

**Austin Area Comprehensive HIV Planning Council
Business Committee Meeting Minutes
February 28, 2017**

Charge: Ensures the orderly and integrated and progression of work of the committees of the Ryan White Planning Council. Plans future activities.

MEMBERS PRESENT

Jessica Pierce
Glenn Crawford
L.J Smith
Justin Smith
Emma Sinnott
Nicole Evans
Aubrey Bragila

MEMBERS ABSENT

Dale Thele

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

Barry C Waller
Todd Logan
Leah Graham
Loretta Holland
Albert Ramos

Loretta Holla
Shabaura Perryman
Paul Hassell
Madge Whistler
Lauren Pruitt

I. Call to Order: AACHPC Vice-Chair, Justin Smith called the meeting to order at 6:02pm.

II. Certification of Quorum:

Quorum was established and certified by AACHPC Vice-Chair, Justin Smith.

III. Introductions/Announcements:

- a. Crystal Flores, Program Manager provided an update on Texas HIV Advocacy Day 2017. Tuesday, February 28 at 5:00am – 5:00pm.
- b. Loretta Holland asked the council to consider moving additional service category funds to be able to continue services to clients.

IV. Approval of the January 24th, 2017 Minutes: AACHPC Vice-Chair Justin Smith motioned the minutes to be approved as submitted with edits.

V. Review of the Administrative Agent Report

Part A: Gregg Bolds, Administrative Agent Manager, informed the committee about the latest correspondence received from HRSA. See Attachment 1

See Attachment 1

Review of the Administrative Agent Report Part B

Jessica Pierce discussed both expenditure reports for part B. The FY17 Part B expenditure summary is shown in attachment 2. Eighty-three (83%) percent of the year has expired; however, seventy-three (73%) percent of funds have been through January 2017. For supplemental funding, sixty-seven (67%) percent of the year has expired; however, fifty-six (56%) percent of funds have been expended through January 2017.

See Attachment: 2

VI. Committee Reports:

➤ Executive Committee:

The Executive committee reviewed and discussed:

- Upcoming March events
- Planning Council Attendance

Membership Recommendation

The Business Committee reviewed the bio sketch of Re-applying Planning Council member Mark Erwin.

The Committee voted to recommend Mark Erwin to the AACHPC

Voted: 7 to 0 Motion Carried

The Business Committee also reviewed the bio sketch potential Planning Council member Mar Padilla.

The Committee voted to recommend Mar Padilla to the AACHPC.

Voted: 7 to 0 Motion Carried

➤ Comprehensive Planning Committee:

The committee provided an update for the upcoming Needs-Assessment Kick-off party on Tuesday March 14, 2017 @ Austin Energy Green Building 712 Barton Springs Road Austin, Texas 78704 Room 130. The committee also reviewed and submitted edits on the following Standards of Care.

- **Non-Medical Case Management**
- **Medical Case Management**

Allocations Committee: The Allocation committee reviewed the Ryan White Part A December 31st expenditure report explanations and projections provided by HIV services agencies in their Monthly Expenditure Variance Report.

- Contract and billing Timelines
- Overview 2015 HRAU Payment request processing
- PC Allocation Committee Recommendations

The Business Committee voted to approve the following:

- **Assessment of the Administrative Mechanism Survey**
Voted: 6 to 0 Motion Carried 1 sustained/conflicted
- **FY17 75/25 Core Medical Waiver Allocation Plan Proposal**
Voted: 6 to 0 Motion Carried 1 sustained/conflicted
- **Modify FY17 Part A Allocation Plan**
Voted: 6 to 0 Motion Carried 1 sustained/conflicted

See Attachment 3, 4, 5

VII. HIV Planning Council Staff Report :

Program Manager, Crystal Flores Reviewed, discussed and provided updates on:

- Membership Update Forms/Conflict of Interest
- Committee Survey Results
- Consumer Satisfaction Survey
- Planning Council Education Opportunities

VIII. HIV in the Transgender Community:

Albert Daniel Ramos from Gilead Sciences presented a workshop on HIV in the Transgender Community Today's presentation has the following important goals:

- To provide important information about what it means to be transgender, and to define and familiarize you with some key transgender-related concepts and terms
- To discuss how widespread stigma and discrimination against transgender people impact all facets of their lives, including their health
- To identify and address some of the challenges and barriers faced by transgender people in their daily lives
- To increase awareness and understanding of the high rates of HIV among transgender people and of the special needs of transgender people at risk for or living with HIV

IX. Meeting Adjourned at 7:14pm

NEXT SCHEDULED MEETING
City Hall 301 W 2nd St, Austin, TX 78701 Room 1027
Tuesday, March 28th, 2017 6:00 P.M.

**Administrative Agency Report
Submitted to the
Austin Area Comprehensive HIV Planning Council
February 28, 2017**

I. PART A & MAI GRANTS ADMINISTRATION/ MANAGEMENT UPDATE

A. HRSA UPCOMING SITE VISIT

Our Project Officer has informed us that the site visit is scheduled for the week of May 22, 2017. I will provide any updates as the time approaches.

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

The FY16 Part A overall expenditure estimates are shown below. Ninety two percent **(92%)** of the year has expired and approximately seventy six percent **(76%)** of funds have been billed through **January of 2017**. 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	\$4,138,713	\$3,117,518	75%
ADMINISTRATION (Including Planning Council Support)	\$465,028	\$382,517	82%
Quality Management	\$231,514	\$158,596	69%
*TOTAL	\$4,835,255	\$ 3,658,630	76%

*Includes Carryover

II. CLINICAL QUALITY MANAGEMENT ACTIVITIES

- The CQI Committee met on February 9th. Topics included: service provider updates, client satisfaction survey options for 2017, ARIES priority issues, Austin TGA CQI Plan for FY 2017, Ryan White consumer on CQI Committee, and training requests for 2017.
- CQI Performance Outcomes Review Subcommittee completed its review of outcome measures for each funded service category, and made recommendations that aligned local outcome measures with current HRSA HIV/AIDS Bureau (HAB) performance measures. Recent meetings were held on January 24th and February 7th.
- The new Austin HIV Services Performance Manual, which incorporates HRSA Policy Clarification Notice (PCN) 16-02 changes, was distributed to service providers on February 17th. It includes revised service category names and definitions, unit of service definitions, output measures, and revised outcome measures by service category with definitions of numerators, denominators and exclusions, as applicable.
- Planning Council, Administrative Agency, and providers' comments on Texas Department of State Health Services' (DSHS) draft Universal Standards and Outpatient/Ambulatory Health Services (OAHS) Standards of Care were submitted to DSHS on January 31st. Providers' comments on Non-Medical Case Management and Medical Case Management draft standards were received and distributed to Planning Council.
- 2015-16 Client Satisfaction Survey reports were distributed to individual agencies following the presentation to Planning Council on January 24th.
- The Austin TGA CQM Plan for FY 2017 is currently being developed.
- HIPAA training for providers is scheduled for April 7th.

III. CLIENT COMPLAINTS

None reported.

IV. HRSA/HAB/DSHS NEWS AND EVENTS

17th Ryan White HIV/AIDS Program Clinical Care Conference: August 21-23, San Antonio (Technical Assistance)

Save the date! The HRSA/HAB- funded AIDS Education and Training Center (AETC) Program's 17th Ryan White HIV/AIDS Program (RWHAP) Clinical Care Conference will take place at the Hyatt Regency San Antonio in San Antonio, Texas, August 21-23. This technical conference will provide state-of-the-art research, care, and treatment updates for experienced clinical decision makers (physicians, advanced practice nurses, and physician assistants) who are responsible for the day-to-day medical care and treatment of people living with HIV and those integral to the provision of medical care in HRSA/HAB-funded RWHAP sites. Registration will open in early April.

Attachment 2

Austin Area Comprehensive Planning Council
Ryan White Part B Administrative Agency Report
Submitted by Jessica Pierce
February 28, 2017

I. Part B Grants Administration/Management Update

II. Part B Expenditure Summary Update

The FY17 Part B expenditure summary is shown in Table 1 below. Eighty-three (83%) percent of the year has expired; however, seventy-three (73%) percent of funds have been through January 2017. For supplemental funding, sixty-seven (67%) percent of the year has expired; however, fifty-six (56%) percent of funds have been expended through January 2017.

Table 1: Ryan White FY17 Part B Billing Summary
January 2017

CATEGORY	Budgeted Amount	<i>Expended Amount</i>	<i>Percent Expended</i>
Service Delivery	\$ 3,798,495	\$2,751,568.05	75.01%

Excluding Supplemental:

CATEGORY	Budgeted Amount	<i>Expended Amount</i>	<i>Percent Expended</i>
Service Delivery	\$3,177,881	\$2,267,317.24	70.86%

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

Service Category	Allocation	Expended
<i>Health Insurance</i>	\$66,271 (28%)	\$18,807.48
<i>Health Insurance Supplemental</i>	\$61,907 (25%)	\$15,672.01
<i>Oral Health</i>	\$106,625 (59%)	\$63,339.10

<i>Oral Health Supplemental</i>	\$30,347 (78%)	\$23,554.22
<i>OAMC</i>	\$727,228 (73%)	\$527,955.41
<i>EFA</i>	\$2400 (52%)	\$1,240.78
<i>APA</i>	\$120,813 (99%)	\$119,221.29
<i>Transportation</i>	\$4600 (19%)	\$857.23
<i>Mental Health</i>	\$70,000 (85%)	\$59,379
<i>Mental Health Supplemental</i>	\$15,000 (65%)	\$9,704.01
<i>Non-Medical Case Management</i>	\$35,000 (71%)	\$25,017.65
<i>Food Bank</i>	\$3400 (0%)	\$0
Total Regular Ryan White	\$1,126,837 (72%)	815,817.94
Total Ryan White Supplemental	\$108,254 (45%)	48,930.24

Health Insurance: Utilizing supplemental funds/other funding source; Reallocation was approved in February to move funds out of category (\$2500)

Health Insurance Supp: Utilizing supplemental funds/other funding source

Oral Health: Utilizing supplemental funds/other funding source

EFA: Utilizing other funding source/Reallocation was approved in February to move funds out of category (\$1000)

APA: Anticipate overage will carry spending through remainder of grant period

Transportation: Costs have declined due to decreased utilization.

Mental Health Supp: Delay in billing.

NMCM: Possible reallocating of funds

Food Bank: Fully expect to expend funds

IV. Ryan White Part B FY18 Allocations (Austin Agencies Only)

Service Category	Allocation
<i>Health Insurance</i>	\$65,671
<i>Health Insurance Supplemental</i>	\$57,085
<i>Oral Health</i>	\$109,625
<i>Oral Health Supplemental</i>	\$48,525
<i>OAMC</i>	\$776,571
<i>EFA</i>	\$1500
<i>APA</i>	\$108,813
<i>Transportation</i>	\$5000
<i>Mental Health</i>	\$95,000
<i>Mental Health Supplemental</i>	\$20,000
<i>Non-Medical Case Management</i>	\$30,360
<i>Food Bank</i>	\$2800
Total Regular Ryan White	\$1,195,340
Total Ryan White Supplemental	\$145,610

V. Client Complaints

- No complaints have been received.

Attachment 2

		Current Allocations		Proposed Changes		NEW ALLOCATIONS	
Service Category	Type	FY17 Part A	FY17 MAI	FY17 Part A	FY17 MAI	FY17 Part A	FY17 MAI
ADAP	C	\$ 1.00	\$ -	\$ -	\$ -	\$ 1.00	\$ -
AIDS Pharmaceutical Assistance - Local	C	\$ 332,272.00	\$ -	\$ -	\$ -	\$ 332,272.00	\$ -
Health Insurance Premium and Cost Sharing Assistance	C	\$ 200,648.00	\$ -	\$ -	\$ -	\$ 200,648.00	\$ -
Hospice Services	C	\$ 116,348.00	\$ -	\$ (116,348.00)	\$ -	\$ -	\$ -
Medical Case Management (Incl. Treatment Adherence)	C	\$ 290,364.00	\$ -	\$ 0	\$ -	\$ 290,364.00	\$ -
Medical Nutrition Therapy	C	\$ 72,756.00	\$ -	\$ -	\$ -	\$ 72,756.00	\$ -
Mental Health Services	C	\$ 159,603.00	\$ -	\$ 26,932.00	\$ -	\$ 186,535.00	\$ -
Oral Health Care	C	\$ 494,257.00	\$ -	\$ -	\$ -	\$ 494,257.00	\$ -
Outpatient Ambulatory Health Services	C	\$ 1,162,614.00	\$ -	\$ -	\$ -	\$ 1,162,614.00	\$ -
Substance Abuse Services - Outpatient	C	\$ 143,019.00	\$ -	\$ -	\$ -	\$ 143,019.00	\$ -
Case Management (Non-Medical)	S	\$ 236,833.00	\$ -	\$ -	\$ -	\$ 236,833.00	\$ -
Case Management (Non-Medical) MAI	S	\$ -	\$ 227,166.00	\$ -	\$ -	\$ -	\$ 227,166.00
Emergency Financial Assistance	S	\$ 157,119.00	\$ -	\$ -	\$ -	\$ 157,119.00	\$ -
Food Bank / Home Delivered Meals	S	\$ 89,928.00	\$ -	\$ -	\$ -	\$ 89,928.00	\$ -
Housing	S	\$ -	\$ -	\$ 116,348.00	\$ -	\$ 116,348.00	\$ -

Medical Transportation Services	S	\$ 20,491.00	\$ -	\$ -	\$ -	\$ 20,491.00	\$ -
Outreach Services	S	\$ 73,908.00	\$ -	\$ -	\$ -	\$ 73,908.00	\$ -
Outreach Services-MAI	S	\$ -	\$ 39,085.00	\$ -	\$ -	\$ -	\$ 39,085.00
Psychosocial Support Services	S	\$ 40,932.00	\$ -	\$ (26,932.00)	\$ -	\$ 14,000.00	\$ -
Substance Abuse Services - Residential	S	\$ 95,393.00	\$ -	\$ -	\$ -	\$ 95,393.00	\$ -
		\$ 3,686,486.00	\$ 266,251.00			\$ 3,686,486.00	\$ 266,251.00

Core Support	\$ 2,971,882.00	75.19%		\$ 2,882,466.00	72.92%
Support	\$ 980,855.00	24.81%		\$ 1,070,271.00	27.08%
Total	\$ 3,952,737.00			\$ 3,952,737.00	