



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

MEETING MINUTES

Meeting Location: City Hall 301 W 2ND ST Austin, Texas 78701 Room 1029

Meeting Called to order at: 6:11 p.m.

Planning Council Members in attendance: Victor Martinez, Justin Irving, Jerry Juarez, Mark Erwin, Glenn Crawford, Seth Shulman, Debra Washington, Charlotte Simms-Sattiewhite

Planning Council Members not in attendance: Justin Smith and 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:

Paul Scott voiced several concerns regarding meeting notification (1) The meeting notice attached to the email was not the final notice posted to B&C website, (2) agenda items should be more descriptive and (3) that documents to be discussed be posted to the B&C website in advance of the meeting.

Review and Approval of Minutes:

Business meeting minutes for [June 23, 2015](#) were reviewed and not approved because the minutes did not reflect the vote on Standards of Care.

Chair "Share":

- Dr. Martinez reviewed the monthly membership and attendance report.
 - Reminded Council importance of attendance and membership. Reminded Council to inform staff of absences in advance, to keep track of your absences and inform staff of any discrepancies
 - Criteria for excused absences – Health Issues, Jury duty, Military Services
 - The Chair reminded Council of the need to be actively networking, recruiting and referring possibly new members.

- Executive briefing:
 - Discussed the status of the revisions to Bylaws. Discussed proposed modifications to policy for excused absences.

New Member Application and Member Re-application:

- Planning Council member Justin Smith's re-application was reviewed and a motion to approve carried: 9 in favor, none opposed.

Ryan White Part A Administrative Agent Report:

Gregory Bolds presented the Administrative Agent report:

- Discussed upcoming HRSA Part A Webinars
- Discussed Austin TGA Roles and Responsibilities Technical Assistance Report
- Mr. Bolds reviewed the Part A & MAI Expenditure Summaries report
- Client Complaints - No complaints received by Administrative Agent

Quality Management:

- Brenda Mendiola gave a update on clinical quality management activities

Part B Report:

Dr. Martinez reviewed the Ryan White Part B Administrative Agency Report

- It was noted that APA expenditures are over expended by 129%. Staff was requested to follow up with Ms. Pierce to determine why.
- Discussed A/B Collaboration
- No client complaints have been received.

Priority Setting and Resource Allocation:

John Waller presented the PSRA process and recommendations of the Needs Assessment Committee:

- Reviewed the methodology and PSRA tool
- Explained the PSRA process used by the Committee
- Presented the proposed rankings and reviewed scores
- Informed Council that the Committee made a unanimous motion to Council to approve the PSRA rankings
- The Chair called for a vote: 9 in favor and none opposed. PSRA rankings approved.

ACA Directives

John Waller discussed the technical assistance provided by HRSA on compliance with ACA directive and specifically the Insurance Continuation service category.

HRSA Demographic Data Request:

Dr. Martinez provided background on the request from HRSA to obtain additional demographic information regarding reflectiveness (how closely Council members reflect the community). The Council engaged in discussion regarding the request and concerns relative to confidential and personal information. Following discussion staff provided each member with a supplemental survey with each member completed and which was placed in an envelope to maintain anonymity.

Sub Committee Reports

Allocations:

- Dr. Martinez reported that Allocations Committee reviewed the most recent expenditure report
- Dr. Martinez indicated that Allocations is engaged in allocations process for next grant application. Dr. Martinez noted that the delay in the grant application due date gives the Committee more time.

Comprehensive Planning

Justin Irving reported that the Committee did not meet due to quorum. Mr. Irving discussed the process the Committee is engaged in to complete review of the Standards of Care.

Staff Report

- John Waller provided update on ARIES reports
- John Waller and Dwight Scales provided an update on status of Social media (Facebook page) development. The HHSD Director requested that staff meet with Prevention to determine if the existing Prevention Facebook page could be used in lieu of a separate page. It was determined that leveraging the Prevention page was not viable.

Community Announcements: None

Adjourn

Hearing no objection, the meeting was adjourned at 7:48 p.m.