Austin Area Comprehensive HIV Planning Council
Priority Setting Resource Allocation Meeting Minutes
June 21, 2016

MEMBERS PRESENT

Dr. Victor Martinez, AACHPC Chair
Justin Smith. AACHPC Interim (PSRA) Committee chair
Jessica Pierce, AACHPC Committee member
Glenn Crawford, AACHPC Committee member
LJ, Smith, 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

Emma Sinnott
Todd Logan

I. **Call to Order:** PRSA Committee Chair, Dr. Martinez at 6:02pm

II. **Certification of Quorum:** Quorum was established and certified by Chairperson Justin Smith

III. **Introductions/Announcements:**
Crystal Flores, Program Manager provided a status update on the currently vacant Planner position for The AACHPC admin staff. She is currently in the process of reviewing potential candidates.

IV. **Administrative Agent Expenditure Report:**
Ruben Herrera and Greg Bolds presented the AA report and the committee discussed the certain service categories outside the normal variance.
- Ruben reported on current Core Medical Services not within variance
  - Medical Case Management not MAI (36%
  - Health Insurance Premium & Cost Sharing Assistance
    See Attachment 1 & 2

V. Assessment of Administrative Mechanism Report:
Crystal Flores, Program Manager discussed and reviewed the current Assessment of Administrative Mechanism Report Draft. The committee made recommendations, critiques suggestions and discussed provider feedback. She reviewed provider responses on ensuring the administrative mechanism operates according to HRSA expectations. She explained the next steps would be to finalize the document and send it to the full AACHPC business committee for review. Once the final report is approved it will be sent to the CEO.
See Attachment 3

VI. Data review (Quantification of Need & Growth Rate)
Crystal Flores, Program Manager discussed and reviewed:
- Currently used PSRA Ranking Tool
- TGA Growth Rate Calculation
- FY 2015-2016 Ryan White Part A & MAI Performance Summary
- ARIES Data used for Quantification of Need
See Attachment 4-7

VII. Service Category review & Provider Input:
Currently ARIES data has been confirmed as corrupted and inaccurate. Due to lack of new data the committee used the last well known data for the Quantification of need process. Alternatively the committee discussed, reviewed and ranked all Service Categories.

VIII. Meeting Adjourned at 7:50pm

Draft Submitted by:

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Dwight Scales, AACHPC Admin   Date

Draft Certified by:

_____   _____

Crystal Flores, AACHPC Program Manager   Date

Final Approval by:

_____   _____

Dr. Victor Martinez, AACHPC Chair   Date
Justin Smith, AACHPC Vice-Chair

NEXT SCHEDULED MEETING
TBA