

**Austin Area Comprehensive HIV Planning Council
Business Committee Meeting Minutes
October 24th, 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	Dale Thele
Glenn Crawford	Jessica Pierce
Justin Smith	L.J. Smith
Whitney Bulna	Emma Sinnott

MEMBERS ABSENT

Barry Waller
Nicole Evans
Aubrey Bragila

AACHPC STAFF PRESENT

Laura Still, Planner	Dwight Scales, Program Coordinator
Cassandra Deleon	Program Manager, Planning and Evaluation Unit
Scott Lyles	Program Coordinator, Planning and Evaluation Unit

ADMINISTRATIVE AGENT STAFF PRESENT

Brenda Mendiola	Quality Management, HIV Resources Administration Unit
Patricia Niswander	Grants Coordinator, HIV Resources Administration Unit

OTHERS PRESENT

I. Call to Order: AACHPC Chair, Justin Smith called the meeting to order at 6:03pm.

II. Certification of Quorum:

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

III. Introductions/Announcements: None

IV. Approval of the September 26th, 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.

- Chair, Justin Smith decided to discuss and review the current Health Assurance Assistance Standards of Care comments provided by DSHS at this time. The provider for Health Insurance Assistance reviewed the DSHS draft service standards and had no comments or suggestions for changes. Some members commented the draft was in a different format compared to other Standards of Care. Planning Council members will continue to review and submit comments to staff before submittal deadline.

See Attachment 1

See Attachment 2 (Health Assurance Assistance comments)

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 was scheduled for Monday, October 23 and Tuesday, October 24.

2. Part B Expenditure Summary Update

The FY18 Part B expenditure summary: Fifty (50%) percent of the year has expired; however, forty-three (43%) percent of funds have been spent through September 2017. For supplemental funding, fifty (50%) of the year has expired; however, forty (40%) percent of funds have been expended through September 2017.

See Attachment: 3

VI. Committee Reports:

➤ **Executive Committee:**

Committee Chair, Justin Smith provided an update on the (10-5-17) meeting.

The Executive committee reviewed and discussed:

- Upcoming October events
- Agenda settings for upcoming meetings

The 10-24-17 Business discussion consisted of:

1. AACHIVPC name change:

The Business committee decided to green light the first steps in changing the current name of the Austin Area Comprehensive Planning to the HIV Planning Council. Staff will provide an update in the upcoming executive meeting on (11-7-17)

2. Elevator Speech:

The Business committee discussed and strategized different forms and techniques to come up with an elevator speech for the planning council. Planner, Laura Still provided different examples. Staff will consolidate all input in a form of a draft and send out to planning council members for further review.

- ### ➤ **Evaluations – OM Committee:** Did not meet however, is scheduled to meet this upcoming month on (11-14-17) and discuss.

➤ **Mental Health and Psychosocial Support**

➤ **Medical Case Management**

• **Up Next for review in November:**

- Health Insurance Assistance comments (continued discussion)
- Substance Abuse Outpatient
- Substance Abuse Residential
- Housing

- ### ➤ **Comprehensive Planning Committee:** Planning Council Member, Akeshia Johnson-Smothers provided and update from the (10-10-17) meeting which consisted of:

- Reviewed focus groups with non-traditional partners planning
- Reviewed part 1 of 3 of the Needs Assessment report Draft
- Reviewed Comprehensive Plan activities/objectives

➤ **Allocations Committee:**

Planning Council Chair, Justin Smith provided an update on the (10-17-17) meeting. The committee reviewed, discussed and decided to pass these items for recommendation to full Business council:

1. Reviewed FY18 Part A Allocation Plan:

(10-25-17) The Planning Council discussed, reviewed and decided to pass these items with no amendments:

Part A and MAI Service Categories	FY16 Allocations	FY2016 Expenditures	FY17-Aug Expenditures	FY17 Projected Expenditures	FY17 Current Allocation	RWA Reallocation	RWA MAI Reallocation	FY17 Proposed Allocation
RW Part A funds	\$ 4,835,256.00	\$ 4,562,809.00	\$ 1,964,470.00	\$ 3,928,940.00	\$ 4,831,171	\$ (207,000)		\$ 4,831,171
				\$ 2.00		\$ -		0
Core Services	\$ 3,117,959	\$ 3,007,626	\$ 1,241,318	\$ 2,482,636	\$ 2,992,744	\$ 57,000	\$ -	\$ 3,049,744
Medical Case Management Incl. Treatment Adherence	\$ 200,393	\$ 199,927	\$ 105,525	\$ 211,050	\$ 301,473	\$ (5,000)	\$ -	\$ 296,473
Medical Case Management Incl. Treatment Adherence	\$ 93,350	\$ 74,384	\$ -	\$ -		\$ -	\$ -	\$ -
Health Insurance Premium Assistance	\$ 200,648	\$ 191,947	\$ 43,157	\$ 86,314	\$ 208,325	\$ -	\$ -	\$ 208,325
Outpatient & Ambulatory Health Services	\$ 1,162,614	\$ 1,162,614	\$ 554,736	\$ 1,109,472	\$ 1,207,094	\$ 130,000	\$ -	\$ 1,337,094
ADAP	\$ 1	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ 1
AIDS Pharmaceutical Assistance - Local	\$ 382,272	\$ 308,179	\$ 100,792	\$ 201,584	\$ 344,984	\$ (145,000)	\$ -	\$ 199,984
Mental Health Services	\$ 211,103	\$ 209,960	\$ 86,326	\$ 172,652	\$ 193,670	\$ 25,000	\$ -	\$ 218,670
Oral Health Care	\$ 541,467	\$ 541,468	\$ 249,522	\$ 499,044	\$ 513,167	\$ 52,000	\$ -	\$ 565,167
Substance Abuse Outpatient Services	\$ 126,519	\$ 123,555	\$ 59,957	\$ 119,914	\$ 148,491	\$ -	\$ -	\$ 148,491
Hospice Services	\$ 116,348	\$ 116,348	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical Nutrition Therapy	\$ 83,244	\$ 79,244	\$ 41,303	\$ 82,606	\$ 75,539	\$ -	\$ -	\$ 75,539
Support Services	\$ 1,020,755	\$ 924,467	\$ 483,560	\$ 967,120	\$ 1,113,750	\$ (57,000)	\$ -	\$ 1,056,750
Medical Transportation Services	\$ 27,824	\$ 27,824	\$ 9,447	\$ 18,894	\$ 21,274	\$ -	\$ -	\$ 21,274
Case Management Non-Medical	\$ 290,882	\$ 266,070	\$ 112,672	\$ 225,344	\$ 245,894	\$ (25,000)	\$ -	\$ 220,894
Case Management Non-Medical MAI	\$ 169,193	\$ 134,842	\$ 50,662	\$ 101,324	\$ 238,017	\$ -	\$ (10,000)	\$ 228,017
Substance Abuse Residential	\$ 95,393	\$ 88,268	\$ 55,250	\$ 110,500	\$ 99,043	\$ -	\$ -	\$ 99,043
Outreach Services	\$ 81,408	\$ 81,408	\$ 29,672	\$ 59,344	\$ 76,736	\$ -	\$ -	\$ 76,736
Outreach Services MAI	\$ 45,195	\$ 45,195	\$ 25,416	\$ 50,832	\$ 40,952	\$ -	\$ 10,000	\$ 50,952
Psychosocial Support	\$ 40,932	\$ 40,932	\$ 7,830	\$ 15,660	\$ 14,536	\$ -	\$ -	\$ 14,536
Emergency Financial Assistance	\$ 180,000	\$ 150,000	\$ 52,697	\$ 105,394	\$ 163,130	\$ (32,000)	\$ -	\$ 131,130
Housing Services	\$ -	\$ -	\$ 89,415	\$ 178,830	\$ 120,799	\$ -	\$ -	\$ 120,799
Food Bank / Home Delivered Meals	\$ 89,928	\$ 89,928	\$ 50,499	\$ 100,998	\$ 93,369	\$ -	\$ -	\$ 93,369
Total Services	\$ 4,138,714	\$ 3,932,093	\$ 1,724,878	\$ 3,449,756	\$ 4,106,494	\$ -		\$ 4,106,494
Administration	\$ 696,542	\$ 630,717	\$ 239,592	\$ 479,184	\$ 724,677	\$ -		\$ 724,677
Admin Part A & MAI	\$ 465,028	\$ 446,080	\$ 191,647	\$ 383,294	\$ 483,120	\$ -		\$ 483,120
QM Part A & MAI	\$ 231,514	\$ 184,637	\$ 47,945	\$ 95,890	\$ 241,557	\$ -		\$ 241,557
Total	\$ 4,835,256	\$ 4,562,810	\$ 1,964,470	\$ 3,928,940	\$ 4,831,171			\$ 4,831,171
Core	\$ 3,117,959	\$ 3,007,626	\$ 1,241,318	\$ 2,482,636	\$ 2,992,744			\$ 3,049,744
Support	\$ 1,020,755	\$ 924,467	\$ 483,560	\$ 967,120	\$ 1,113,750			\$ 1,056,750
Total	\$ 4,138,714	\$ 3,932,093	\$ 1,724,878	\$ 3,449,756	\$ 4,106,494			\$ 4,106,494
	\$ 0.75	\$ 0.76	\$ 0.72	\$ 0.72	73%			74%
	\$ 0.25	\$ 0.24	\$ 0.28	\$ 0.28	27%			26%

Vote: 6 to 0 Motion Carried (2) Abstained (3) Absent (0) Conflicted

Up Next (11-21-17): The HRAU has projected there will be no other reallocation process for the remainder of this year (Typically does not meet in November unless there are urgently needed reallocations needing to be voted on in that case a Rapid Reallocation will happen).

VII. HIV Planning Council Staff Report :

Program Manager, Cassie Delon provided updates on:

Planning Council Staffing Updates:

- Staffing adjustments
- Laura Still will be the program liaison at this time
- Scott Lyles will assist with the unit

Program Planner, Laura Still provided updates on:

1. Membership Update: Currently have 11 members on the HIV Planning Council, and 1 interested member.

2. November and December Schedule

Scheduled November Meetings:

- 1st Tuesday, November 7th: Executive Committee
- 2nd Tuesday, November 14th: Comprehensive Plan Committee & Evaluations-QM Committee
- 3rd Tuesday, November 21st: Allocations Committee (**Typically does not meet** in November unless there are urgently needed reallocations needing to be voted on) < Thursday, November 23rd: **Thanksgiving Day!** >
- 4th Tuesday, November 28th: HIV Planning Council Business meeting (**Typically does not meet** unless Allocations Committee has a Reallocation needing to be voted on)

Scheduled December Meetings:

- 1st Tuesday, December 5th: Executive Committee
- 2nd Tuesday, December 12th: Comprehensive Plan Committee & Evaluations-QM Committee
- 3rd Tuesday, December 19th: HIV Planning Council Business Meeting- location TBD < Monday, December 25th: **Christmas Day!** >

3. The Community Star Award for 2017: The HIV Planning Council would like to celebrate the spirit of civic responsibility, through community service by honoring someone whose voluntary contributions of time and talent have made a positive impact on the HIV community in Austin.

- Five nominations as of 10/25/17
- Nomination deadline is November 17, 2017
- Executive Committee will select a nominee on 12/5 and present the award at Business on 12/19

4. Austin AIDS Walk: **October 29, 2017 @ Republic Square Park**. Planning Council members will be walking in honor of Stephen Rice. The Austin HIV Planning Council is also registered to have a table at the event. Please contact the Laura Still to volunteer or Planning Council member Glenn Crawford to walk. Scott Lyles from the Planning and Evaluation Unit will be the staff support to set-up and take-down of the table at this event.

5. FY18 Ryan White HIV/AIDS Program Part A Notice of Funding Opportunity (NOFO): Staff appreciates everyone who took the time to review the draft FY18 Part A Grant Application on the Google Documents. All comments were reviewed by staff and edits were made where appropriate.

6. Texas HIV Syndicate meetings: October 16-17th, launched the development of the Texas Ending the HIV Epidemic (ETE) Plan. Contact Laura Still if you want to participate in any of the 5 workgroups monthly calls:

- Reduce New Infections

- Increasing Access to Care and Improving Outcomes
- Reducing gaps and Inequities in HIV Services (Laura Still, PC staff)
- Achieving Coordination through Collaborative Action (Barry Waller, PC Member)
- Influencing Policy and Change

7. 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 7:35pm

NEXT SCHEDULED MEETING

TBD