

**Austin Area Comprehensive HIV Planning Council
Business Committee Meeting Minutes
September 26th, 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

Akeshia Johnson-Smothers	Jessica Pierce
Glenn Crawford	Barry Waller
Justin Smith	L.J. Smith
Nicole Evans	Aubrey Bragila
Dale Thele	Emma Sinnott

MEMBERS ABSENT

Whitney Bulna
L.J. Smith

AACHPC STAFF PRESENT

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

ADMINISTRATIVE AGENT STAFF PRESENT

Gregg Bolds	Program Manager, HIV Resources Administration Unit
Brenda Mendiola	Quality Management, HIV Resources Administration Unit
Patricia Niswander	Grants Coordinator, HIV Resources Administration Unit

OTHERS PRESENT

Leah Graham

I. Call to Order: AACHPC Chair, Justin Smith called the meeting to order at 6:20pm.

II. Certification of Quorum:

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

III. Introductions/Announcements: None

IV. Approval of the August 29th, 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: Gregg Bolds and Brenda Mendiola, Quality Management HIV Resources Administration Unit, informed the committee about the latest correspondence received from HRSA.

See Attachment 1

Review of the Administrative Agent Report Part B

Part B Senior Planner, Jessica Pierce discussed both expenditure reports for part B

1. BVCOG Subcontractor Training has been rescheduled for Monday, October 23 and Tuesday, October 24.
2. BVCOG is working on HOPWA and RW 2018-19 renewal applications due to DSHS.

3. Part B Expenditure Summary Update

The FY18 Part B expenditure summary is shown in Table 1 below. Forty-two (42%) percent of the year has expired; however, thirty-three (33%) percent of funds have been through August 2017. For supplemental funding, forty-two (42%) of the year has expired; however, twenty-seven (27%) percent of funds have been expended through August 2017.

See Attachment: 2

VI. Committee Reports:

➤ Executive Committee:

Committee Chair, Justin Smith provided an update on the (9-5-17) meeting.

The Executive committee reviewed and discussed:

- Upcoming September events
- Agenda settings for upcoming meetings
- Communication Plan

➤ Evaluations – QM Committee:

Committee Chair, Justin Smith provided an update on the (9-12-17) meeting. The committee reviewed and discussed:

1. HIV Prevention and Care Plan Stoplight Report
2. Standards of Care 2.0 DSHS Drafts for Comment
 - a. Food Bank (Comments)
 - b. Medical Nutrition Therapy

➤ Non-Medical Case Management

After review the Business Committee Voted to accept Non-Medical Case Management Standards of Care with amendments and edits.

Voted: 8 to 0 Motion Carried (1) Abstained (2) Absent (0) Conflicted

➤ Medical Case Management

After review the Business Committee Voted to accept Medical Case Management with amendments and edits.

Voted: 8 to 0 Motion Carried (1) Abstained (2) Absent (0) Conflicted

➤ Up Next for review in October:

- Mental Health (Up for Vote 10-10-17)
- Psychosocial Support (Up for Vote 10-10-17)
- Health Insurance Assistance (Draft for comment)

➤ Comprehensive Planning Committee:

- Did not meet
- Next Steps: None

➤ Allocations Committee:

Planning Council Chair, Justin Smith provided an update on the (9-19-17) meeting. The committee reviewed, discussed and decided to pass these items for recommendation to full Business council:

1. Reviewed FY18 Part A Allocation Plan
2. Reviewed FY18 Level Funding Plan
3. Reviewed FY18 Part A MAI Increase/Decrease Plan

(9-26-17) The Planning Council discussed, reviewed and decided to pass these items with some amendments:

1. FY18 Part Allocation Plan

2018-19 Rank	Service Category	FY18 Part A Proposed Allocation
	Part A Funding	
1	Outpatient Ambulatory Medical Care	\$1,408,514
2	Medical Case Management (Including Treatment Adherence)	See MAI Funding
3	Substance Abuse Services - Outpatient	\$168,108
4	Case Management (Non-Medical)	\$256,614
4	Housing Services	\$125,264
6	Health Insurance Premium and Cost Sharing Assistance	\$230,934
6	Substance Abuse Services - Residential	\$102,420
8	Emergency Financial Assistance	\$85,935
9	AIDS Pharmaceutical Assistance - Local	\$244,389
10	Oral Health Care	\$551,018
11	Food Bank / Home Delivered Meals	\$96,462
12	Medical Transportation Services	\$20,763
13	Home and Community Based Health Services	
14	Early Intervention Services	
14	Outreach Services	\$78,998
16	ADAP	\$1
17	Mental Health Services	\$215,546
17	Medical Nutrition Therapy	\$91,509
19	Child Care Services	
20	Psychosocial Support Services	\$13,688
20	Home Health Care	
22	Linguistic Services	
23	Hospice Services	\$0
23	Referral for Health Care/Support Services	
23	Rehabilitation Services	
26	Respite Care	
27	Legal Services	
27	Treatment Adherence Counseling (Non-Medical Personnel)	
29	Health Education Risk Reduction	
	MAI Funding	
2	Medical Case Management (Including Treatment Adherence)	\$0
4	Case Management (Non-Medical) MAI	\$249,918
14	Outreach Services MAI	\$43,000
	Subcontracted for Services	\$4,311,819
	Administration	\$760,911
Total		\$5,072,729

Vote: 8 to 0 Motion Carried (1) Abstained (2) Absent (0) Conflicted

2. FY18 Part A MAI Increase/Decrease Plan

Vote: 8 to 0 Motion Carried (1) Abstained (2) Absent (0) Conflicted

3. FY18 Level Funding Plan

Tabled due to being incorporated into the Increase/Decrease Plan

Up Next (10-19-17): TBA if Part A Reallocations are needed.

VII. HIV Planning Council Staff Report :

Program Manager and Planner, Crystal Flores and Laura Still reviewed, discussed and provided updates on:

1. Membership Update: 2 members have resigned this month. The Planning Council currently have 11 members on the HIV Planning Council, and 1 interested member scheduled to be interview at the October Executive Committee meeting.
2. Holidays Meeting rescheduled:
3. FY18 Ryan White HIV/AIDS Program Part A Notice of Funding Opportunity (NOFO): Staff is currently working and writing various sections of the grant application as drafts. We will be emailing google DOC links for the various sections of the Grant Application on Wednesday, October 4; please leave any feedback you have concerning content as comments. We welcome the community to comment on places in the draft where we have an opportunity to highlight the innovative programs and initiatives that are happening in Austin that we might have missed. Please provide comments by October 11th.
4. The Community Star Award for 2017: Will honor a star volunteer/community member who goes above and beyond their call of duty to serve others and the HIV community. The AACHPC Executive Committee will review the nominations and make the selection of the award recipient and honor them at the December Business meeting. The online application will go live October 5th through a survey monkey link! Be on the lookout!
5. Austin PRIDE Parade: is rescheduled for this **Saturday, September 30th** and the Festival is scheduled for **Saturday, October 21st**. If you are wanting to participate with the City of Austin and get a cool PRIDE t-shirt, please notify staff.
6. Texas HIV Syndicate meetings: Scheduled for October 16-17th, launching the development of an Ending the HIV Epidemic (ETE) Plan for Texas
7. Austin AIDS Walk: **October 29, 2017 @ Republic Square Park.** The Austin HIV Planning Council is registered to have a table at the event. Please contact the office of support to come volunteer
8. Upcoming Conferences:
 - Biomedical HIV Prevention Summit, December 4-5, New Orleans, LA
www.biomedicalhivsummit.org
 - Paradigm Shift Conference: the Impact of HIV/AIDS on African American Women and Families, November 2-3, Atlanta, GA Paradigmshiftconference.org
 - Building Leaders of Color (BLOC) is now accepting applications for participation in their leadership training program. <http://www.blochiv.org/>
 - American Public Health Association (APHA) conference November 4-8 (has HIV track)

VIII. Adjourned at 8:27pm

NEXT SCHEDULED MEETING

City Hall

301 W 2nd Street

Austin, TX 78701 Room 1027

Tuesday, October 24th, 2017 6:00 P.M.