

**HIV PLANNING COUNCIL MEETING MINUTES
MONDAY, JANUARY 28TH, 2019**



***HIV PLANNING COUNCIL
BUSINESS MEETING MINUTES***

**REGULAR MEETING
MONDAY, JANUARY 28TH, 2019**

The *HIV Planning Council* convened in a regular meeting on Monday, January 28th, 2019 at *City Hall, 301 West 2nd Street, Conference Room 1029* in Austin, Texas.

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

Council Members in Attendance:

Chair *L.J. Smith*, Vice Chair *Barry Waller*, Secretary *Glenn Crawford*, *Akeshia Johnson Smother*, *Alberto Barragan*, *Bart Whittington*, *Dale Thele*, *Emily Loder*, *Emma Sinnott*, *Jerry Elrod*, *Justin Smith*, *Samuel Goings*.

Members Absent:

Adriana Neves, *Roger Baltazar*, *Whitney Bulna*

Staff in Attendance: *Laura Still*, Planner, *Halana Kaleel*, Administrative Senior, *Cassandra DeLeon*, Unit Manager.

Administrative Agent: *Brenda Mendiola*, *Glenn Selfe*.

Presenters: *Ann Dills*, Department of State Health Services

1. CERTIFICATION OF QUORUM

- a. Chair LJ Smith established and certified Quorum.

2. CITIZEN COMMUNICATION

- a. Shabaura Perryman, General Citizen Communication.
 - i. New HIV Community Liaison for MERCK covering State of Texas.

3. INTRODUCTION/ANNOUNCEMENTS

- a. Dr. Huang leaving Austin Public Health's Medical Director Role and will no longer be serving as Fast Track Cities Executive.
 - i. Planning Council Members are welcomed to attend his going away party February 8th.

4. STAR AWARD RECOGNITION CEREMONY

- a. The HIV Planning Council honored the winners of the Community Star/Professional Star Award Prentiss Douthit and Mike Linney.
- b. Brandon Wollerson a nominee for the Professional Star Award was honored as well.

5. PRESENTATION

- a. HIV in Austin TGA and State – Ann Dills, Department of State Health Services (See Attachment 1)

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- i. Support Staff will send presentation out to Planning Council.
- ii. Ann Dills discussed the limitation of data. Data will not tell you why but can assist in developing a system of care that will work for your area.

6. APPROVAL OF MINUTES

The minutes from the meeting of December 4th, 2018 were approved with corrections.

7. MONTHLY RYAN WHITE REPORTS

- a. Part A Planning Council Support Staff Update
 - i. The presentation was made by Cassandra DeLeon, Unit Manager, Planning and Evaluation (See Appendix A).
 - If there are specific questions for February's Upcoming Business Meeting on the Housing and Economic Development Presentation from Angela Sommers please forward to Support Staff.
 - Efforts are being made to align the State Wide Plan (Achieving Together), Fast Track Cities, and HIV Planning Councils Comprehensive Plan.
 - The Austin/Travis Community Health Plan will have an all-day Planning Summit occurring Friday, February 1st. Planning Council Members are welcomed to contribute. One of the priority areas of the plan is Sexual Health.
 - Planning Council Member Jerry Elrod has requested assistance from Support Staff in recruiting interested community members.
- b. Part A Administrative Agency Update (See Attachment 2).
 - i. Administrative Agent Glenn Selfe gave the Planning Council the Part A & MAI Grants Administration/Management Update.
 - ii. Administrative Agent Brenda Mendiola gave the Quality Management/Data Management Update.
- c. Part B update
 - i. The presentation was made by Emily Loder, Planning Council Member (See Appendix B).

8. COMMITTEE REPORTS

- a. Executive Committee
 - i. Document review – documentation for complaints against PC members
 - Planning Council reviewed instructions for the complaint form and the complaint form.
- b. Comprehensive Plan Committee
 - i. Needs Assessment Phase Two has been reflected on and completed. Focus is preparing for Needs Assessment Phase Three and where the comprehensive plan is going.
- c. Allocations Committee
 - i. Committee reviewed training for the Priority and Resource Allocation Setting.

9. TECHNICAL ASSISTANCE

- a. Planning Council, Planning Council Support Staff, and Administrative Agent had a roundtable discussion about conferences attended in November and December of 2018.
- b. Highlights included:
 - i. HIV State Conference in November
 - ii. National Ryan White Conference in December
 - iii. Topics covered:
 - Partnership building

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- Using apps for case management
- HIV and aging
- Mini training for Planning Councils
- Mentor programs
- Event planning
- Engaging a new generation of consumers (People under 35, or recently diagnosed).

10. ADJOURNMENT

- a. Chair LJ Smith adjourned the meeting at 9:02 without objection.

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Appendix A

**Planning Council: Office of Support Staff Report
January 28, 2019 Business Meeting**

ANNOUNCEMENTS

Fast Track Cities Upcoming Workgroup Meetings

January 30, 2019 and February 2, 2019 next Fast Track Cities meeting

www.facebook.com/AustinFTC/

STAFF ACTIVITIES

Ryan White Part A Grant Activities

- HRSA Site Visit final report distributed to planning council on December 10, 2018
- HRSA Finding related Planning Council: The RWHAP Part A PC did not reflect in its composition the demographics of the population of individuals with HIV in the TGA. It also did not have representation from all required membership categories.

Needs Assessment

- Wrapping up data collection and summary from all target groups identified by Comprehensive Planning Committee for year 2.

Comprehensive Planning

- Fast Track Cities action plan is in development
- Revision based on FTC's plan and the Texas Syndicate plan are expected in early 2019.

Outreach and Recruitment

- HRSA hosted a webinar on recruitment and retention of new members. The webinar can be viewed at this link: <https://www.targetshiv.org/planning-chatt/recruitment-and-retention-new-members>
- Launching Spring recruitment drive development during January Executive Committee meeting

Technical Assistance and Training

- Request for direction on the type of content to include in presentations:
 - January - Anne Dills – State HIV data/ transgender data
 - February - Angela Sommers – HOPWA a/ Housing and Economic development
- Document development
 - Policy and procedures added for reimbursement of planning council members
 - Finalizing documentation for community members to submit a complaint against a Planning Council.

Partnerships

- Texas HIV Syndicate
- Opt out HIV Policy – Health Equity Policy Council effort

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Other

- Participation in major conferences
 - Annual Ryan White Conference
 - Texas State Syndicate Conference
- Letter of Support for comprehensive Sex Education in AISD sent to Board of Trustees

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Appendix B

Austin Area Comprehensive Planning Council
Ryan White Part B Administrative Agency Report
Submitted by Emily Loder
January 28, 2019

I. Part B Grants Administration/Management Update

- BVCOG has announced the awards for the 2019-2020 year.
- HOPWA contracts will start February 1, 2019.
- We have hired one compliance monitor and are still looking for one more. We will update you once that happens.

II. Part B Expenditure Summary Update

The FY19 Part B expenditure summary is shown in Table 1 below. Sixty-seven percent of the year has expired with sixty-five percent of the funds having been used through November 2018. For supplemental funding, the new contract year started in September and is currently thirty-three percent through the year with funds used through November 2018. One agency who previously used supplemental funding, has decided to decline further use of RWS funds.

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

CATEGORY	Budgeted Amount	<i>Expended Amount</i>	<i>Percent Expended</i>
Service Delivery	\$3,385,041	\$2,192,628	64.77%

Excluding Supplemental:

CATEGORY	Budgeted Amount	<i>Expended Amount</i>	<i>Percent Expended</i>
Service Delivery	\$3,166,358	\$2,079,293	65.67%

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

Service Category	Allocation	Expended	Justification
Health Insurance	\$71,268 (98.61%)	\$70,280.78	<i>Agencies experienced increased client need in the fall months and had submitted reallocations to add funds to this category.</i>
Oral Health	\$146,600 (66.05%)	\$96,825.84	<i>Within variance.</i>
Oral Health Supplemental	\$14,996 (7.41%)	\$1,111.40	<i>Agencies are trying to use all RWB oral funds prior to using RWB-S oral funding.</i>
Outpatient Ambulatory Health Services	\$741,225 (63.01%)	\$467,044.13	<i>Within variance..</i>
Outpatient Ambulatory Health Services Supplemental	\$66,877 (60.19%)	\$40,255.14	<i>Within variance.</i>

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Early Intervention Services	\$30,000 (68.98%)	\$20,692.72	<i>Funds have been reallocated into this category to meet increased client needs.</i>
Emergency Financial Assistance	\$25,500 (100%)	\$25,500	<i>This goal is complete.</i>
Local AIDS Pharmaceutical Assistance	\$75,700 (85.60%)	\$64,800.96	<i>This category will be monitored for funds to be reallocated if needed.</i>
Medical Transportation	\$900 (100%)	\$900	<i>This goal is complete.</i>
Mental Health	\$105,000 (71.25%)	\$74,808.07	<i>Within variance.</i>
Non-Medical Case Management	\$35,000 (2.72%)	\$952.49	<i>Agencies have developed a plan to start utilizing funds so they are used in a timely manner. BVCOG has also had agencies reallocate funds out of this category so they can be better utilized.</i>
Food Bank	\$3,400 (28.78%)	\$978.46	<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	\$99,446 (45.61%)	\$45,359.54	
Total Regular Ryan White	\$1,234,593 (66.64%)	\$822,783.45	

V. Client Complaints

- No complaints at this time – but was contacted by a Waco client who needed to understand insurance for an HIV+ person and using insurance for non-HIV services.