

**Austin Area Comprehensive HIV Planning Council  
Business Committee Meeting Minutes  
February 23, 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 |
| Jessica Pierce             | AACHPC, Allocations Committee                       |
| Glenn Crawford             | AACHPC, Needs Assessment Committee                  |
| Mark Erwin                 | AACHPC, Comprehensive Plan Committee                |

**MEMBERS ABSENT**

|                 |  |
|-----------------|--|
| Charlotte Simms | AACHPC, Allocations Committee              |
| Justin Irving   | AACHPC, Comprehensive Plan Committee Chair |

**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**

None

**I. Call to Order:** AACHPC Chair, Dr. Victor Martinez at 6:14 pm

**II. Certification of Quorum:**

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

**III. Introductions/Announcements:**

**IV. Approval of January 23rd, 2016 Minutes:** The minutes were reviewed and approved with the following changes.

**V. Review of the Administrative Agent Report**

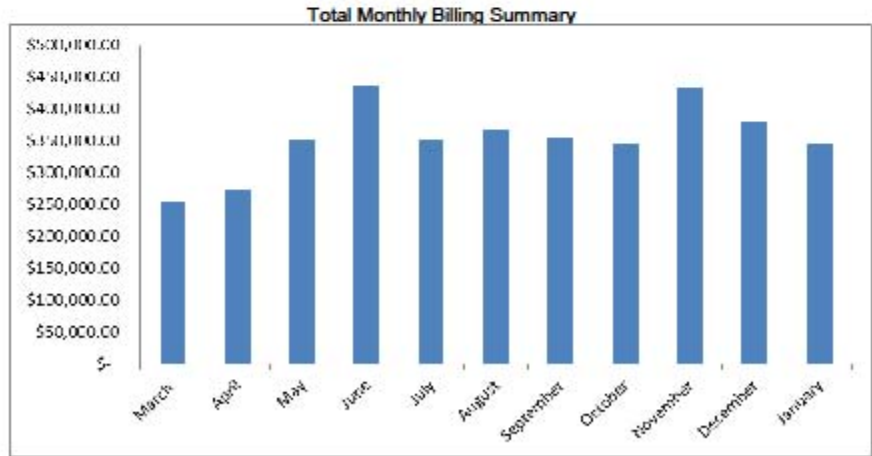
**Part A:** Gregg Bolds, Administrative Agent Manager, informed the committee about the latest correspondence received from HRSA.

**Administrative Agency Report  
Submitted to the  
Austin Area Comprehensive HIV Planning Council  
February 23, 2016**

**I. PART A & MAI GRANTS ADMINISTRATION/ MANAGEMENT UPDATE**

- A. PROPOSED CHANGES SERVICE CATEGORY DEFINITIONS DISCUSSION(Policy Clarification Notice 16-02)**
- B. PART A GRANT SELECTED FOR SINGLE AUDIT**  
The City's Single Audit Firm, Deloitte, has selected the Ryan White Part A Grant for testing. The HRAU team will be working with the auditors over the next few months.
- C. Ryan White FY15 Part A Overall Expenditure Summary (March 2015 to February 2016)**  
The FY15 Part A overall expenditure estimates are shown below. Ninety two percent (92%) of the year has expired and approximately eighty seven percent (87%) of funds have been billed through January of 2016. 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        | \$3,365,178        | 88%              |
| ADMINISTRATION<br>(Including Planning Council Support) | \$448,975          | \$ 382,473         | 87%              |
| Quality Management                                     | \$224,487          | \$ 168,427         | 75%              |
| <b>TOTAL</b>   | <b>\$4,489,753</b> | <b>\$3,926,078</b> | <b>87%</b>       |



**II: Clinical Quality Management Activities:**

Brenda Mendiola, Quality Management Coordinator, reviewed and discussed with the committee:

- Case Manager training on client assessment requested by service providers
- Current Standards of Care Updates
- Results from the CQI Committee meeting
- Development of Health Insurance assistance (HIA) Policy
- Upcoming National Quality Center’s Training on Quality Leaders Program
- Ryan White Services Report
- 

**HRSA/HAB/DSHS News and upcoming events:**

- 340B Program Recertification
- Innovative Contest on Hepatitis B and C Testing
- Registration email for March 10<sup>th</sup> Integrated HIV Epi Profile Webinar

**VI. Review of the Administrative Agent Report Part B**

Jessica Pierce discussed both expenditure reports for part B

**I. Part B Grants Administration/Management Update**

- Part A/B Collaboration

**II. Part B Expenditure Summary Update**

The FY16 Part B expenditure summary is shown in Table 1 below. Seventy-one (71%) percent of the year has expired; however, fifty-four (54%) percent of funds have been through January 2016.

**Table 1: Ryan White FY 16 Part B Billing Summary  
January 2016**

| <b>CATEGORY</b>         | <b>Budgeted Amount</b> | <b><i>Expended Amount</i></b> | <b><i>Percent Expended</i></b> |
|-------------------------|------------------------|-------------------------------|--------------------------------|
| <b>Service Delivery</b> | <b>\$1,986,809.62</b>  | <b>\$ 1,074,737.90</b>        | <b>54.09%</b>                  |

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

| <b>Service Category</b> | <b>Allocation</b> | <b>Expended</b>    | <b>UDC</b> | <b>UOS</b> |
|-------------------------|-------------------|--------------------|------------|------------|
| <i>Health Insurance</i> | \$59,056          | \$6,134.88 (10%)   | 10         | 29         |
| <i>Oral Health</i>      | \$69,303          | \$30,231.30 (44%)  | 86         | 113        |
| <i>OAMC</i>             | \$475,142.50      | \$183,504.59 (39%) | 383        | 882        |

|                |             |                   |     |     |
|----------------|-------------|-------------------|-----|-----|
| EFA            | \$580       | \$172.08 (30%)    | 5   | 10  |
| APA            | \$67,624.50 | \$25,087.52 (37%) | 345 | 983 |
| Transportation | \$3,200     | \$425 (13%)       | 30  | 60  |
| Mental Health  | \$41,221    | \$24,157.20 (59%) | 3   | 14  |

#### IV. Client Complaints

- No complaints have been received.

#### VII. Committee Reports:

##### ➤ Executive Committee:

Chair, Dr. Victor Martinez reminded Council of the need to be actively networking, recruiting and referring possible new members. He also announced that the Executive Committee made a recommendation for Nicole Evans to be forwarded to the Mayor for his approval to be seated on the AACHPC.

***The AACHPC Voted to add new member Nicole Evans to AACHPC  
Motion Carried 5 to 0***

##### ➤ Comprehensive Planning Committee:

The Committee Chair Justin Irving was not in attendance, no report was given.

##### ➤ Needs Assessment Committee: The Needs Assessment committee did not meet

##### ➤ Allocations Committee:

Allocations Committee Chair, Victor Martinez reviewed and discussed:

- **Modified FY 2016 Part A Allocation Plan**  
HRSA clarified Service Category Aids Pharmaceutical Assistance Local funds were not being used for the intended purpose. The AA worked with being in compliance with HRSA'S guidelines creating a new Service category called Emergency Financial Assistance
- Planning Council member voted to approve the apposed FY2016 Part A allocation Plan

**Motion Carried 5 to 0 See Attachment #1**

#### VIII. HIV Planning Council Staff Report :

- Crystal Flores, Program Manager, reviewed and discussed updates on the contracting facilitator for the Comprehensive Plan. She will provide and update as things progress.
- 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

**IX. 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 2<sup>nd</sup> Street  
Austin, Texas 78701

Attachment #1



**BUSINESS MEETING**

Tuesday, February 23, 2016 – 6:00 p.m.

**FY 2016 Modified Allocation Plan**

| Service Category                                     | FY16 Part A        | FY16 MAI         | Conflicted Members* |
|--|--------------------|------------------|---------------------|
| <b>CORE SERVICES</b>                                 |                    |                  |                     |
| ADAP   | \$ 1               |                  |                     |
| AIDS Pharmaceutical Assistance - Local               | \$ 293,380         |                  |                     |
| Health Insurance Premium and Cost Sharing Assistance | \$ 193,620         |                  | AS                  |
| Hospice Services                                     | \$ 112,273         |                  |                     |
| Medical Case Management (Incl. Treatment Adherence)  | \$ 210,131         | \$ 70,809        | AS, LG              |
| Medical Nutrition Therapy                            | \$ 70,208          |                  | AS                  |
| Mental Health Services                               | \$ 154,013         |                  |                     |
| Oral Health Care                                     | \$ 476,945         |                  | AS                  |
| Outpatient Ambulatory Medical Care                   | \$1,121,892        |                  |                     |
| Substance Abuse Services - Outpatient                | \$ 138,010         |                  |                     |
| <b>SUPPORT SERVICES</b>                              |                    |                  |                     |
| Case Management (Non-Medical)                        | \$ 298,599         | \$150,308        | AS, LG              |
| Emergency Financial Assistance                       | \$ 172,000         |                  |                     |
| Food Bank / Home Delivered Meals                     | \$ 86,778          |                  | AS                  |
| Medical Transportation Services                      | \$ 26,644          |                  |                     |
| Outreach Services                                    | \$ 71,319          | \$ 38,010        | AS                  |
| Psychosocial Support Services                        | \$ 39,498          |                  |                     |
| Substance Abuse Services - Residential               | \$ 92,052          |                  |                     |
|  | <b>\$3,557,363</b> | <b>\$258,927</b> |                     |

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