

**Austin Area Comprehensive HIV Planning Council  
Allocations Committee Meeting Minutes  
October 17<sup>th</sup>, 2017**

**MEMBERS PRESENT**

L.J. Smith, AACHPC Committee Chair  
Barry Waller, Committee member

Jessica Pierce, AACHPC Committee member  
Dale Thele, Committee member

**MEMBERS ABSENT**

None

**AACHPC STAFF PRESENT**

Crystal Flores, Program Manager  
Dwight Scales, Admin

**ADMINISTRATIVE AGENT STAFF PRESENT**

Greg Bolds  
Patricia Niswander

Program Manager, HIV Resources Administration Unit  
HIV Resources Administration Unit

**OTHERS PRESENT**

Leah Graham  
Todd Logan  
Alberto Barragan  
Jeannie Nelson  
Madge Whistler  
Susan Campion

**I. Call to Order:** AACHPC Chair, L.J. Smith at 6:02pm

**II. Certification of Quorum:** Quorum was established and certified by the AACHPC Vice Chair, L.J. Smith.

**III. Introductions/Announcements:** None

**IV. Approval of the September 19<sup>th</sup>, 2017 Minutes:** The minutes were reviewed and approved as submitted.

**V. Review of Administrative Agent Expenditure Report**

Patricia Niswander, AA (HRAU) reviewed the Ryan White Part A as of September 31<sup>th</sup>, 2017 expenditure report. Discussed the current variances: How expenditure variance is calculated: The service category expenditure year-to-date is compared to the contract term lapsed percentage. For example, if 50% of the contract term has lapsed, the YTD service category expenditure should be at 40%-60%. Service categories that do not have a variance of more than 10% are indicated as "Within Variance."

Note: Explanations and Projections shown below were provided by HIV services agencies in their Monthly Expenditure Variance Reports.

**VI. FY17 Part A Reallocation Plan:**

The Allocations committee reviewed, discussed and decided to pass the FY17 Part A Maximum Allocation Plan proposed by the HRAU. The committee decided to vote and allow passage to the full Business Committee for further review:

\*Key

Dollars providers projected will not be able to be spent
Reccomendations for Reallocation by the HRAU

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
<b>Core Services</b>	\$ 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
<b>Medical Case Management Incl. Treatment Adherence</b>	\$ 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
<b>AIDS Pharmaceutical Assistance - Local</b>	\$ 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
<b>Support Services</b>	\$ 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
<b>Case Management Non-Medical MAI</b>	\$ 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
<b>Outreach Services MAI</b>	\$ 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
<b>Total Services</b>	\$ 4,138,714	\$ 3,932,093	\$ 1,724,878	\$ 3,449,756	\$ 4,106,494	\$ -	\$ -	\$ 4,106,494
<b>Administration</b>	\$ 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
<b>Total</b>	\$ 4,835,256	\$ 4,562,810	\$ 1,964,470	\$ 3,928,940	\$ 4,831,171			\$ 4,831,171
<b>Core Support</b>	\$ 3,117,959	\$ 3,007,626	\$ 1,241,318	\$ 2,482,636	\$ 2,992,744			\$ 3,049,744
<b>Total</b>	\$ 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: 4 to 0 Motion Carried (0) Abstained (0) Absent (0) Conflicted**

**Additional meeting notes:**

- The HRAU has projected there will be no other reallocation process for the remainder of this year. If by some chance there has to be one, a rapid reallocation will be proposed by the HRAU
- Some providers expressed concerns about running out of funds for specific Service Categories before the end of March 2018:

**Housing  
Non-Medical Case Management**

The HRAU reminded providers and interested parties that a request for those additional funds can be paid for with the future FY2017 Carry Over Allocations Plan suggested by the Administrative Agent (Usually in August). Carry Over funds are generally annual grant year unspent funds (we can use up to 5%). A plan will then be made how to spend the remaining funds through out other service categories. HRSA can choose to approve the award money at a later date. The funds cannot be spent until The AA receives the award letter from HRSA.

**VII. Meeting Adjourned at 6:34 pm**

**NEXT SCHEDULED MEETING**  
**TBD**