

**Austin Area Comprehensive HIV Planning Council
Business Committee Meeting Minutes
October 27, 2015**

Charge: Ensures the orderly and integrated and progression of work of the committees of the Ryan White Planning Council. Plans future activities.

MEMBERS PRESENT

Justin Smith	AACHPC Vice-Chair, Needs Assessment Committee Chair
Justin Irving	AACHPC, Comprehensive Plan Committee Chair
Mark Erwin	AACHPC, Comprehensive Plan Committee
Aubrey Staples	AACHPC, Comprehensive Plan Committee
Leah P. Graham	AACHPC, Comprehensive Plan Committee
Jessica Pierce	AACHPC, Allocations Committee
Charlotte Simms	AACHPC, Allocations Committee
Glenn Crawford	AACHPC, Needs Assessment Committee
Debra Washington	AACHPC, Needs Assessment Committee

MEMBERS ABSENT

Chair, Dr. Victor Martinez

AACHPC STAFF PRESENT

Crystal Flores, Program Manager
John Waller, Planner
Dwight Scales, Admin

ADMINISTRATIVE AGENT STAFF PRESENT

Gregg Bolds	Manager HIV Resources Administration Unit
Brenda Mendiola	Quality Management Coordinator HIV Resources Administration Unit

OTHERS PRESENT

Paul Scott
Emma Sinnott
Emily Johnson
Shabaura Perryman

I. Call to Order: AACHPC Vice-Chair, Justin Smith at 6:14pm

II. Certification of Quorum: Quorum was established and certified by Vice-Chair, Justin Smith

III. Introductions/Announcements:

- Paul Scott reminded the council about the upcoming AIDS Walk on November 8th, 2015
- Emma Sinnott addressed the Allocations of Carry-over of Part A for Service Category Aids Pharmaceutical assistance - Local
- Shabaura Perryman spoke and extended her assistance and services to the Austin Area on behalf of Bristol-Myers Squibb
- Committee member Aubrey Staples reminded the council it has a walk group for the upcoming AIDS Walk and encouraged all members to participate

IV. Approval of September 22, 2015 Minutes: The minutes were reviewed and approved as submitted. Vice-Chair, Justin Smith noted to include the revised August Minutes on the next meeting agenda

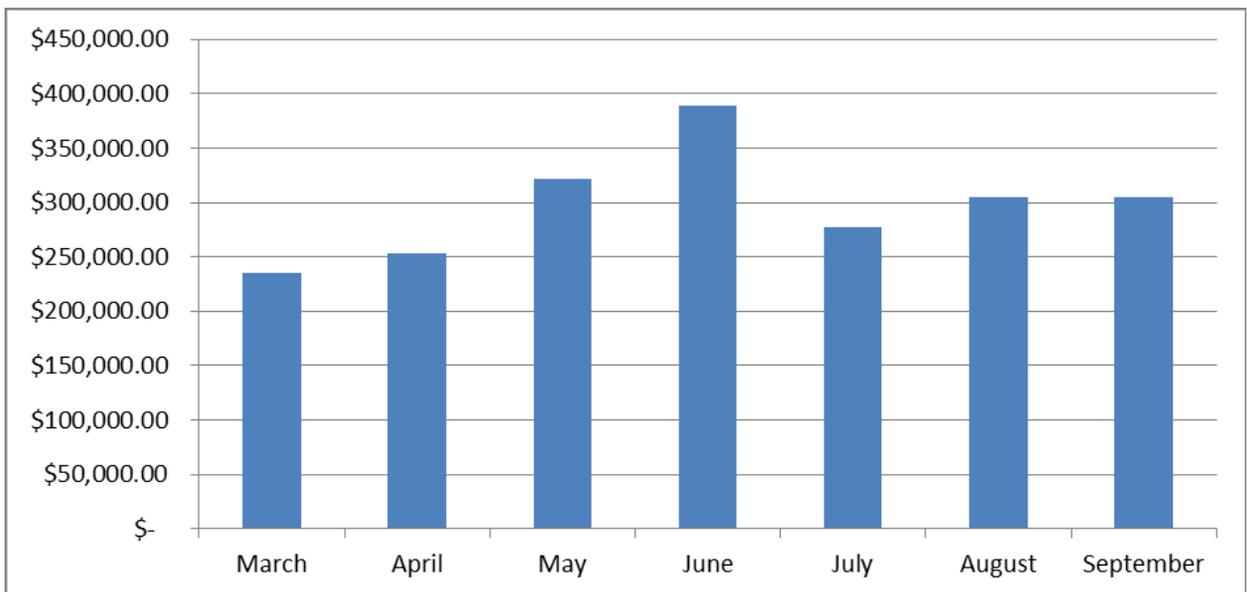
V. Review of the Administrative Agent Report

Part A: Gregg Bolds discussed the upcoming grant application and that staff is currently working to submit it

- Mr. Bolds reviewed the Ryan White FY15 Part A Expenditure Summary (March 2015 to February 2016)

The FY15 Part A overall expenditure estimates are shown below. Fifty eight (58%) of the year has expired and approximately fifty four percent (54%) of funds have been billed through **September of 2015**. Table 1 below shows the overall expenditure summary.

CATEGORY	Budgeted Amount	Expended Amount	Percent Expended
DIRECT SERVICES	\$3,816,291	\$2,084,224	55%
ADMINISTRATION (Including Planning Council Support)	\$448,975	\$ 225,121	50%
Quality Management	\$224,487	\$ 100,387	45%
TOTAL	\$4,489,753	\$2,409,732	54%



- Brenda Mendiola, Quality management coordinator discussed updates on clinical quality management activities and upcoming HRSA PART A webinars
- Client Complaints- No complaints have been received

Part B: Jessica Pierce reviewed the Ryan White Part B Administrative Agency Report

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Service Category	Allocation
<i>Health Insurance</i>	\$49,571
<i>Oral Health</i>	\$69,303
<i>OAMC</i>	\$435,765
<i>APA</i>	\$67,624
<i>EFA</i>	\$580
<i>Transportation</i>	\$3,200
<i>Mental Health</i>	\$41,221
Total	\$667,264

- Client Complaints- No Complaints have been received

VI. Sub-Committee Reports :

➤ **Executive Committee:**

Vice-Chair, Justin Smith reminded Council of the need to be actively networking, recruiting and referring possible new members. He discussed the current vacancy of the Secretary position as well as talked about membership and working with staff on an action plan for future recruitment. Vice-Chair, Justin Smith spoke on making active initiatives with minutes to try and see if meeting agendas can be sent out earlier to help with community participation. He reminded the council that the executive committee is actively still investigating different meeting locations and times to try and eliminate barriers for the community coming to the meetings.

- John Waller discussed the status of the current proposed grievance procedures and provided updates working with the law department on draft edits.
- Crystal Flores informed the planning council that they will have a booth for the upcoming AIDS Walk program. Crystal Flores will provide updated information on logistics as soon as she receives them.

➤ **Comprehensive Planning Committee:**

The Committee Chair Justin Irving discussed the committee's approval of and recommended passage of:

- Justin Irving motioned to accept the Mental Health Services standards of care with edits: **Motion Carried 8 to 0 1 member Conflicted**
 - Justin Irving motioned to supplant this motion with a motion to table these standards and send them back to committee Substance Abuse Service- Residential standards of care **Motion seconded by Mark Erwin, Motion Carried**
 - Justin Irving motioned to accept the Psychosocial Support Services standards of care with edits: **Motion Carried 9 to 0**
- **Needs Assessment Committee:** The Needs Assessment Chair Justin Smith discussed:
- Future roles and responsibilities of the committee in regards to working with Part B to collaborate
 - Discussed plans for Comprehensive Needs Assessment.
- **Allocations Committee:**
Allocations Committee member Jessica Pierce discussed the FY 2015 Part A/MAI Carryover Reallocation Plan.
- Vice-Chair, Justin Smith motioned to accept this plan.
Motion Carried 7 to 0 2 member(s) Conflicted

FY 2015 Part A/MAI Carryover Reallocation Plan

Part A and MAI Service Categories	Original Allocation	PC Approved Carryover	Proposed Carryover	Adjusted Allocation	Conflicted Members
RW Part A funds	\$ 4,489,753			\$ 4,662,538	
Core Services	3,016,202	152,300	172,785	3,188,987	
Medical Case Management Incl. Treatment Adherence	\$ 224,046		\$ -	\$ 224,046	AS, LG
Medical Case Management MAI	\$ 70,609	\$ 10,000	\$ -	\$ 70,609	
Health Insurance Premium Assistance	\$ 194,677		\$ 42,300	\$ 236,977	AS
Health Insurance Premium Assistance-MAI	\$ -		\$ 30,485	\$ 30,485	AS
Outpatient & Ambulatory Health Services	\$ 1,156,294		\$ -	\$ 1,156,294	
ADAP	\$ 1		\$ -	\$ 1	
AIDS Pharmaceutical Assistance - Local	\$ 375,788	\$ 142,300	\$ 100,000	\$ 475,788	
Mental Health Services	\$ 207,146		\$ -	\$ 207,146	
Oral Health Care	\$ 474,647		\$ -	\$ 474,647	AS
Substance Abuse Outpatient Services	\$ 130,851		\$ -	\$ 130,851	
Hospice Services	\$ 112,273		\$ -	\$ 112,273	
Medical Nutrition Therapy	\$ 69,870		\$ -	\$ 69,870	AS
Support Services	\$ 800,089	\$ 20,485	\$ -	\$ 800,089	

Medical Transportation Services	\$ 27,826		\$ -	\$ 27,826	
Case Management Non-Medical	\$ 296,679		\$ -	\$ 296,679	AS, LG
Case Management Non-Medical MAI	\$ 150,308	\$ 20,485	\$ -	\$ 150,308	AS, LG
Substance Abuse Residential	\$ 114,788		\$ -	\$ 114,788	
Outreach Services	\$ 67,202		\$ -	\$ 67,202	AS
Outreach Services MAI	\$ 38,010		\$ -	\$ 38,010	AS
Psychosocial Support	\$ 36,498		\$ -	\$ 36,498	
Food Bank / Home Delivered Meals	\$ 68,778		\$ -	\$ 68,778	AS
Total Subcontracted	\$ 3,816,291	\$ 172,785	\$ 172,785	\$ 3,989,076	
Administration	\$ 673,462			\$ 673,462	
Admin Part A & MAI	\$ 448,975			\$ 448,975	
QM Part A & MAI	\$ 224,487			\$ 224,487	
Total	\$ 4,489,753			\$ 4,662,538	

Conflicted Members: Aubrey Staples (AS) & Leah Graham (LG)

VII. Meeting Adjourned at 7:40pm

Draft Submitted by:

Dwight Scales, AACHPC Admin

Date

Draft Certified by:

Crystal Flores, AACHPC Program Manager

Date

Final Approval by:

Dr. Victor Martinez, AACHPC Chair
Justin Smith, AACHPC Vice-Chair

Date

NEXT SCHEDULED MEETING
Tuesday, December 1, 2015 @ 6:00 p.m.