

**Austin Area Comprehensive HIV Planning Council
Business Committee Meeting Minutes
March 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
Mark Erwin
Aubrey Bragila
Dale Thele

MEMBERS ABSENT

None

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

Shabaura Perryman
Scott Brooks
Akeshia Johnson Smothers
Laura Palluto
Paul Hassell
Leah Graham

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

II. Certification of Quorum:

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

III. Introductions/Announcements:

- a. Planning council member, Dale Thele made announcement about new collaborate effort made up of volunteer individuals called the Red Ribbon Guardians. The group formed in February of this year. The RRG will be establishing a date and venue for their first event- June 10th, 2017, from 1:00pm to 3:00pm. More information can be found here:
<http://www.redribbonguardians.org/about.html>
- b. Regional Market Development Manager (Johnson & Johnson), Scott Brooks promoted an upcoming film event called "Unseen Enemy." Some of the world's top experts explore lurking viruses and bacteria that may create the next global pandemic. "Unseen Enemy" will premiere on CNN Friday, April 7th, 2017 @ 9:00pm. Additional information can be found here:
<http://www.cnn.com/shows/unseen-enemy>

- c. Planner, Laura Still provided information on:
- The Aids Candlelight Memorial Service on May 21st, 2017.
Organizers requested a representative of the Planning Council give a short presentation on the “state of the city” – epidemiological statistics and an overview of the epidemic in the area. Planning Council member, Nicole Evans responded to the announcement, nominating herself as the speaker. Additional information can be found here:
<http://www.candlelightmemorial.org/list.html>
 - National Transgender HIV Transgender Testing Day is April 18, 2017. The Austin Public Health Unit is working on a program that they will share when it’s ready.
 - A Funding Opportunity for a small project that addresses the Impact of HIV among Black and Latino men in Austin (\$500-\$3,00) Deadline is **THIS Friday, March 31st**. FOA from DSHS called “Empowering Community Action”
- d. Program Manager, Crystal Flores made an announcement about HIV, HCV and Related Comorbidities in Rural Communities Affected by Opioid Injection Drug Epidemics. Additional information can be found here:
<https://grants.nih.gov/grants/guide/rfa-files/RFA-DA-17-014.html>

IV. Approval of the February 28th, 2017 Minutes: *AACHPC Chair Justin Smith motioned the minutes to be approved as submitted with edits.*

V. Review of the Administrative Agent Report

Part A: Brenda Mendiola, Quality Management HIV Resources Administration Unit, 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

- DSHS has completed the first ADAP Eligibility worker training. BVCOG will send out the registration for the upcoming trainings as it becomes available.
- The FY17 Part B expenditure summary is shown in Table 1 below. Ninety-two (92%) percent of the year has expired; however, eighty-one (81%) percent of funds have been through February 2017. For supplemental funding, eighty-three (83%) percent of the

year has expired; however, ninety-one (91%) percent of funds have been expended through February 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 application of Re-applying Planning Council member Justin Smith.

The Committee voted to accept Justin Smith's re-application to the AACHPC

Voted: 7 to 0 Motion Carried

The Business Committee also reviewed the bio sketch potential Planning Council member Barry Waller.

The Committee voted to recommend Barry Waller to the AACHPC.

Voted: 7 to 0 Motion Carried

➤ Comprehensive Planning Committee:

The committee provided a review and findings from the Needs-Assessment Kick-off party on Tuesday March 14, 2017.

Upcoming work groups are:

➤ Workgroup 1:

Day/Date: Friday March 31st, 2017

Time: 2-3:15 PM CST

Telephone Number: 512 974-9300

Participant Code: 732989

➤ Workgroup 2:

Day/Date: Wednesday, March 28, 2017

Time: 11:30-12:45 PM CST

Telephone Number: 512 974-9300

Participant Code: 732989

➤ Workgroup 3:

Day/Date: Friday, March 31, 2017

Time: 12:00-1:15 PM CST

Telephone Number: 512 974-9300

Participant Code: 732989

➤ Workgroup 4

Day/Date: Wednesday, March 29, 2017

Time: 6 – 7:15 PM CST

Telephone Number: 512 974-9300

Participant Code: 732989

This is a new method staff is implying to make it easier for everyone to engage in Planning Council projects. We've already received some great feedback on how to improve. The Google Doc will be used

so the workgroups can make comments to the document on their own time .Staff would like to hear from you if you have feedback or suggestions. Please email Planner, Laura Still
laura.still@austintexas.gov

Allocations Committee: The Allocation committee did not meet.

VII. HIV Planning Council Staff Report :

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

- Assessment of Administrative Mechanism Survey Update
- Comprehensive Plan Database
- Results of the webinar on “Planning Council/Planning Body Assessment: Key Findings and Implications” Tuesday March 28th, 2017 from 2:00pm to 3:00pm. This webinar provided updates and shared results of a 2016 Technical Assistance Assessment Project that focused on gathering the perceived successes, key structural issues, abilities, challenges and technical assistance needs of the Ryan White Part A Planning Councils/Planning Bodies in fulfilling their legislative responsibilities. Topics addressed during the session included planning council membership and the role of consumers; planning council structures; implementing legislatively required roles and responsibilities; training and technical assistance needs; accomplishments and challenges; and key findings and recommendations.

VIII. Adjourned at 8:02pm

NEXT SCHEDULED MEETING
City Hall
301 W 2nd Street
Austin, TX 78701 Room 1027
Tuesday, April 25th, 2017 6:00 P.M.

Attachment 1

**Administrative Agency Report
Submitted to the
Austin Area Comprehensive HIV Planning Council
MARCH 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. One hundred percent **(100%)** of the year has expired and approximately ninety three percent **(93%)** of funds have been billed through **February 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	\$3,917,770	95%
ADMINISTRATION (Including Planning Council Support)	\$465,028	\$420,846	90%
Quality Management	\$231,514	\$178,806	77%
*TOTAL	\$4,835,255	\$ 4,517,421	93%

*Includes Carryover

II. CLINICAL QUALITY MANAGEMENT ACTIVITIES

- 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.
- The new Austin HIV Services Performance Manual, which incorporates HRSA Policy Clarification Notice (PCN) 16-02 changes, was distributed to service providers in February. 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. The Manual currently is being updated to include the new Housing service category.
- All FY 2017 Part A contract performance sections were reviewed for alignment with new service category outcome measures as shown in the Austin HIV Services Performance Manual.
- Planning Council, Administrative Agency, and providers' comments on Texas Department of State Health Services' (DSHS) draft Medical Case Management Standards of Care were submitted to DSHS. Comments on DSHS draft Non-Medical Case Management Standards were received from providers.
- The Austin TGA CQM Plan for FY 2017 is currently being developed.
- Meetings to discuss CQM issues have been scheduled with all providers for early April.
- HIPAA training for providers is scheduled for April 7th.
- A transgender health awareness training is tentatively scheduled for July.

III. CLIENT COMPLAINTS

None reported.

IV. HRSA/HAB/DSHS NEWS AND EVENTS

Planning Council/Planning Body Assessment: Key Findings and Implications " Webinar

Date: Tuesday, March 28, 2017 **Time:** 2:00 – 3:30pm ET

Webinar Description: This webinar, "Planning Council/Planning Body Assessment: Key Findings and Implications", will share the results of a 2016 Technical Assistance Assessment Project that focused on gathering the perceived successes, key structural issues, abilities, challenges and technical assistance needs of the Ryan White Part A Planning Councils/Planning Bodies in fulfilling their legislative responsibilities. Topics addressed during this session will include

planning council membership and the role of consumers; planning council structures; implementing legislatively required roles and responsibilities; training and technical assistance needs; accomplishments and challenges; and key findings and recommendations.

Target Audience: All Planning Council or Planning Body Members, Recipient Staff

Sub-recipient Staff

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

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
March 28, 2017

I. Part B Grants Administration/Management Update

- DSHS has completed the first ADAP Eligibility worker training. BVCOG will send out the registration for the upcoming trainings as it becomes available.

II. Part B Expenditure Summary Update

The FY17 Part B expenditure summary is shown in Table 1 below. Ninety-two (92%) percent of the year has expired; however, eighty-one (81%) percent of funds have been through February 2017. For supplemental funding, eighty-three (83%) percent of the year has expired; however, ninety-one (91%) percent of funds have been expended through February 2017.

**Table 1: Ryan White FY17 Part B Billing Summary
February 2017**

CATEGORY	Budgeted Amount	<i>Expended Amount</i>	<i>Percent Expended</i>
Service Delivery	\$ 3,798,495	\$3,037,674.76	80.61%

Excluding Supplemental:

CATEGORY	Budgeted Amount	<i>Expended Amount</i>	<i>Percent Expended</i>
Service Delivery	\$3,177,881	\$2,522,180.85	79.37%

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

Service Category	Allocation	Expended
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<i>Health Insurance</i>	\$63,771 (29%)	\$18,810.65
<i>Health Insurance Supplemental</i>	\$62,907 (27%)	\$17,206.37
<i>Oral Health</i>	\$106,625 (63%)	\$67,114.86
<i>Oral Health Supplemental</i>	\$30,347 (100%)	\$30,347
<i>OAMC</i>	\$732,528 (79%)	\$578,680.23
<i>EFA</i>	\$1400 (100%)	\$1400
<i>APA</i>	\$119,513 (100%)	\$119,236.90
<i>Transportation</i>	\$4600 (89%)	\$4108.78
<i>Mental Health</i>	\$70,000 (92%)	\$64,360.33
<i>Mental Health Supplemental</i>	\$15,000 (91%)	\$13,686.25
<i>Non-Medical Case Management</i>	\$35,000 (77%)	\$27,048.81
<i>Food Bank</i>	\$3400 (95%)	\$3226.56
Total Regular Ryan White	\$1,136,837 (72%)	\$883,987.12
Total Ryan White Supplemental	\$108,254 (57%)	61,239.62

Health Insurance: Utilizing supplemental funds/other funding source.

Health Insurance Supp: Utilizing supplemental funds/other funding source

Oral Health: Utilizing supplemental funds/other funding source

OAMC: Reallocation in process, reducing by \$50,000.

NMCM: Funds will be expended.

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

Service Category	Allocation
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<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
<i>Total Regular Ryan White</i>	\$1,195,340
<i>Total Ryan White Supplemental</i>	\$145,610

V. Client Complaints

- No complaints have been received.

Attachment 3