

**Austin Area Comprehensive HIV Planning Council
Business Committee Meeting Minutes
January 26th, 2016**

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

MEMBERS PRESENT

Chair, Dr. Victor Martinez	AACHPC Chair, Allocations Committee Chair
Justin Smith	AACHPC Vice-Chair, Needs Assessment Committee Chair
Justin Irving	AACHPC, Comprehensive Plan Committee Chair
Jessica Pierce	AACHPC, Allocations Committee
Glenn Crawford	AACHPC, Needs Assessment Committee

MEMBERS ABSENT

Charlotte Simms	AACHPC, Allocations Committee
Aubrey Staples	AACHPC, Comprehensive Plan Committee
Mark Erwin	AACHPC, Comprehensive Plan Committee

AACHPC STAFF PRESENT

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

ADMINISTRATIVE AGENT STAFF PRESENT

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

OTHERS PRESENT

Emma Sinnott	Community Care
Andrew Knox	Aids Services of Austin

I. Call to Order: AACHPC Chair, Dr. Victor Martinez at 6:10 pm

II. Certification of Quorum:

Quorum was established and certified by Chair, Dr. Victor Martinez

III. Introductions/Announcements: Nicole Evans. Introduced herself as the Program Manager, Austin HIV Prevention Program Manager

IV. Approval of December 15, 2015 Minutes: The minutes were reviewed and approved with the following changes.

V. Review of the Administrative Agent Report

Part A: Gregg Bolds, Administrative Agent Manager, informed the committee about the latest correspondence received from HRSA. Part A will receive 80% of the FY2016 Award (2.5 million of the 4.2). The correspondence indicates they will receive it sometime in early February. The (AA) has started to divide the money up into different categories. Notices will be going out to providers in the next coming weeks to explain the amount they will be receiving.

II: Clinical Quality Management Activities: Brenda stated that she will provide a report of the client satisfactory survey at the next meeting. She will also share the HIA provider’s implementation schedule/timeline.

I. PART A & MAI GRANTS ADMINISTRATION/ MANAGEMENT UPDATE

A. FY2016 NOTICE OF AWARD UPDATE

The AA received correspondence from HRSA regarding the FY16 NOA stating that partial notice of awards are due to be released by early February. These awards will be approximately 80 percent of a recipient’s FY 2015 Formula and Minority AIDS Initiatives Awards.

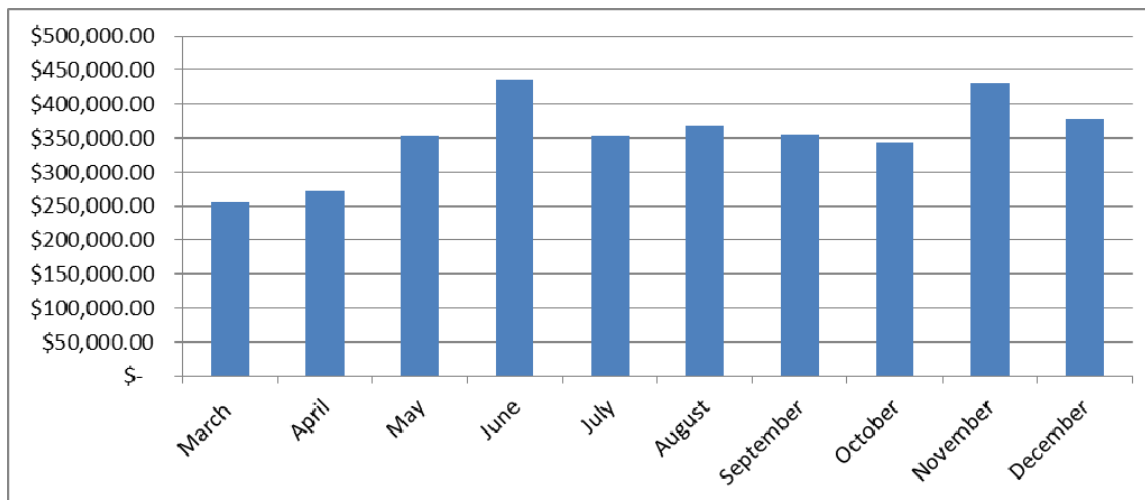
B. Ryan White FY15 Part A Overall Expenditure Summary (March 2015 to February 2016)

The FY15 Part A overall expenditure estimates are shown below. Eighty three percent (83%) of the year has expired and approximately seventy nine percent (79%) of funds have been billed through **December of 2015**. Table 1 below shows the overall expenditure summary.

Monthly service category expenditures are provided to the Allocation Committee.

CATEGORY	Budgeted Amount	Expended Amount	Percent Expended
DIRECT SERVICES	\$3,816,291	\$3,030,502	79%
ADMINISTRATION (Including Planning Council Support)	\$448,975	\$ 362,845	81%
Quality Management	\$224,487	\$ 151,982	68%
TOTAL	\$4,489,753	\$3,545,329	79%

Total Monthly Billing Summary



- Received Part A provider input on Texas Department of State Health Services (DSHS) OAMC Standards of Care (SOC), Substance Abuse Services-residential SOC, and Outreach

Services SOC, which are scheduled for review and approval by full Planning Council on January 26.

- TGA-wide Client Satisfaction Survey collection ends this month. Survey data will be entered into a database for analysis and production of reports for use by the AA, Planning Council, and provider agencies.
- Case Manager training on client assessment has been requested; exploring possible trainer from School of Social Work at Texas State University.
- CQI Committee Meeting will be held February 11. Topics include: service provider CQI updates, Client Satisfaction Survey process, Client Grievance reporting, RSRs and other data quality issues, update on Health Insurance Assistance program, priority systems improvement projects, and training/technical assistance needs for FY 2016.
- Development of Health Insurance Assistance (HIA) Policy; work with HIA provider to implement new program that meets Planning Council's HIA Directive.
- Review and update of service category performance measures in preparation for RFA
- Individual meetings with providers are being scheduled for January-February to discuss Quality Management issues.
- QM Coordinator participating in four-part RW Quality Management interactive webinar presented by the Texas Department of State Health Services CQM Nurse Consultant
- QM Coordinator will be attending the National Quality Center's Training of Quality Leaders Program (TQL) being held in Dallas, TX from March 15-17.
- RSR assistance being provided to Part A agencies and HRAU by the RW Part B Administrative Agency's Data Manager. Four of 8 Part A providers also receive Part B funding.

III. CLIENT COMPLAINTS

None

IV. HRSA/HAB/DSHS NEWS AND EVENTS

1. An important webcast will take place on **Thursday, February 4, 2016 at 1:30pm EST**. The webcast will provide and update on *Policy Clarification Notice 16-02 Ryan White HIV/AIDS Program Services: Eligible Individuals and Allowable Uses of Funds*, (See Attachment 1) the HAB recipient webcast that was scheduled for **1pm on January 25, 2016** but was been rescheduled due to weather conditions in the DC area.
2. HRSA/HAB's Division of Metropolitan HIV/AIDS Programs (DMHAP) is launching the Ryan White HIV/AIDS Program Part A "**Care Continuum Learning Collaborative (CCLC)**" to provide technical assistance to Ryan White Part A recipients and jurisdictions across the country.
The purpose of the CCLC is to:
 - a) Affect positive outcomes along the HIV care continuum by providing guidance and TA to Part A jurisdictions using a collaborative learning approach and rapid improvement principles and practices;

- b) Apply data-driven, evidence-based and evidence-informed strategies for improving population-level HIV outcomes across Part A jurisdictions and their systems of care; and
 - c) Scale-up interventions to improve HIV outcomes by stimulating action across jurisdictions and among many partners.
3. HRSA announces the 2016 National Ryan White Conference on HIV Care and Treatment is scheduled for **August 23rd – 26th, 2016** at the Marriott Marquis Hotel in Washington, DC. The theme of the conference is “Forward Momentum: **Accelerating Access. Optimizing Care. Transforming Public Health.**” In preparation for the conference, HRSA is distributing a brief, voluntary information gathering tool to assess interest in specific session content areas. Please take a moment to respond to this 10-question tool and share your organization’s conference session priorities; the due date for this input is COB, Monday February 8. The link for the info gathering tool is <https://www.surveymonkey.com/r/DX58LXC>

VI. Part B

Jessica Pierce discussed both expenditure reports for part B

1. Part B Grants Administration/Management Update

- Jessica informed the council about better Part A/B Collaboration in the future.

2. Part B Expenditure Summary Update

The FY16 Part B expenditure summary is shown in Table 1 below. Fifty-seven (57%) percent of the year has expired; however, forty-one (41%) percent of funds have been through December 2015.

**Table 1: Ryan White FY 16 Part B Billing Summary
December 2015**

CATEGORY	Budgeted Amount	Expended Amount	Percent Expended
Service Delivery	\$1,986,809.62	\$ 806,419.62	40.58%

3. Ryan White Part B Expenditure Summary Update (Austin Agencies Only)

Service Category	Allocation	Expended	UDC	UOS
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<i>Health Insurance</i>	\$59,056	\$6,134.88 (10%)	10	22
<i>Oral Health</i>	\$69,303	\$30,231.30 (44%)	72	94
<i>OAMC</i>	\$475,142.50	\$183,504.59 (39%)	292	645
<i>EFA</i>	\$580	\$172.08 (30%)	5	9
<i>APA</i>	\$67,624.50	\$25,087.52 (37%)	271	716
<i>Transportation</i>	\$3,200	\$425 (13%)	24	42
<i>Mental Health</i>	\$41,221	\$24,157.20 (59%)	3	12

- Jessica Pierce explained variances for these categories:
 - Health Insurance – provider is currently using our funding (they are using Part A funding)
 - Oral Health- trying to fill a current vacancy and thus can't spend the money at this time
 - OAMC- contracts weren't not executed until November (Billing is lagging)

4. Client Complaints • No complaints have been received.

VII. Bylaws with grievance procedures addendum

- Chair, Victor Martinez, reviewed and discussed the updated Bylaws with new addendums that were approved by the Executive Committee. The Planning Council voted to except these Bylaws to go to the Mayor for his concurrence.

Vote : 5 to 0 Motion Carries

VIII. Committee Reports:

➤ **Executive Committee:**

Chair, reminded Council of the need to be actively networking, recruiting and referring possible new members. He informed the Planning Council of the loss of one AACHPC member due to too many absences. The committee also had a member resign. He also announced that the Executive Committee will be interviewing a potential member in February

- Potential new members

➤ **Comprehensive Planning Committee:**

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

- **Outreach Services standards of care**

Vote: 5 to 0 Motion Carried

- **Substance Abuse Services-residential standards of care :**
 - *Vice- Chair Justin Smith made a motion to amend (Page 11 –Discharge Planning last bullet) Comprehensive Chair Justin Irving Seconded*
 - *Committee member Jessica Pierce made a motion (page 13 – amend add a link to CARF standards) Comprehensive Chair Justin Smith Seconded*

Vote: 5 to 0 Motion Carried
- **Outpatient/ Ambulatory Medical care standards of care**

Vote: 5 to 0 Motion Carried

Chair Justin Smith reported that they have a plan in place for the schedule of the Comprehensive Plan. John Waller, Planner and Comprehensive Planning Chair, Justin Smith reviewed and discussed data needs.

- **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 and reviewed Priority Setting Tools and the potential for priority setting and allocation committees to join together for when the PRSA process starts
 - Recruitment activities
- **Allocations Committee:**

Allocations Committee Chair, Victor Martinez reviewed and discussed:

 - HRSA updates: Aids Pharmaceutical Assistance Local Service Category
 - Provider requesting funds for services in certain service categories, but explained the AA has the permission to move around funds in response to the need in the community

IX. HIV Planning Council Staff Report :

- Crystal Flores, Program Manager, reviewed and discussed updates on the contracting facilitator for the Comprehensive Plan. She will be collaborating with the AA to figure out budget wise to move forward with paying for a facilitator. She will provide and update as things progress.
- Recruitment Letter for ex-Planning Council members to re-join the council
- Upcoming Community events that PC can recruit
- HRSA mandated forms Membership Information forms update
- Social Media and Facebook

X. Meeting Adjourned at 7:25pm

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 February 1st,
City Hall Room 1027
301. West 2nd Street
Austin, Texas 78701