

**Austin Area Comprehensive HIV Planning Council
Allocations Committee Meeting Minutes
September 20, 2016
6:00pm**

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
Justin Smith
Jason Freshly

MEMBERS ABSENT

Charlotte Simms
L.J. Smith

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
Ruben Herrera Grants Coordinator HIV Resources Administration Unit

OTHERS PRESENT

Emma Sinnott
Susan Caupion

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

II. Certification of Quorum:

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

III. Introductions/Announcements: Program Manager, Crystal Flores reminded the council that staff are currently accepting nominations for the upcoming Planning Council officer nominations. Emails have been sent out with the attached **2016 Officer Nominations Form** which allows current Planning Council members to nominate themselves or other members for a leadership position. It also gives a detailed description of each of the positions in terms of responsibilities and time commitments. **The deadline to submit nominations is September 30, 2016.** She also provided information about the new Austin Area Comprehensive HIV Planning Council 2016 Community Star Award. The award was created to recognize any community member who work tirelessly to support those living with HIV and AIDS in our community. The winner will be presented with the award at our December Business meeting. **All nominations must be submitted by November 18th.**

IV. Approval of August 30th, 2016 Minutes: *AACHPC Chair, Dr. Martinez motioned the minutes to be approved as submitted with corrections.*

V. Review of the Administrative Agent Report

The Allocations Committee reviewed the monthly Expenditure Variance Report by each HIV service category. Greg Bolds, AA Manager reviewed explanations and projections provided by the variance report.

VI. FY 2017 Part A Allocation Plan:

Chair, Dr. Victor Martinez and the Allocations committee reviewed and discussed the FY 2017 Part A Allocation Plan suggested by the Administrative Agent. *Carry Over funds are not included in the FY 2017 Part Allocation Plan. The Planning Council reviewed:

- The FY 2017 Part A Allocation Plan proposed by the AA item by item. (each individual service category).
- Gregg Bolds, AA Manager reminded the committee that all funds must stay within our 75-25 ratio on core and non-core services. In the future if the ratio rises or falls out of the 75-25 range, the AA will submit a waiver to the council.
- The Allocation committee reviewed and voted on the FY2017 Part A Allocation Plan. They reviewed the most updated service expenditures and agreed with the AA's recommendation on the carryover recommendations.

- Review of historical expenditures for Part A

The Allocation committee reviewed and discussed historical data trends for different service categories the AACHPC fund. Chair, Dr. Victor Martinez, encouraged input from local service providers to address the council. Several service providers submitted input and asked questions about specific categories. Members of the community expressed:

1. Possible extra burden on providers staff cause by additional data entry components
2. Concerns of providers having a possible back log of need or care plans extended out due to lack of funds or cap of how much money consumers can spend per visit
3. Any possible salary cap allowed per service clients
4. Current funding on track for spent OMAC funds.

Chair, Dr. Victor Martinez Motioned to approve the proposed FY 2017 Part A allocation plan with the following recommendations and changes:

- **-\$72,606** from MAI Medical Case Management into Nonmedical Case Management
- **-\$72,606** from Part A Non-Medical Case Management into Medical Case Management
(This was done so those two service categories wouldn't change in terms of total funding.)
- **-\$7,119** from Medical Transportation into EFA

Voted: 5 to 0 Motion Carried

VII. FY 17 Increase/Decrease Plan :

The Planning Council is required to have an Increase/Decrease plan in place. The council's purposed allocations are under the assumption that the AAHIVPC will be awarded the exact same amount of grant funds as the following year. Based off past data the funding amount is never the same. In case of an increase in funds each service category would receive an additional percentage of funds. In case of a decrease in funds that are budgeted for, there are certain service categories that in the past have been protected so they do not drop below their funding.

FY2017 Increase/Decrease Plan:

In case of a decrease in Part A funding greater than 3%, the Allocations Committee will review all service categories and may make adjustment recommendations to the full Planning Council.

In case of a decrease in Part A funding smaller than 3%, the plan will proportionally decrease across allocated service categories with the following exceptions:

- Medical Case Management will not fall below \$290,364
- Non-Medical Case Management will not fall below \$236,833
- Hospice will not fall below \$116,348
- Psychosocial Support Services will not fall below \$40,932
- ADAP will not fall below \$1

(These specific service categories have been selected based off the most vulnerable in case of a decrease because often these represented FTEs)

In case of an increase in Part A funding, the plan will proportionally increase across allocated service categories with the following exceptions:

- ADAP will not rise above \$1

For MAI funds, all allocated service categories will increase or decrease proportionally.

Chair, Dr. Victor Martinez Motioned to approve the proposed FY 2017 Increase/Decrease Plan and foreword to the AACHPC with the recommendations and changes above:

VIII. Meeting Adjourned at 7:55pm

NEXT SCHEDULED MEETING

**City Hall
301 West 2nd Street
Austin, TX 78701
Conference Room 1027
October 18, 2016
5:00 P.M.**