

**HIV PLANNING COUNCIL MEETING MINUTES
WEDNESDAY, FEBRUARY 20, 2019**



**HIV PLANNING COUNCIL
ALLOCATIONS COMMITTEE MEETING MINUTES**

**COMMITTEE MEETING
WEDNESDAY, FEBRUARY 20, 2019**

The HIV Planning Council (HIVPC) Allocations Committee convened in a committee meeting on Wednesday, February 20, 2019 at City Hall, 301 West 2nd Street, Room 1029 in Austin, Texas.

Committee Chair Barry Waller called the Board Meeting to order at 6:04 p.m.

Council Members in Attendance:

Committee Chair Barry Waller, Dale Thele, Emily Loder, Samuel Goings

Council Members Absent: Adriana Sansome Neves, Justin Smith, Roger Baltazar

Staff in Attendance (HIVPC Support Staff): Cassandra (Cassie) DeLeon, Unit Manager, Laura Still, Planner, and Scott Lyles, Unit Support Staff

Administrative Agent (AA): Glenn Selfe, Anthony Kitzmiller, Trish Niswander

Presenters: None

1. CERTIFICATION OF QUORUM

- a. Committee Chair Barry Waller established and certified Quorum.

2. CITIZEN COMMUNICATION

- a. None

3. INTRODUCTION/ANNOUNCEMENTS

- a. AA Glenn Selfe introduced new Financial Analyst for AA Anthony Kitzmiller
- b. Support Staff Cassie DeLeon announced new position as Interim Assistant Director of Disease Prevention and Health Promotion Division (DPHP) of Austin Public Health.
 - i. She will still provide support for HIVPC while Hailey de Anda, Supervisor of HIVPC Office of Support is on maternity leave.
 - ii. Her new position directly reports to Stephanie Hayden, Director, Austin Public Health.

4. APPROVAL OF MINUTES

- a. The minutes from the meeting of January 23rd, 2019 were reviewed and approved with minor corrections.

5. PLANNING COUNCIL STAFF REPORT (See Appendix A)

- a. The presentation was made by Cassie DeLeon, Interim Assistant Director DPHP, Austin Public Health.

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- i. Fast Track Cities March Workgroups will take place March 29th. More details to come.
 - Austin Public Health Director Stephanie Hayden will take on executive leadership role for Fast Track Cities.
- ii. Comprehensive Planning Committee will be focusing on alignment of Fast Track Cities and Achieving Together Texas Syndicate with HIVPC Comprehensive Plan.
- iii. Please send requests to support staff for Angela Sommers Housing and Economic Development Presentation for February's Business Meeting.
- iv. Executive Committee reviewed Directives during the February Executive Committee.
 - Working on aligning current approved directives with the Directive Policy approved by Planning Council.
- v. Technical Assistance:
 - Cassie DeLeon introduced presentation on the Assessment of the Administrative Agent (See Attachment 1)
 - Committee will approve Assessment of the Administrative Agent Survey in March 2019.
 - Committee asked to review survey and make recommendations.
- vi. Support Laura Still discussed Central Health Equity Policy Council working with Federally Qualified Health Centers on policy and implementation of Opt Out HIV testing.
 - St David's exploring pilot for Opt Out HIV Testing.
 - Calculator being developed that will assist in helping health centers determine cost for Opt Out testing.
- vii. Planning Council Member Dale Thele attended Central Health's Community Health Champions Lunch n Learn.

6. ADMINISTRATIVE AGENT PART A EXPENDITURE AND VARIANCE REPORT

- a. AA Glenn Selfe presented the Administrative Agent Part A Expenditure and Variance Report (See Attachment 2&3)
- a. Additional updates
 - i. None at this time.
- b. Reallocation Policy
 - i. AA has had discussions with other TGA's and EMA's about their rapid reallocations process.
 - ii. Executive Committee bumped review of rapid reallocations process while they wait on feedback from the AA and Allocations Committee.
 - iii. Allocations Committee would like to see:
 - Closer monitoring of expenditures Ex. What will be done with cost savings from staff vacancies?
 - Goal to have no carry over and ensure spending of dollars for services.
 - Committee requested proposals on different rapid reallocations processes for review at next Allocations Committee.

7. APPROVAL OF FY19 ALLOCATIONS

- a. AA Glen Selfe presented proposed changes to the Austin TGA Ryan White HIV/AIDS Program-FY19-20 Award (See Attachment 4).
Discussion: For FY18, the 15% of MAI funding which is allowed to cover administrative costs, was not used for administrative costs but instead directly funded services. Thus, MAI funding per service category was relatively high for FY18. For FY19, 15% of MAI funding

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will be used to cover administrative costs, so there will be a reduction in the amount of MAI funding going into service categories. To minimize the impact of this reduction in funding in MAI EIS and MAI Non-Medical Cases Management categories, the AA proposes an increase in funding of non-MAI EIS and non-MAI Non-medical Case Management service categories. See reallocation recommendation attached. The reallocations include moving funds from Quality Management and Psychosocial Support services to Non-medical Case management and EIS. Psychosocial Support services is underspent for FY18 and reported to the AA they would be okay with not receiving this funding in FY19.

Vote:

- i. Recommendation adopting \$1 to the AIDS Drug Assistance Program (ADAP) for FY19-20 was approved on Committee Member Barry Waller motion, Emily Loder second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.
- ii. Recommendation adopting \$245,405 to AIDS Pharmaceutical Assistance-Local for FY19-20 was approved on Committee Member Barry Waller motion, Dale Thele second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.
- iii. Recommendation adopting \$86,926 to Early Intervention Services (EIS) for FY19-20 was approved on Committee Member Barry Waller motion, Dale Thele second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.
- iv. Recommendation adopting \$231,895 to Health Insurance Premium and Cost Sharing Assistance (HIPCSA) for FY19-20 was approved on Committee Member Barry Waller motion, Emily Loder second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.
- v. Recommendation adopting \$330,106 to Medical Case Management, Including Treatment Adherence for FY19-20 was approved on Committee Member Barry Waller motion, Dale Thele second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.
- vi. Recommendation adopting \$91,889 to Medical Nutrition Therapy for FY19-20 was approved on Committee Member Barry Waller motion, Emily Loder second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.
- vii. Recommendation adopting \$216,442 to Mental Health Services for FY19-20 was approved on Committee Member Barry Waller motion, Emily Loder second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.
- viii. Recommendation adopting \$553,310 to Oral Health Services for FY19-20 was approved on Committee Member Barry Waller motion, Dale Thele second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.
- ix. Recommendation adopting \$1,414,371 to Outpatient Ambulatory Health Services for FY19-20 was approved on Committee Member Barry Waller motion, Dale Thele second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.
- x. Recommendation adopting \$168,807 to Substance Abuse Services-Outpatient for FY19-20 was approved on Committee Member Barry Waller motion, Emily Loder second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.
- xi. Recommendation adopting \$86,293 to Emergency Financial Assistance for FY19-20 was approved on Committee Member Barry Waller motion, Emily Loder second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.

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- xii. Recommendation adopting \$96,863 to Food Bank/Home Deliver Meals for FY19-20 was approved on Committee Member Barry Waller motion, Dale Thele second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.
- xiii. Recommendation adopting \$125,784 to Housing Services for FY19-20 was approved on Committee Member Barry Waller motion, Emily Loder second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.
- xiv. Recommendation adopting \$20,850 to Medical Transportation Services for FY19-20 was approved on Committee Member Barry Waller motion, Dale Thele second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.
- xv. Recommendation adopting \$302,744 to Non-Medical Case Management for FY19-20 was approved on Committee Member Barry Waller motion, Emily Loder second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.
- xvi. Recommendation adopting \$0 to Psychosocial Support Services for FY19-20 was approved on Committee Member Barry Waller motion, Dale Thele second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.
- xvii. Recommendation adopting \$102,846 to Substance Abuse Services-Residential for FY19-20 was approved on Committee Member Barry Waller motion, Emily Loder second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.
- xviii. Recommendation adopting \$43,807 to MAI EIS for FY19-20 was approved on Committee Member Barry Waller motion, Emily Loder second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.
- xix. Recommendation adopting \$254,604 to MAI Non-Medical Case Management for FY19-20 was approved on Committee Member Barry Waller motion, Dale Thele second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.

8. FINALIZE DATA REQUESTS AND TIMELINE

- a. Committee reviewed Data Requests and Timeline for PSRA Cycle FY20.
 - i. Committee requested 5 year Allocation trends over time.

9. VOTE TO APPROVE PSRA CYCLE FOR GRANT YEAR 2020 (See Appendix B)

- a. Recommendation adopting PSRA Cycle for Grant Year 2020 was approved on Committee Member Emily Loder motion, Barry Waller second on a 4-0 vote. Committee Members Adriana Sansome Neves and Roger Baltazar were absent.

10. ADJOURNMENT

Committee Chair Barry Waller adjourned the meeting at 8:15p.m. without objection.

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**Appendix A
Planning Council: Office of Support Staff Report
February 20, 2019 Allocations Committee Meeting**

ANNOUNCEMENTS

HIV Advocacy Day at the Capital

Hosted by Legacy Community Health.

The 2019 HIV Advocacy Day is set for **Wednesday, March 20, 2019**
9:00 a.m. at the *Family Life Center* of the United Methodist Church of Austin
1201 Lavaca St, Austin TX 78701.

[HIV Advocacy Day — Legacy Takes Action.mhtml](#)

Fast Track Cities Upcoming Workgroup Meetings

March 2019 TBD

www.facebook.com/AustinFTC/

STAFF ACTIVITIES

Ryan White Part A Grant Activities

- HRSA Award has been received, application received a score of 97 out of 100. The TGA received an increase of ~3.62% over FY18-19, including an amazing 7.09% increase in Supplemental funding. Supplemental funding is awarded based on the quality of the grant application in demonstrating need in the jurisdiction. Formula funding, which is based on epi data for the jurisdiction, received a 2.03% increase, and Minority AIDS Initiative (MAI) funding saw a 3.02% increase.

Needs Assessment

- Wrapping up data collection and summary from all target groups identified by Comprehensive Planning Committee for year 2.
- Incorporating data shared by Ann Dills at January Business meeting into epi profile.

Comprehensive Planning

- Fast Track Cities action plan is in implementation stage
- Alignment with Achieving Together Texas Syndicate plan and Fast Track Cities is in process.

Outreach and Recruitment

- Launching Spring recruitment drive, template for recruitment plan has been developed.

Technical Assistance and Training

- Request for direction on the type of content to include in presentations:
 - February - Angela Sommers – HOPWA a/ Housing and Economic development
 - May- Brenda Mendiola HRSA requirements for RW Quality Management
- Document development

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- Policy and procedures finalized for reimbursement of planning council members
- Directives
- Rapid Reallocation Policy
- Assessment of the Administrative Agent

Partnerships

- No updates at this time

Other

- Council Participated in National African American HIV/AIDS Awareness Day event hosted by AIDS Services of Austin, February 7, 2019
- Council Chair completed Planning Council component of the CAEAR Coalition survey to inform next steps in future reauthorization discussions of the Ryan White HIV Treatment Program.
- Considering meeting location options due to changes in access to City Hall meeting space.

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Appendix B

Priority Setting and Resource Allocation

Process of the Austin Area Comprehensive HIV Planning Council for FY2020

The Planning Council is responsible for setting priorities among service categories, allocating funds to those service categories, and providing directives to the Grantee [HRAU] on how best to meet these priorities. The Planning Council carries out the priority setting and resource allocation (PSRA) by the deadline agreed upon with the Grantee, which is based on the Part A grant schedule and expected application deadline. Companion documents for the FY2020 PSRA cycle process include the HIV Planning Council 2019 Work Plan, 2018 PSRA training PowerPoint, and examples of critical documents. Critical documents are represented in green lettering and will be reviewed, discussed and updated by Allocation Committee.

Priority Setting

- **Step PS1:** Review PSRA 2019 materials (e.g. data request, priority setting tool, final service category and final resource allocations) and draft 2020 PSRA process.
- **Step PS2:** Develop data request and timeline for data request collaboratively with HRAU. Note: Data request and timeline should include all data needs for Steps PS5 and RA1.
- **Step PS3:** **Vote** on 2020 PSRA process- Allocations Committee
- **Step PS4:** **Vote** on 2020 PSRA process- Planning Council
- **Step PS5:** Review data for each criteria factor of the priority setting tool
- **Step PS6:** Adjust **priority setting tool** to ensure tool aligns with identified data needs
 - a. Adjust tool as necessary
 - i. Criteria factors (columns)
 - ii. Weights of criteria factors
- **Step PS7:** Utilize **priority setting tool** to rank service categories and set service category priorities.
- **Step PS8:** **Vote** on final service category priorities- Allocations Committee
- **Step PS9:** **Vote** on final service category priorities- Planning Council

Resource Allocation

- **Step RA1:** Review data that informs the **allocation plan**
 - a. Results of priority setting process
 - b. Available funding data such as:
 - i. Payer of last resort
 - ii. Cost/client, Cost/unit service
 - iii. Expenditure trends over time
 - c. Amount of funding available- Using guidance from the FY20 Notice of Funding Opportunity the Planning Council will determine the amount of total funding which will be submitted to HRSA.
- **Step RA2:** Allocations Committee will develop a draft **allocation plan**
 - a. For each service category, the Allocations Committee will decide on one of the following options:
 - i. Increase, decrease, or flat funding of each service category from previous year
 - ii. Stop funding a service category
 - iii. Start funding a new service category

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- b. Allocations Committee will draft an **allocation plan, including exact dollar amounts** for each service category.
- c. Determine **Increase/Decrease Plan**
- o **Step 2: Vote** on Final Allocations Plan and Increase/Decrease Plan- Allocations Committee
- o **Step 3: Vote** on Final Allocations Plan and Increase/Decrease Plan- Planning Council
- o **Step 4:** Submit approved Allocation Plan and Increase/Decrease Plan to HRAU

**This document serves as the official PSRA process of the Austin Area
Comprehensive HIV Planning Council for FY2020.**