

**Austin Area Comprehensive HIV Planning Council
Business Committee Meeting Minutes
March 22, 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
Mark Erwin	AACHPC, Comprehensive Plan Committee

MEMBERS ABSENT

Charlotte Simms	AACHPC, Allocations Committee
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AACHPC STAFF PRESENT

Crystal Flores, Program Manager
Dwight Scales, Admin

ADMINISTRATIVE AGENT STAFF PRESENT

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

OTHERS PRESENT

Aubrey Braglia

I. Call to Order: AACHPC Chair, Dr. Victor Martinez called the meeting to order at 6:09 pm.

II. Certification of Quorum:

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

III. Introductions/Announcements: Crystal Flores, Program Manager introduced new Planning Council member Nicole Evans. Nicole Evans comes from the City of Austin HIV Prevention Unit. Nicole brings over 10 years of Public Health experience.

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

- *Community Reports: the Vote is 5 to 0*
- *HIV Staff report :Retract Bullet 8*
- *Change Executive Committee vote from 3 to 0 to 5 to 0*

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**

I. PART A & MAI GRANTS ADMINISTRATION/ MANAGEMENT UPDATE

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

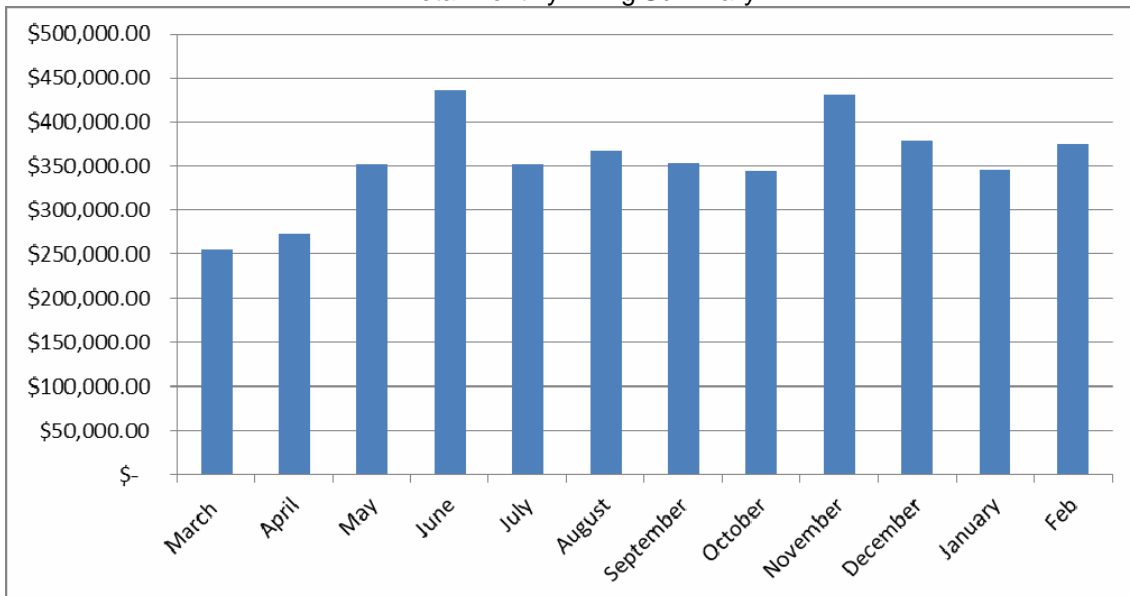
The FY15 Part A overall expenditure estimates are shown below. One hundred percent (100%) of the year has expired and approximately ninety two percent (92%) of funds have been billed through **February of 2015**. Table 1 below shows the overall expenditure summary.

Monthly service category expenditures are provided to the Allocation Committee.

CATEGORY	Budgeted Amount	Expended Amount	Percent Expended
*DIRECT SERVICES	\$3,989,075	\$3,664,369	92%
ADMINISTRATION (Including Planning Council Support)	\$448,975	\$ 420,658	94%
Quality Management	\$224,487	\$ 183,405	82%
TOTAL	\$4,662,537	\$4,268,432	92%

*Includes Carryover

Total Monthly Billing Summary



II: Clinical Quality Management Activities:

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

- Case Management Standards of Care (SOC) revision input received from all Medical and Non- Medical Case Management providers. Case Management Standards will be divided into Medical and Non-Medical, with further revisions to meet HRSA requirements and reformatting for consistency with other SOC. Once completed, the two SOC will go back to providers for final input and then to Comprehensive Planning Committee for review and approval.
- HIPAA training has been requested, with focus on HIPAA requirements in non-medical settings, e.g., case management.
- The Health Insurance Assistance (HIA) Policy has been completed. During first quarter of FY 2016, HIA provider will take steps to implement new program that meets Policy requirements and Planning Council's HIA Directive.
- Onsite meeting with each service provider agency have been scheduled for late March to discuss the role of CQM in the TGA and priority QI projects for FY 2016.
- QM Coordinator attended the National Quality Center's Training of Quality Leaders Program (TQL) in Dallas, TX, March 15-17.
- RSR assistance was provided to Part A agencies and HRAU by the RW Part B Administrative Agency's Data Manager. Four of seven Part A providers also receive Part B funding.
- Currently conducting client grievance investigation
- Brenda discussed and reviewed the Texas HIV Quality Management Plan for 2016-2020 and asked PC members for any comments/suggestions to forward to DSHS

I. Client Complaints

- Brenda explained that three complaints have been received. (2)
Complaints are being worked on at the agency level and will be reporting with follow up back to the Administrative Agent.

HRSA/HAB/DSHS News and upcoming events:

1. Providing Primary Care and Preventive Medical Services in Ryan White HIV/AIDS Program-Funded Medical Care Settings Study

- HRSA will be conducting a study that will be launched in the next few weeks entitled "Providing Primary Care and Preventive Medical Services in Ryan White HIV/AIDS Program-Funded Medical Care Settings". The study will examine the facilitators and barriers of providing primary care and preventative medical services to people living with HIV within Ryan White HIV/AIDS Program-funded clinics.
- HRSA will be hosting 2 webinars

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. Eighty-six (86%) percent of the year has expired; however, sixty-two (62%) percent of funds have been through February 2016.

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

CATEGORY	Budgeted Amount	Expended Amount	Percent Expended
Service Delivery	\$1,986,809.62	\$ 1,244,753.09	62.61%

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

Service Category	Allocation	Expended	UDC	UOS
1)Health Insurance	\$33,870.08	\$8,746.15 (26%) <i>(Reallocated some funds to Oral Health)</i>	13	36
2)Oral Health	\$94,488.92	\$53,053.36 (56%)	205	231
3)OAMC	\$405,393	\$273,489.18 (67%) <i>(Reallocated funds to APA)</i>	984	1404
4)EFA	\$580	\$347.83 (60%)	6	12
5)APA	\$139,401	\$57,322.29 (41%)	482	1756
6)Transportation	\$1173	\$425 (36%) <i>(Reallocated funds to EFA)</i>	33	66
7) Mental Health	\$41,221	\$35,728.70 (87%)	6	26

- 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.

- **Part B and Planning Council MOU:**

Chair, Dr. Victor Martinez reviewed and discussed the MOU with the new updated terminology. He stated the purpose of this MOU is to give the Planning Council better collaboration with Part B Administrative Agent. The motion from Executive Committee is to approve the new Part B and Planning Council MOU. **(See Attachment #1)**

***The AACHPC voted to approve Part B and Planning Council MOU
Motion Carried 7 to 0***

➤ **Comprehensive Planning Committee:**

The Committee Chair, Justin Irving reviewed and discussed the March 8th, Community Meeting. He explained the meeting was very productive and very well attended. He expressed the need to have true minority perspective and participation. Crystal Flores, Program Manager, provided information on the upcoming March 29, 2016 meeting and encouraged council members to attend.

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

➤ **Allocations Committee:**

Allocations Committee did not meet.

VIII. HIV Planning Council Staff Report :

- Crystal Flores, Program Manager, polled, reviewed and discussed:
- Permission to use photo Form
- Member Statement of Confidentiality & Conflict of interest Form
- Contact Information Form
- Upcoming Community events that PC can recruit
- Alternative Council Meeting times and locations to hinder more consumer attraction
- Audience response system to ask about HRSA required demographics to report how the Planning Council is reflective of the HIV epidemic.

IX. Meeting Adjourned at 7:56pm

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