

**Austin Area Comprehensive HIV Planning Council
Executive Committee Meeting Minutes
March 1, 2016**

MEMBERS PRESENT

Dr. Victor Martinez, AACHPC Chair

Justin Smith, AACHPC Vice-Chair

MEMBERS ABSENT

Justin Irving, AACHPC Comprehensive Plan Committee Chair

AACHPC STAFF PRESENT

Crystal Flores, Program Manager
John Waller, Planner

Dwight Scales, Admin

ADMINISTRATIVE AGENT STAFF PRESENT

None

OTHERS PRESENT

Omar Lopez

- I. **Call to Order:** AACHPC Chair, Dr. Martinez at 6:07pm
- II. **Certification of Quorum:** Quorum was established and certified by Chair, Dr. Martinez
- III. **Introductions/Announcements:** Omar Lopez, Austin Healthy Adolescence Program Manager, spoke on an upcoming event: ATX Black pride March 31, 2016 @ 6:00pm
- IV. **Approval of February 2, 2016 Minutes:** *Chair, Dr. Martinez motioned the minutes to be Approved as submitted*
- V. **Planning Council Membership Placement:**
 - The Executive Committee decided to place new member Nicole Evans on the Comprehensive Planning Committee.
- VI. **Review of AACHPC and Committee Attendance:**
 - The Chair, Dr. Martinez expressed concerns about the Planning Council being below HRSA requirements and discussed strategies to recruiting new members.
 - Program Manager, Crystal discussed future recruiting plans, strategies and possible collaborations with other organizations for further recruitment. She also discussed current Planning Council Members upcoming expiring terms.
- VII. **Discussion of Secretary nomination process:**
 - After approaching select candidates to apply. There still have been no applications and therefore the seat is still available.
- VIII. **Part B and Planning Council MOU**
 - The executive committee discussed and reviewed the new updated Part B and Planning Council MOU. The committee voted to send the draft to Full Planning council for passage. **See Attachment #1**

IX. Discussion of new meeting locations and Sub-Committee meeting dates:

- Program Manager, Crystal Flores reviewed and discussed the March Planning Calendar and upcoming events.
- Program Manager, Crystal Flores reviewed and discussed possibly changing Planning Council meeting times and locations. Changing times and locations could possibly help consumers with transportation issues and logistics. She will poll PC members to see if their work/personal schedule will allow them to possibly come from the hours ranging from 11:00am to 2:00pm.

Sub-Committee Reports

- **Allocations Committee:**
 - Allocations committee did not meet
- **Needs Assessment Committee:**
 - Needs Assessment Committee did not meet
- **Comprehensive Planning Committee:**
 - No report was given

X. HIV Planning Council Staff Report :

- Crystal Flores and John Waller discussed the upcoming Comprehensive Planning Special Meeting and the status of the facilitator.
- Crystal Flores reviewed and discussed with the committee updated potential Planning Council Member interview forms and applications.
- Committee options for the drop down menu on the Boards and Commissions website
- Upcoming Candle Light Memorial on May 15, 2016 @ Republic Square Park from 7:30pm -9:00pm.

public

XI. Meeting Adjourned at 7:45pm

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
City Hall 301 W 2nd St, Austin, TX 78701 Room 2003
Tuesday, May 3, 2016
6:00 P.M.

Attachment #1
Memorandum of Understanding

Parties to the Memorandum:

Austin Area Comprehensive HIV Planning Council
Austin Area Comprehensive HIV Planning Council Office of Support
Brazos Valley Council of Governments
City of Austin Health and Human Services Department
Texas Department of State Health Services

Purpose:

The memorandum of understanding (MOU) is created to facilitate cooperative and collaborative working relationships between and among the Ryan White ~~Title-IPart B~~ Administrative Agencies (AA) and the Ryan White ~~Title-IPart A~~ Planning Councils, including their affiliated AAs, and the Planning Council Office of Support. The Health Resources and Services Administration (HRSA) encourages stakeholders to draft an MOU to explicitly define respective duties. This document is not intended to restate or supersede the current prevailing policies of HRSA, Texas Department of State Health Services (DSHS), and the other parties to this memorandum. Its purpose is to foster productive interaction and efficient communication between and among the stakeholders, thus facilitating the decision making process.

The underlying foundation of the MOU is the principle of mutual respect. Mutual respect is created through open communication, active listening, seeking understanding, and acknowledging our mutual goals. This document is built upon the understanding that the entities are equal in the planning and administration and share the mutual goal of helping individuals and families living with HIV/AIDS obtain the highest quality and most appropriate Ryan White HIV/AIDS Treatment ~~Modernization-Extension~~ Act (Ryan White) eligible services.

HRSA Defined Roles and Duties:

The following is taken from the 2002 HRSA ~~Title-IPart A~~ manual and the ~~Title-IPart A~~ Planning Council Primer and describes the role and duties of the:

Chief Elected Official (CEO or grantee):

The CEO is the person who officially receives the Ryan White ~~Title-IPart A~~ funds. In Austin, the CEO is the Mayor, making the Mayor ultimately responsible for administering all aspects of Ryan White ~~Title-IPart A~~ funds. Duties include: ensuring that all legal requirements are met, appointing members of the Planning Council, and selecting the City of Austin Health and Human Services Department to be the Administrative Agent for the ~~Title-IPart A~~ grant.

Title I ~~Part A~~ HIV Services Ryan White Planning Councils:

A group of volunteers appointed by the CEO whose purpose is to plan for and oversee the delivery of services to persons with HIV/AIDS in the defined EMA. Duties include: setting up planning body operations; setting priorities; allocating resources to those priorities; and assessing the administrative mechanism. The Council also works with the Administrative Agency (~~Part A~~ ~~Title I~~) to assess need, develop a comprehensive plan, coordinate with other Ryan White funded programs and services, and reallocate funds. The Council reports to the CEO.

Planning Council Office of Support:

This entity provides administrative support to the Council. Duties include: coordinating and staffing all Council processes; interfacing with HRSA, the CEO's office, and other City/County offices regarding Council business; and assisting Council members to stay in compliance with Federal, State, and City rules and regulations as well as Council bylaws, policies, and procedures. The Manager of the Office of Support reports to the Planning Council and CEO.

Ryan White ~~Title I~~ ~~Part A~~ Administrative Agency (grantee):

This entity carries out the day-to-day administrative activities required to implement and administer services in the defined ~~EMA~~ ~~TGA~~ according to the plan set forth by the Planning Council. Duties include: procuring services for people living with HIV/AIDS (PLWHA) consistent with Planning Council priorities and allocations, including all aspects of the request for proposals, review, award, and contracting process with service providers; establishing intergovernmental agreements; ensuring services to women, infants, children, and youth with HIV; ensuring Ryan White ~~Title I~~ ~~Part A~~ funds are used to fill gaps; ensuring delivery of quality services; preparing and submitting ~~Title I~~ ~~Part A~~ applications; assuring all services are in compliance with HRSA rules and regulations; limiting grantee administrative costs; limiting contractor administrative costs; monitoring contracts; advising the Council on HRSA mandates; and working with the Council to assess need, develop a comprehensive plan, coordinate with other Ryan White programs and services, and reallocate funds.

Texas Department of State Health Services:

The Ryan White ~~Title I~~ ~~Part B~~ grantee for the State of Texas. The grantee is the entity that officially receives Ryan White ~~Title I~~ ~~Part B~~ funds. In Texas, DSHS is ultimately responsible for administering all aspects of Ryan White ~~Title I~~ ~~Part B~~ funds. Duties include: ensuring that all legal requirements are met, selecting and contracting with ~~Title I~~ ~~Part B~~ AAs, providing oversight, monitoring and technical assistance to AAs in the planning and implementation of Ryan White ~~Title I~~ ~~Part B~~ funds.

Ryan White ~~Title I~~ ~~Part B~~ Administrative Agents:

This entity is contracted by DSHS to carry out the day-to-day administrative activities required to implement and administer services in the ~~Title I~~ ~~Part B~~ planning area according to the comprehensive plan. Duties include: procuring services for PLWHA consistent with the DSHS approved priorities and allocations, including all aspects of the request for proposals, review, award, and contracting process with service providers; establishing intergovernmental agreements; ensuring services to women, infants, children, and youth with HIV; ensuring Ryan White ~~Title I~~ ~~Part B~~ funds are used to fill gaps; ensuring delivery of quality services; preparing

and submitting ~~Title I~~Part B applications to DSHS; assuring all services are in compliance with HRSA rules and regulations; limiting grantee administrative costs; limiting contractor administrative costs; monitoring contracts; and assessing need, developing a comprehensive plan, coordinating with other Ryan White funded programs and services, and reallocating funds.

Locally Defined Responsibilities:

In areas where there is shared responsibility between ~~Title I~~Part A Planning Councils, ~~Title I~~Part A & ~~H~~B AAs, and the Office of Council Support, it is agreed that, in the defined Austin ~~EMATGA~~/Austin HSDA, the entities named above will have primary responsibility for initiating and completing the following:

- Collaborate on a needs assessment process to determine the size and demographics of the population of individuals with HIV/AIDS in the defined ~~EMA_TGA~~/HSDA
- Collaborate during the development of service category priorities through information sharing and process development with the understanding that the Austin HIV Planning Council will set the priorities for the ~~Title I~~Part A service categories and BVCOG will adopt the priorities for the Austin HSDA as a recommendation for final approval by DSHS for ~~Title I~~Part B and State Services.
- Collaborate in the development of the allocations model through information sharing and the attendance of the BVCOG Planner at the Austin HIV Planning Council Allocation ~~and Evaluation~~ Committee meetings. The Austin HIV Planning Council may use the allocation model to make a recommendation for the use of ~~Title I~~Part B and State Services funds for the Austin HSDA. (Recommended priorities and allocations for the HSDA must be presented to DSHS by BVCOG for approval.)
- Collaboratively develop recommendations for the reallocation/redistribution of Ryan White ~~Title I~~Part B and State Services funds in a timely manner in the defined ~~EMATGA~~/HSDA
- Through Council membership and joint activities with the ~~Title I & H~~Part A & B AAs, coordinate with other Ryan White funded programs and services
- Title IPart B Administrative Agency planner will be the ~~Title I~~Part B grantee designated representative to the ~~Title I~~Part A Planning Council
- Costs associated with travel for the ~~Title I~~Part B Planner/Council Member will be equally shared between the ~~Title I~~Part B AA and the ~~Title I~~Part A Planning Council

Comment [j1]: Take out

Reviewing and updating the MOU:

In ~~April~~ of every year, each party listed will review this MOU to determine if any revisions to this document are necessary. This annual process will provide an opportunity for Stakeholders to ensure the MOU will continue to be responsive to the needs and responsibilities of all concerned. All parties listed must agree to changes to be made and sign a revised MOU upon agreement.

Comment [j2]: Should this change to whenever we finalize it and the execution start date?

Signed by:

DSHS

Date

| _____
Chair, ~~Title I~~Part A Ryan White Planning Council

Date

| _____
Title I~~Part A~~ HIV Services AA

Date

| _____

| _____
Title II~~Part B~~ HIV Services AA

Date

| _____
Office of Support, ~~Title I~~Part A Planning Council

Date

