

**Austin Area Comprehensive HIV Planning Council  
Allocations Committee Meeting Minutes  
January 20, 2016**

**MEMBERS PRESENT**

Dr. Victor Martinez, AACHPC Chair

Jessica Pierce, AACHPC Committee member

**MEMBERS ABSENT**

Charlotte Simms, AACHPC Committee member

**AACHPC STAFF PRESENT**

Crystal Flores, Program Manager

Dwight Scales, Admin

**ADMINISTRATIVE AGENT STAFF PRESENT**

Gregg Bolds

Manager HIV Resources Administration Unit

Ruben Herrera

Grants Coordinator HIV Resources Administration Unit

**OTHERS PRESENT**

Emily Johnston

Charles Loosen

**I. Call to Order:** AACHPC Chair, Dr. Martinez at 6:07pm

**II. Certification of Quorum:** Quorum was established and certified by Chairperson Dr. Martinez

**Introductions/Announcements:** Emily Johnston, Care Program, reported funds were running out for two Service Categories:

➤ Substance Use Residential

Current billings will put the total cost of services at \$116,824.64, which will actually put us over the balance and in need of additional funding in order for b complete treatment for two consumers.

\$2036.64 = is what they need for both consumers to complete treatment  
We also have another consumer requesting to go in to treatment, and one other possibility.

➤ Substance Use Outpatient

Mrs. Johnston stated they are currently at 95% expended as of the end of December. They do not have enough funding left to make it through the end of the grant year and also are in need of a reallocation of funds for this category.

**III. Approval of October 20, 2015 Minutes:** *The minutes were reviewed and approved as*

*submitted. Motion was made by AACHPC Chair, Dr. Martinez Motion seconded by Jessica Pierce, AACHPC Committee member.*

**IV. Review of Administrative Agent Expenditure Report**

Gregg Bolds reviewed the Ryan White Part A expenditure report. Discussed the current variances:

**MONTHLY EXPENDITURE VARIANCE REPORT BY HIV SERVICE CATEGORY**  
**for Categories that have Expenditure Variance of More than 10%**

Expenditure variance as of: November 30, 2015  
Percent of year lapsed: 75%

How expenditure variance is calculated: The service category expenditure year-to-date is compared to the contract term lapsed percentage. For example, if 50% of the contract term has lapsed, the YTD service category expenditure should be at 40%-60%. Service categories that do not have a variance of more than 10% are indicated as "Within Variance."

Note: Explanations and Projections shown below were provided by HIV services agencies in their Monthly Expenditure Variance Reports.

Core Medical Services	%	Explanation
Medical Case Management – not MAI	Within Variance	
Medical Case Management – MAI	<b>99%</b>	MAI – MCM provider has experienced higher than normal demand for these services and is also focusing on fully expending its MAI funds, in accordance with the related A.A. and HIVPC guidance
Outpatient/Ambulatory Medical Care	Within Variance	
AIDS Pharmaceutical Assistance – local	<b>105%</b>	Billing was still inflated due to a delay in receiving the second half of Part C award which inhibited provider from being able to assign costs to the grant earlier in the year. Provider anticipates to level out by end of grant cycle.
Health Insurance Premium & Cost Sharing Assistance	<b>37%</b>	Provider arranges to spend down various funding sources so that those expiring first are spent first. All HIPCSA expenditures were assigned to Part B through August, and Part A share will be phased in during the coming months. Service Provider expects to fully expend funds.
Mental Health Services	Within Variance	
Substance Abuse Services – outpatient	Within Variance	
Oral Health Care	Within Variance	
AIDS Drug Assistance Program (ADAP)	Within Variance	
Hospice Services	Within Variance	
Medical Nutrition Therapy	Within	

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Ruben Herrera, Grants Coordinator, Presented the council with information on certain services categories:

Medical Case Management – MAI  
AIDS Pharmaceutical Assistance – local

Health Insurance Premium & Cost Sharing Assistance

**V. Action Items for next meeting and Next Steps**

- Next meeting the Administrative agent will provide a report on the current ACA enrollment. The AA was directed by the project officer to use another service category (Emergency Financial Assistance) for the amount of funds being utilized for short term medication coverage currently being covered by LPAP.
- Crystal Flores, Program Manager asked for an estimated \$ or % amount of LPAP funds that are used for short term medication assistance, so that support staff can send this information out prior to the next Allocation Committee meeting and put FY2016 Allocation Plan revision as an action item.

**VI. Meeting Adjourned at 6:30pm**

Draft Submitted by:

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Dwight Scales, AACHPC Admin

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Date

Draft Certified by:

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Crystal Flores, AACHPC Program Manager

\_\_\_\_\_  
Date

Final Approval by:

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

\_\_\_\_\_  
Date

NEXT SCHEDULED MEETING  
TBA