

**Austin Area Comprehensive HIV Planning Council
Business Committee Meeting Minutes
December 13, 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
Justin Smith
Jessica Pierce
Glenn Crawford
Mark Erwin
Aubrey Bragila
L.J. Smith

MEMBERS ABSENT

Jason Freshly
Nicole Evans

AACHPC STAFF PRESENT

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

ADMINISTRATIVE AGENT STAFF PRESENT

Brenda Mendiola Quality Management HIV Resources Administration Unit

OTHERS PRESENT

Kelly Kline

I. Call to Order: AACHPC Chair, Justin Smith called the meeting to order at 6:04pm.

II. Certification of Quorum:

Quorum was established and certified by AACHPC Chair Justin Smith.

III. Introductions/Announcements: None at this time

IV. Community Star Awards Presentation:

The HIV Planning Council's Executive Committee reviewed all submitted nominations, and the recipient of the first annual Community Star Awards. Kelly Kline was chosen for her devoted commitment to fighting the stigma around HIV. Through the years she has been an advocate for the HIV community working as Master of Ceremony for countless benefits, using her presence on social media to promote HIV testing and the prevention of contracting HIV with PrEP.

V. Approval of October 25th, 2016 Minutes: *AACHPC Chair Justin Smith motioned the minutes to be approved as submitted.*

VI. Review of the Administrative Agent Report

Part A: Brenda Mendiola, Quality Management HIV Resources, informed the committee about the latest correspondence received from HRSA.

Ryan White FY16 Part A Overall Expenditure Summary (March 2016 to February 2017)

The FY16 Part A overall expenditure estimates are shown below. Fifty eight percent (58%) of the year has expired and approximately sixty two percent (62%) of funds have been billed through October of 2016. Table 1 below shows the overall expenditure summary. Monthly service category expenditures are provided to the Allocation Committee.

II: Clinical Quality Management Activities:

- CQI Performance Outcomes Review Subcommittee held its first meeting on November 10 to review outcome measures for each funded service category, and make recommendations that will align local outcome measures with current HRSA HIV/AIDS Bureau (HAB) performance measures.
- Standards of Care for Local Pharmacy Assistance Program (LPAP) and Emergency Financial Assistance (EFA) have been finalized by Texas Department of State Health Services (DSHS). Review and comment has been received from the Part A provider. These two Standards will be discussed at the next Comprehensive Planning Committee meeting.
- 2015-16 Client Satisfaction Survey data entry is being completed. Survey reports will be prepared prior to the start of Planning Council's needs assessment process.
- Intermediate-Advanced all day training on case management service plan development, psychosocial assessment and motivational interviewing techniques, will take place on December 12. Instructor is professor at UT School of Social Work with expertise in case management.
- Conference call on October 24th with National Quality Center coach assigned to Texas.

- Webinar on Models to Support PrEP: December 14 (Technical Assistance)
This HRSA/HAB webinar, "Models for Leveraging the Ryan White HIV/AIDS Program (RWHAP) to support Pre-Exposure Prophylaxis (PrEP) Services," will take place December 14, 1:00 – 2:00 pm ET. It will discuss the RWHAP program guidance and showcase models and structures that leverage RWHAP systems and expertise to support PrEP services within the legislative parameters of the program. RWHAP providers will share strategies, barriers, and successes for supporting PrEP services at state and local levels. Staff will provide the council with more info on the upcoming webinar.

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

- All have been for RWB Supplemental, State Services and State Services R contracts
- FY18 RWB base and supplemental have been received

II. Part B Expenditure Summary Update

The FY16 Part B expenditure summary is shown in Table 1 below. Fifty-eight (58%) percent of the year has expired; however, forty-nine (46%) percent of funds have been through October 2016. For supplemental funding, seventeen (17%) percent of the year has expired; however, four (4%) percent of funds have been expended through October 2016.

Health Insurance: Utilizing supplemental funds/other funding source

Oral Health: Utilizing supplemental funds

EFA: Utilizing other funding source

APA: The disproportionate charge of APA costs to RWB will be reflected in subsequent billings; however will even out over the grant year. A request to move funds was submitted and the addition of funds to this category.

Transportation: Invoices are received late on quarterly basis. Working with Social Work team to identify reasons for being low as well as methods to address utilization.

Food Bank: Utilizing other funding source

- No complaints have been received.

See Attachment: 2

VII. Committee Reports:

➤ **Executive Committee:**

The Executive committee reviewed and discussed:

- Community Star Awards
- **Membership Recommendation**
 - The Council voted to add new member Emma Sinnott to the Austin Area Comprehensive HIV Planning Council.
Voted: 6 to 0 Motion Carried

➤ **Comprehensive Planning Committee:**

Did not meet

Allocations Committee: The Allocation committee did not meet

HIV Planning Council Staff Report : Program Manager, Crystal Flores reviewed, and discussed a HIV Planning Council Community survey that will be sent out to the HIV community and interested parties concerning making the Austin HIV Planning Council more accessible and reflective of community interests. This will be a brief survey about Planning Council Meeting Times, Dates, Locations and Topics.

VIII. Meeting Adjourned at 7:05pm