

**HIV PLANNING COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 25, 2018**



**HIV PLANNING COUNCIL
BUSINESS MEETING MINUTES**

**REGULAR MEETING
TUESDAY, SEPTEMBER 25, 2018**

The *HIV Planning Council* convened in a regular meeting on *Tuesday, September 25, 2018* at *City Hall, 301 West 2nd Street, Room 1027* 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*, *Alberto Barragan*, *Barry Waller*, *Dale Thele*, *Emma Sinnott*, *Jerry Elrod*, *Samuel Goings*

Staff in Attendance: *Cassandra (Cassie) DeLeon*, Program Manager, *Hailey de Anda*, Program Supervisor, *Halana Kaleel*, Administrative Senior, *Laura Still*, Planner

Administrative Agent: *Brenda Mendiola*, *Glenn Selfe*, *Patricia (Trish) Niswander*

Presenters: *None*

1. CERTIFICATION OF QUORUM

Chair Justin Smith established and certified Quorum.

2. CITIZEN COMMUNICATION

No citizen communication occurred.

3. INTRODUCTION/ANNOUNCEMENTS

- a. Council Member Emma Sinnott discussed funding opportunity occurring. She is working with an applicant at Dell Medical School to coordinate letters of support. She hopes with the funding is develop rideshare for clients. This can assist with capturing individuals falling out of care.

4. PRESENTATION

- a. INSURANCE ENROLLMENT FOR SENIORS AND THOSE WITH DISABILITIES
 - i. Presentation was canceled.
 - ii. Support Staff Hailey de Anda will forward presentation information to Planning Council Members at their request.

5. APPROVAL OF MINUTES

The minutes from the meeting of August 28, 2018 were approved.

6. MONTHLY RYAN WHITE REPORTS

- a. Part A Planning Council Support Staff Report
 - i. Support Staff Hailey de Anda presented the staff report (See Appendix A).
- b. Part A Administrative Agency Report

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- i. Administrative Agent Trish Niswander presented the Administrative Agency Report (See Attachment A).
 - Carryover reward has been received fully and has been allocated by the Allocations Committee and approved by the Planning Council.
 - New ARIES (AIDS Regional Information and Evaluation System) data is available for HAB (HIV/AIDS Bureau) measures.
 - c. Part B Report
 - i. Planning Council reviewed the Part B Report submitted by Brazos Valley Council of Governments (BVCOG) Planner Emily Lodger (See Appendix B).
- 7. COMMITTEE REPORTS**
- a. Executive Committee
 - i. Procedures are being put in place and discussed for grievances.
 - ii. Bart Whittington membership approval
 - Executive Plan Committee recommendation approving Bart Whittington's application for Planning Council membership was approved on a 9-0 vote. Council Members Adriana Neves, Akeshia Johnson Smothers, and Whitney Bulna were absent.
 - iii. Leadership nominations by October 1st
 - Please submit leadership nominations to Planning Council Support Staff.
 - Vote will occur during October's Business Meeting.
 - b. Comprehensive Plan Committee
 - i. Standards of Care
 - Medical Transportation
 - Comprehensive Plan Committee recommendation adopting Medical Transportation Standards of Care was approved on a 9-0 vote. Council Members Adriana Neves, Akeshia Johnson Smothers, and Whitney Bulna were absent.
 - Oral Health
 - Comprehensive Plan Committee recommendation adopting Oral Health Standards of Care was approved on a 9-0 vote. Council Members Adriana Neves, Akeshia Johnson Smothers, and Whitney Bulna were absent.
 - Food Bank
 - Comprehensive Plan Committee recommendation adopting Food Bank Standards of Care was approved on a 9-0 vote. Council Members Adriana Neves, Akeshia Johnson Smothers, and Whitney Bulna were absent.
 - ii. Planning Council Members need to notify Support Staff when conflict of interests occur.
 - c. Allocations Committee
 - FY2018 Reallocation Part A
 - September is the first month when all agencies will be billing against entire Ryan White Part A reward.
 - September invoices are not available for review by committee until October 22nd.
 - Octobers Allocation Committee meeting is currently scheduled for October 16th.
 - Business meeting must approve Allocation Committee Recommendation for reallocation.

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- If needed Rapid Reallocation can be done in December by the Administrative Agent.
- Allocations committee recommended moving October's Allocation meeting to the 23rd of October and Business meeting to the 30th of October. This allows the Allocation Committee to review an expenditure report with all AIDS Service Organizations (ASOs) billing against entire Ryan White Part A award.
- Administrative Agent Glenn Selfe will be researching other Planning Councils reallocation processes.

8. TECHNICAL ASSISTANCE

- a. No technical assistance occurred.

9. ADJOURNMENT

Chair *Justin Smith* adjourned the meeting at 7:00pm without objection.

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Appendix A

**Planning Council: Office of Support Staff Report
September 18, 2018 Allocation Committee Meeting**

ANNOUNCEMENTS

Fast Track Cities Upcoming Workgroup Meetings

Mark your calendars, second round of workgroup meetings begin on October 9, 2018

Location: Rosewood-Zaragoza Neighborhood Center (2800 Webberville Rd.)

www.facebook.com/AustinFTC/

Now Accepting Nomination for the Community Star Award

Please submit recommendations on how to publicize the nomination process

STAFF ACTIVITIES

Ryan White Part A Grant Activities

- Ryan White Part A Grant Application due September 21st
- HRSA Site Visit final report expected at the end of October

Needs Assessment

- Needs Assessment 1-pager finalized
- August 29th- PLWH Focus Group
- Coordinating with HRAU, Spanish speaking facilitators through APH, and community partners to conduct additional focus groups
- Key Informant Interviews (KII): Identified SMEs are being recruited for interviews

Comprehensive Planning

- Year 1 Progress report on comp plan outcomes

Outreach and Recruitment

- After Action Report documenting activities carried out in Spring of 2018 to recruit new members.
- Updating materials for the Community Star award. Taking into consideration recommendations on how to honor professionals as well as community members.

Technical Assistance and Training

- Survey to assess meeting times and dates – missing feedback from three council members
- December Business meeting: Recommendation for Old Thousands on December 4th at 6:00pm
- New Planning Council Member Orientation on October 3rd from 3:00-4:30pm.
- Now accepting officer nomination

Partnerships

- Providing subject matter expertise to Getting to Zero/Fast Track Cities Initiative
- Texas HIV Syndicate
- Statewide HIV Planner's network meeting

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Other

- City of Austin Open Data Portal project

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Appendix B

Austin Area Comprehensive Planning Council
Ryan White Part B Administrative Agency Report
Submitted by Emily Loder
September 25, 2018

I. Part B Grants Administration/Management Update

- We have a new planner, Emily Loder.
- BVCOG is still working on updating the competitive RFP. We will share with our current service providers as well as the City of Austin when it is released.
- We are still in the process of updating our eligibility policy to match the updated DSHS policy. We will work with the City of Austin to match as much as we can.
- We are in the process of hiring two new compliance monitors.
- We just started the training for ADAP applications into ARIES. There will be more training soon.

II. Part B Expenditure Summary Update

The FY19 Part B expenditure summary is shown in Table 1 below. Thirty-three percent of the year has expired; however, twenty-nine percent of funds have been used through July 2018. For supplemental funding, fifty percent of the year has expired; however, thirty-eight percent of funds have been expended through July 2018.

**Table 1: Ryan White FY18 Part B Billing Summary
July 2018**

CATEGORY	Budgeted Amount	<i>Expended Amount</i>	<i>Percent Expended</i>
Service Delivery	\$3,374,190	\$992,511.69	29%

Excluding Supplemental:

CATEGORY	Budgeted Amount	<i>Expended Amount</i>	<i>Percent Expended</i>
Service Delivery	\$3,155,385	\$910,050.37	28.84%

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

Service Category	Allocation	Expended	Justification
Health Insurance	\$71,268 (49.12%)	\$35,007.95	<i>Agencies experienced increased client need in July.</i>
Oral Health	\$146,600 (26.69%)	\$39,121.92	<i>Agencies are on track to fully expend funds.</i>
Oral Health Supplemental	\$13,981 (89.25%)	\$12,47.48	<i>Funds were increased to fully expend as a priority service.</i>
Outpatient Ambulatory Health Services	\$741,225 (29.22%)	\$216,585.43	<i>OAHS will begin for ASA in August with no anticipated difficulties.</i>
Outpatient Ambulatory Health Services Supplemental	\$67,524 (37.24%)	\$25,143.15	<i>Within variance</i>

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Early Intervention Services	\$20,000 (56.52%)	\$11,303.10	<i>There has been a higher need than expected in this category. We are working with agencies to reallocate funds if necessary.</i>
Emergency Financial Assistance	\$25,500 (98.04%)	\$25,000	<i>There has been an increased delay in ADAP certification (and recertification), the release of new more expensive medications, and lack of access to funds from other contracts due to contracting delays. There are additional funds to support the provision of medications funded under EFA. BVCOG will be notified if a lapse in additional funding occur.</i>
Local AIDS Pharmaceutical Assistance	\$75,700 (34.66%)	\$26,236.81	<i>Within variance.</i>
Medical Transportation	\$900 (43.27%)	\$389.43	<i>Within variance</i>
Mental Health	\$105,000 (37.77%)	\$39,659.91	<i>Within variance.</i>
Non-Medical Case Management	\$35,000 (2.11%)	\$739.65	<i>Agencies have developed a plan to start utilizing funds so they are used in a timely manner.</i>
Food Bank	\$3,400 (.82%)	\$28.00	<i>Agencies have developed a plan to start utilizing funds so they are used in a timely manner and distributed evenly among categories.</i>
Total Ryan White Supplemental	\$98,709 (47.87)	\$47,253.43	
Total Regular Ryan White	\$1,224,593 (32.18%)	\$394,072.20	

V. Client Complaints

- No complaints have been received.