recommendations

New Member Application and Member Re-application:

- None

Ryan White Part A Administrative Agent Report: (See Exhibit A)

Gregory Bolds presented the Administrative Agent report:

- Mr. Bolds shared the written Part A & MAI Grants Administration/Management Update
- **A. Contract Status:**
 - All contracts have been executed by service providers for the initial award amount. HRSA expects to provide the final amount in May of 2015. Contracts will then be amended based on the final award amount.
- **B. Upcoming HRSA Part A Webinars:**
 - “FY 2014 and FY 2015 Reporting Requirements Submissions” The trainings will focus on updates, expectations and recent changes made to some of the reporting requirements. The training is targeted to Ryan White Grantees only.
 - Topic: Part A and MAI FY 2014 Reporting Requirements (Annual Progress Report, Expenditure Report, FFR and Carryover Request) **May 19, 2015 @2:00 pm - 3:30 pm ET**
 - Topic: Part A FY 2015 Reporting Requirements (Program Terms Report) **June 4, 2015 @ 2:00 pm – 3:30 pm ET**
- **C. Critical Health Indicators Report Released:**

- HHSD released a “Critical Health Indicators” report describing health impacts for the community, including HIV. One of the facts included in the report is that Africans Americans have disproportionately higher rates of HIV and other sexually transmitted diseases and are more likely to die from HIV than other groups.
- **II. Part A & MAI Expenditure Summaries Update:**
 - See Exhibit A Table 1 Ryan White FY 14 Part A Overall Billing Summary* March 2014 to February 2015
- **II. Part B FY 13 Part A Service Category Expenditure Summary:**
 - Service category expenditures will be presented at the next Allocation Committee meeting.
- **III. Clinical Quality Management (CQM) Program:**
 - Brenda Mendiola has accepted the position of quality Management Coordinator.
 - Brenda Spoke on Past services as well as her future goals with this new position.
 - The Clinical Quality Improvement (CQI) committee meeting was held April 9, 2015.
 - Topics included (CQI) updates, (ARIES)
 - **AidsRegionalInformationEvaluationSystems** and (RSR) Ryan White data quality, (DSHS) Standards of care and Monitoring Standards Initiative, and client eligibility documentation.
 - New Location for Oral Health Care Clinic
 - Possible new location for the substance abuse services program
 - Luze Davis will be doing training and answer questions about ARIES
 - Ruben Herrera will replace Brenda as the Grants Coordinator and start on May 4, 2015
- **IV. Client Complaints:**
 - No complaints received by Administrative Agent
 - “No client complaints” may be deceptive because some first level complaints are simply resolved before they become a formal complaint.
 - Possibly having posters made with a way to complain due to privacy issues or fear of negative implications.
 - Encourage providers to have a complaint box or a hotline
 - Possible dates are still being worked on towards “Special training dates”
- **IV. Upcoming Events:** None
- **Attachment 3: Administrative Agency Report**
- **Attachment 4: Austin/Travis County HHSD Critical Health Indicators Report Press Release**

Part B Report:

Jessica Pierce presented the Ryan White Part B Administrative Agency Report.

- **I. Part B Grants Administration/Management Update**
 - Discussed need for better Part A/B Collaboration
 - BVCOG has expanded its Part B service area. Now serving clients in the Bexar, Tarrant, Victoria, Uvalde, Wichita Falls and Abilene HSDA'S
 - Ms. Pierce provided Council with a Ryan White Part B Expenditure Summary update for Austin agencies.
 - No client complaints have been received.
- **Attachment 5: Austin Area Comprehensive Planning Council Ryan White Part B Administrative Agency Report**

Sub Committee Reports

Allocations:

Victor Martinez provided Council with briefing from the Allocations Committee meeting:

- The Allocations committee did not meet and did not have quorum
Final numbers for the grant year

Planning Council Directive to the grantee:

The Chair presented a proposed Directive regarding utilization of Minority AIDS Initiative (MAI) funds: with the objective of ensuring that MAI funds are spent as a priority. The Chair made a motion to approve this Directive. Council Member Justin Irving seconds this motion. The motion carried. Vote 9 in favor none opposed.

- **Attachment: 6 Directive 15-001**

Memorandum of Understanding (MOU)

Victor Martinez provided Council with an update on the status of the Memorandum of Understanding. The Executive Committee is currently waiting on a response from the Administrative Agent to the edits, comments and questions submitted by Executive

Comprehensive Planning

- Justin Irving provided Council with a brief overview of the previous Comprehensive Planning Committee meeting:
 - Discussed strategies for achieving Comprehensive Planning Committee goals and objectives
 - Reviewed Case Management Standards of Care (new standards approved for Part B)
 - Discussed plan going forward for review of Standards of Care for remaining service categories and assignments for review of documents in order to prepare for Committee discussion
 - Prioritize drafting new Comprehensive plan

Needs Assessment

- Justin Smith provided Council with a brief overview of the previous Needs Assessment Committee meeting:
 - Reviewed and discussed Client Satisfaction Survey
 - Discussed need and objectives for establishing a Consumer Workgroup
 - Discussed Pre-exposure prophylaxis, (PREP) support, rates, goals and FAQ's

Staff Report

- John Waller introduced HHSD admin staff member Dwight Scales
- Reported on DSHS meeting for Coordinating Parts of Ryan White
 - DSHS provided HIV/AIDS Treatment cascade updates
 - Planner breakout session Provided insight into DSHS guidance for the new Comprehensive plans due September 2016
 - Discussed Affordable Care Act Impact, including strategy for enforcing “Payer of Last Resort” policy and federal income tax penalty Implications.

Community Announcements: None

Adjourn

Hearing no objection, the meeting was adjourned at 7:50 p.m.