HIV PLANNING COUNCIL
BUSINESS MEETING
Meeting Date: May 26, 2015

MEETING MINUTES

Meeting Location: 7201 Levander Loop, Austin TX

Meeting Called to order at: 6:00 p.m.

Planning Council Members in attendance: Victor Martinez, Justin Irving, Jerry Juarez, Mark Erwin, Charlotte Simms-Sattiewhite, Justin Smith, Aubrey Staples,

Planning Council Members not in attendance: Debra Washington, Jessica Pierce

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

Number of Community Members in attendance: 6

Community Members who signed in to speak: 1

Public Communication:

- Edgar Gierbolini (The Care Communities)
  - Mr. Gierbolini provided information about "The Care Communities" organization
  - The Care Communities creates a volunteer family to help those confronting HIV/AIDS or cancer alone.
  - Care Teams and one-on-one volunteers work together to help with non-medical daily tasks offering companionship and emotional support to our neighbors who need it most.
  - Care Teams is seeking $45,000 for funds that will cover a program coordinator position and funds for one year.

Review and Approval of Minutes:
Business meeting minutes for **May 26, 2015** were reviewed and approved.

Chair "Share":

- Dr. 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

- The Chair reminded the committee we are down to 11 members and we need to be actively networking, recruiting and referring possibly new members.

- Executive briefing:
  - Discussed the status of the Part B MOU

Memorandum of Understanding (MOU):

- Dr. Martinez provided council with an update on the status of the MOU.
- The Executive Committee reviewed the consultant report and discussed outstanding recommendations.

New Member Application and Member Re-application:

- None

Ryan White Part A Administrative Agent Report:

Gregory Bolds presented the Administrative Agent report:

- Mr. Bolds shared the written Part A & MAI Grants Administration/Management Update
- Contract Status:
  - HRSA provided the final award amount of $900,284.00 which is a little bit over ($2000) above the amount last year. As a part of the process the contracts will then be amended based on the final award amount. The AA will be working with providers to get funds into contracts over the next couple of months.
  - Mr. Bolds indicated some other Texas TGA/EMA received a larger percentage increase.
- Upcoming HRSA Part A Webinars:
  - "Veterans Choice Program" (**VCP**) allows veterans greater flexibility in choosing health care providers. If your practice is not already serving this population, it would provide a new opportunity to do so. A reimbursement system has been established for providers who elect to serve veterans covered by the new program.
  - The Health Resources and Services Administration will be hosting a webcast for all grantees on the VCP on June 1st, form 3:00-4:00 pm Eastern.

- Austin TGA Roles and Responsibilities Technical Assistance Report:
  - Mr. Bolds reviewed the consultant's report with eleven recommendations

- Mr. Bolds reviewed the Part A & MAI Expenditure Summaries report
- Clinical Quality Management (CQM) Program:
    - Brenda Mendiola informed the council on the next Clinical Quality Improvement committee meeting will be held June 11th, 2015 at David Powell Clinic. Topics will include service provider CQI updates, ARIES and Ryan White Services Report (RSR) data quality, process and timeline for local approval of Texas Department of State Services (DSHS) Standards of care, Client Eligibility Policy Clarification Notice and related forms, Modified Adjusted Gross Income (MAGI) issues, and other items suggested by providers.
    - Ms. Mendiola discussed a training session available on May 28th, 2015 being held by the Affordable Care Act (ACA) for providers will be sponsors by HRAU.
    - ARIES Data Manager will provide a detailed FY 2104 utilization data for use by Planning Council Committees in their priority-setting and resource allocation process (PSRA).
- Client Complaints
    - No complaints received by Administrative Agent
    - Gregg Bolds is going to continue the discussion with providers to see if there are any gaps we can "tighten up" in the process.

Part B Report:

Due to Jessica Pierce absence committee chair Victor Martinez presented the Ryan White Part B Administrative Agency Report.

- Discussed need for better Part A/B Collaboration
- No client complaints have been received.

Planning Council Directive to the grantee:

Dr. Martinez 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 seconded this motion. The motion carried. Vote 9 in favor none opposed.

Memorandum of Understanding (MOU)

Dr. Martinez brought forth a motion from the Executive Committee to approve the Memorandum of Understanding as written. The motion to approve the MOU carried. Vote 9 in favor none opposed.

Sub Committee Reports

Allocations:

The Allocations committee did not meet due to lack of quorum

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
    - Developed an outline for the Proposed Standards of Care Review and Approval Process Timeline

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
    - The chair informed the committee the priority setting needs to be finished by June so they can incorporate it to the grant application that is due in September

Staff Report

- John Waller provided an update on the HIVPC resource guide
- Dwight Scales talked about Social media Updates

Community Announcements:

- Vanessa Sarria introduced herself (Policy Initiative & Advancement Director)
- Council Member Justin Irving Suggested having the Executive Planning Council Meeting at the Mayor's Office

Adjourn

Hearing no objection, the meeting was adjourned at 6:51 p.m.