

**AUSTIN AREA COMPREHENSIVE HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, August 28, 2018**



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BUSINESS MEETING MINUTES**

**REGULAR MEETING
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The Austin Area Comprehensive HIV Planning Council convened in a regular meeting on Tuesday, August 28, 2018 at City Hall, 301 West 2nd Street, Room 2005 in Austin, Texas.

Chair Justin Smith called the Board Meeting to order at 6:00p.m.

Council Members in Attendance:

Chair Justin Smith, Vice Chair L.J. Smith, Secretary Glenn Crawford, Adriana Neves, Alberto Barragan, Barry Waller, Dale Thele, Emma Sinnott, Whitney Bulna.

Staff in Attendance: *Cassandra (Cassie) DeLeon, Program Manager, Hailey de Anda, Program Supervisor, Kamia Rathore, AmeriCorps VISTA, Laura Still, Planner*

Administrative Agent: *Brenda Mendiola, Glenn Selfe*

Presenters: *None*

1. CERTIFICATION OF QUORUM

Chair Justin Smith established and certified Quorum.

2. CITIZEN COMMUNICATION

No citizen communication request.

3. INTRODUCTION/ANNOUNCEMENTS

The process for Council elections was announced. Nominations for positions will be taken for two months, with Executive Council vetting submissions in October. Full vote in Business Meeting is tentatively scheduled for November.

4. APPROVAL OF MINUTES

The minutes from the meeting of July 31, 2018 were approved.

5. COMMUNITY SPOTLIGHT

- a. Members discussed initial workgroup meetings for Fast Track Cities, which took place last week. High attendance was noted for sessions and members found identifying additional partners that were not already at the table to be a particularly useful exercise.
 - i. The next Fast Track Cities meetings will be Saturday September 15, 9:30 – 12 pm and Tuesday October 9, 2 – 5 pm at Rosewood Zaragosa Neighborhood Center Gym.
- b. The Austin Sobering Center is now open, with 24/7 service scheduled to begin in October. It is intended as an alternative to jail or the emergency room for publically intoxicated individuals to sober up. Individuals require an EMS or police escort to use services.

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6. DISCUSSION WITH HRSA SITE VISIT TEAM

- a. HRSA discussed efforts to improve community representation at Council, particularly related to being in compliance with Ryan White requirements.
- b. Council members discussed how uncertainty around funding availability and distribution timeline affects services. HRSA indicated that formula funding has historically remained intact and is working internally to reduce administrative burden to mitigate problems with applying for funding, but is limited in terms of when funds can be distributed.

7. AUSTIN PUBLIC HEALTH BUDGET BRIEFING

- a. Chris Riley from Austin Public Health gave an overview of the City Manager's proposed budget for 2018 – 2019, highlighting department specifics. The budget is currently in discussions and scheduled to be finalized September 13.

8. MONTHLY RYAN WHITE REPORTS

- a. Part A Planning Council Staff Report
 - i. Hailey de Anda presented the staff report.
 - ii. Outreach events include Fast Track Cities workgroups scheduled for September.
 - iii. Aids Services of Austin is opening the ASA Moody Medical Clinic Monday September 10, 11 am – 1:30 pm.
 - iv. Central Health is finalizing its 2019 budget.
 - v. Feedback on FY 19 grant application due to Planning Council.
- b. Part A Administrative Agency
 - i. Administrative Agent Glenn Selfe presented the Part A and MAI Grants Administration/Management Update.
 - Sub-recipient monitoring will occur in October and include changes in scope of contracts.
 - ii. Administrative Agent Brenda Mendiola presented Quality Management Updates, Client Complaints, and all other updates.
 - Working on tracking return to care data in partnership with David Powell Clinic. Looking at how to fine tune collection of number of patients retained in care.
 - Language to collect information on patient demographics for data analysis has been shared with sub-recipients, looking for feedback on how best to incorporate.
 - Vendor has been determined for client satisfaction survey and data collection will occur mid-January to mid-February.
 - One client complaint was received from the medical services group. The complaint has been fully resolved and closed after determining an action plan with the client.
 - iii. Hailey de Anda presented Part B report (See Attachment A).

9. COMMITTEE REPORTS:

- a. Executive Committee (Presented by Chair, Justin Smith)
 - i. New Member Application Approval-Chair Justin Smith recommended one new member applications for council vote.
 - Jerry Elrod Membership Application
Approved 9-0-1 vote. Council member Whitney Bulna abstained.
- b. Comprehensive Plan Committee (Presented by Committee Chair, Glenn Crawford)
 - Working on Community Star award, open to nominations.
- c. Allocations Committee (Presented by Committee Chair, L.J. Smith)
 - i. Planning Council moves to approve Assessment of Administrative Mechanism on a 10-0.

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10. TECHNICAL ASSISTANCE

- i. No technical assistance items discussed.

11. ADJOURNMENT

Chair *Justin Smith* adjourned the meeting without objection.