

**Austin Area Comprehensive HIV Planning Council
Business Committee Meeting Minutes
August 30, 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

Dr. Victor Martinez
Jessica Pierce
Glenn Crawford
L.J Smith
Justin Smith
Mark Erwin
Nicole Evans

MEMBERS ABSENT

Charlotte Simms
Aubrey Bragila

AACHPC STAFF PRESENT

Crystal Flores, Program Manager Laura Still, Planner Dwight Scales, Program Coordinator

ADMINISTRATIVE AGENT STAFF PRESENT

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

OTHERS PRESENT

Jasmin Mani
Jason Freshly
Emma Sinnott
Loretta Holland
Leah Graham
Angelica Skouras
Paul Scott

I. Call to Order: AACHPC Chair, Dr. Victor Martinez called the meeting to order at 6:01pm.

II. Certification of Quorum:

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

III. Introductions/Announcements:

- Program Manager, Crystal Flores introduced the new AACHPC Unit Planner Laura, Still. Ms. Still joins the Administrative staff with an HIV background.
- Glenn Crawford, Needs Assessment Committee member, provided feedback on the recent Austin PRIDE parade turn out and participation.
- Program Manager, Crystal Flores introduced the new Mayor Representative, Jasmin Mani

IV. Approval of July 26, 2016 Minutes: *AACHPC Chair, Dr. Martinez motioned the minutes to be approved as submitted*

V. Review of the Administrative Agent Report

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

- The FY 2017 FOA was released on 8/15/16 and is due in Grants. Gov on 10/18/16
- The Division of Metropolitan HIV/AIDS Programs is planning an upcoming webinar discussing the FY 2017 Part A Funding Opportunity Announcement. It is scheduled for : Monday, September 13, 2016, 1:00 -3:00pm
- Austin TGA Treatment Cascade:
 - *Austin treatment cascade fairs better than the treatment cascades of other local EMAs/TGAs at linking, retaining and achieving viral suppression
- Ryan White Part A Program Single Audit results: The audit is complete and there were not any findings

II: Clinical Quality Management Activities:

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

- **2016 Texas HIV/STD Conference** *The Texas Department of State Health Services will host the 2016 Texas HIV/STD Conference on October 4-6, 2016 at Renaissance Hotel in Austin, Texas. Some Committee members are planning to attend.*
- Findings from the National Ryan White Conference on HIV Care and Treatment Division of Metropolitan HIV/AIDS Programs (DMHAP) Ryan White HIV/AIDS Program August 23, 2016

See Attachment: 1

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. Thirty-Three (33%) percent of the year has expired; however, twenty-eight (28%) percent of funds have been through July 2016.

- Health Insurance: Utilizing supplemental funds/other funding source
- Oral Health: Utilizing supplemental funds
- EFA: Utilizing other funding source
- APA: Costs are over expended due to new restriction on other funds that restrict the use of funding to purchase medications for patients waiting for approval of ADAP.
- Transportation: Invoices are reviewed on quarterly basis, not monthly
- Food Bank: Utilizing other funding source

- No complaints have been received.

See Attachment: 2

VI. Upcoming Officer Nominations:

The council discussed and reviewed the upcoming elections and nominations.

- Chair, Dr. Victor Martinez encouraged members to contact Planning Council Executive staff if they have any questions about how to apply. Crystal Flores, Program Manager, announced Staff will be accepting nominations and will start creating a ballot for the Executive Committee will review. She also expressed staff is accepting Planning Council Membership applications as well

VII. Committee Reports:

➤ **Executive Committee:**

The Executive committee reviewed and discussed:

- Potential Member Interviews
- Possible GILIAD
- (2) Committee Chair openings
 - Comprehensive Planning Committee Chair (vacancy)
 - AAHIVPC Secretary

➤ **Comprehensive Planning Committee:**

The Committee Chair, Justin Irving discussed the continuing process on the Comprehensive Plan of eliminating duplication, and trying to make it clear why and how we are making one action meet multiple measures. Insuring the format and language is both attainable and ambiguous. Majority of the Sections were reviewed and edited. Crystal Flores, Program Manager provided and update on the current status and timeline of the Integrated HIV Comprehensive Plan.

Allocations Committee: The Allocation committee reviewed and voted on the FY2015 Part A/MAI Carryover into FY2016 Plan. They reviewed the most updated service expenditures and agreed with the AA's recommendation on the carryover recommendations.

Voted: 4 to 0 Motion Carried

VIII. FY 2015 Carryover Allocation Plan:

The Business committee reviewed and voted on the FY2015 Part A/MAI Carryover into FY2016 Plan. They reviewed the most updated service expenditures and agreed with the Allocation committee's recommendation on the carryover recommendations.

Voted: 7 to 0 Motion Carried

See Attachment 3

IX. HIV Planning Council Staff Report : Program Manager, Crystal Flores Reviewed, discussed and provided updates on:

- Data Findings from the National Ryan White Conference
 - Dr. Victor Martinez requested all attendees of the conference to summarize their top 5 Take-a ways from the conference to present to the council (attendees agreed)
- Upcoming Trainings
- Service Category Appendix

X. Meeting Adjourned at 6:42pm