

**HIV PLANNING COUNCIL MEETING MINUTES
MONDAY, MARCH 25TH, 2019**



**HIV PLANNING COUNCIL
BUSINESS MEETING MINUTES**

**REGULAR MEETING
MONDAY, MARCH 25TH, 2019**

The *HIV Planning Council* convened in a regular meeting on Monday, March 25th, 2019 at *City Hall, 301 West 2nd Street, Conference Room 1029* in Austin, Texas.

Chair *LJ Smith* called the Meeting to order at 6:15 p.m.

Council Members in Attendance:

Chair *L.J. Smith*, Vice Chair *Barry Waller*, *Adriana Neves*, *Akeshia Johnson Smothers*, *Alberto Barragan*, *Bart Whittington*, *Dale Thele*, *Juan Troy*, *Justin Smith*, *Samuel Goings*, and *Whitney Bulna*

Members Absent:

Secretary *Glenn Crawford*, *Emma Sinnott*, *Jerry Elrod*, and *Roger Baltazar*

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

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

Presenters: *None*

1. CERTIFICATION OF QUORUM

- a. Chair LJ Smith established and certified Quorum.

2. CITIZEN COMMUNICATION

- a. None at this time

3. INTRODUCTION/ANNOUNCEMENTS

- a. Welcomed new Planning Council Member Juan Troy.
- b. Planning Council Member Alberto Barragan announced the successful event Fiesta de Lanzamiento/Launch Party that happened March 23, 2019 at The Q Austin.
 - i. This event had high participation of monolingual-Spanish Speakers as well focusing on Latinas, Latinos, and the Latinx Community in Austin.

4. APPROVAL OF MINUTES

- a. The minutes from the meeting of February 25, 2019 were approved with minor corrections.

5. MONTHLY RYAN WHITE REPORTS

- a. Part A Planning Council Support Staff Report
 - i. The presentation was made by Cassandra DeLeon, Unit Manager, Planning and Evaluation (See Appendix A).

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- Thank you to Planning Council Member Justin Smith for his six years of service on HIV Planning Council.
 - If unable to attend the Mandatory Boards and Commissions Refresher Training in April additional options will be offered in May.
 - Planning Council Members will complete questionnaire at end of the meeting to assist with Planning Council Reflectiveness due to HRSA.
 - Planning Council reviewed Memorandum of Understanding (MOU) between Planning Council and Austin Public Health that covers Reallocation processes.
 - This part of the MOU is guidance to start with and needs to be reflected on as we have continued discussions about reallocations.
 - Planning Council reviewed the Austin HIV Service Performance Catalog.
 - Planning Council reviewed the Promotional Flyer for HIV Planning Council.
 - Planning Council recommended updating the photo.
- b. Part A Administrative Agency Report (See Attachment 1).
- i. Administrative Agent Glenn Selfe gave the Planning Council the Part A & MAI Grants Administration/Management Update.
 - AA Glenn Selfe introduced Adrienne Sturup, Assistant Director, Health Equity Community Engagement, Austin Public Health.
 - ii. Administrative Agent Brenda Mendiola gave the Quality Management/Data Management Update.
- c. Part B Report
- i. Part B Report was presented for review, submitted by Kristi Hanle, BVCOG (See Appendix B).

6. COMMITTEE REPORTS

- a. Executive Committee
- i. Membership approval
 - Barry Waller Reapplication
 - Recommendation adopting Barry Waller's reapplication for his second membership term was approved on an 11-0 vote. Planning Council Members Glenn Crawford, Emma Sinnott, Jerry Elrod, and Roger Baltazar were absent.
 - Jonathon Wells
 - Recommendation adopting Jonathan Wells' membership was approved on an 11-0 vote. Planning Council Members Glenn Crawford, Emma Sinnott, Jerry Elrod, and Roger Baltazar were absent.
 - Taylor Whalen
 - Recommendation adopting Taylor Whalen membership was approved on an 11-0 vote. Planning Council Members Glenn Crawford, Emma Sinnott, Jerry Elrod, and Roger Baltazar were absent.
- ii. Membership termination recommendation
- Roger Baltazar recommended membership termination for failure to perform responsibilities.
 - Recommendation adopting Roger Baltazar membership termination was approved on a 11-0 vote. Planning Council Members Glenn Crawford, Emma Sinnott, Jerry Elrod, and Roger Baltazar were absent.

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- iii. Bylaws
 - Planning Council members were given a copy of bylaws to review and have a copy available for reflection during meetings.
- iv. Spring Recruitment Drive Update
 - Update was given by Support Staff Halana Kaleel.

- b. Comprehensive Plan Committee
 - i. The Comprehensive Plan Committee did not meet in March because they did not make quorum.
 - ii. An abstract for a poster presentation, detailing the promising practices and lessons learned from the 2017 HIV Needs Assessment was submitted to the US Conference on AIDS (USCA).

- c. Allocations Committee
 - i. Priority Setting data is under review at committee. Committee will review data to determine consumer priority ranking prior to the April meeting. Data elements for consideration for this criteria factor include the epidemiological profile, and Year 1 and Year 2 Needs Assessment data summaries.
 - ii. Approval Assessment of the Administrative Mechanism Survey
 - Planning Council Members reviewed edits made to the survey during the Allocations Committee in March 2019.
 - Recommendation adopting Assessment of the Administrative Mechanism Survey was approved on an 11-0 vote. Planning Council Members Glenn Crawford, Emma Sinnott, Jerry Elrod, and Roger Baltazar were absent.

7. TECHNICAL ASSISTANCE

- a. None at this time

8. ADJOURNMENT

- a. Chair LJ Smith adjourned the meeting at 8:30pm without objection.

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Appendix A

**Planning Council: Office of Support Staff Report
March 25, 2019 Business Committee**

ANNOUNCEMENTS

Fast Track Cities Upcoming Workgroup Meetings

March 29, 2019

www.facebook.com/AustinFTC/

STAFF ACTIVITIES

Ryan White Part A Grant Activities

- None at this time

Needs Assessment

- Updating Epidemiological Profile
- Working with AA to gather data requested from Allocations Committee for use in priority setting in March/April

Comprehensive Planning

- Technical Assistance plan underdevelopment with Integrated HIV/AIDS Planning Technical Assistance Center (IHAPTAC) to support update and monitoring of the Integrated Plan
- Supporting committee with plan alignment with Achieving Together: A Community Plan to End the HIV Epidemic in Texas and Fast Track Cities Austin

Outreach and Recruitment

- Spring Recruitment for 2019 is being reviewed by Planning Council.

Technical Assistance and Training

- Request for direction on the type of content to include in presentations:
 - May- Brenda Mendiola HRSA requirements for RW Quality Management
- MOU Review of Reallocations
- Austin HIV Services Performance Catalog
- Review elevator speech and recruitment messaging
- Mandatory Boards and Commissions Refresher Training-April
- Program Terms Report

Partnerships

- Central Health, Health Equity Policy Council is progressing opt-out HIV testing efforts in 1) federally qualified health centers, 2) local hospitals, most movement is with St. David's and 3) preliminary talks with Travis County Jail. This group is also finalizing a calculator which can be used by healthcare facilities to do a cost analysis if implementing opt-out HIV testing at their facility.

Other

- Staff are supporting HIV Prevention Grant writing for APH
- Public Hearings occurred Tuesday, March 5th for Gene Wu's Bill about opt-out only HIV Testing and Garnet Coleman's Medicaid Expansion Bill.
- **National Week of Prayer for the Healing AIDS event staff tabled at the 19th Annual Citywide**

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worship service March 7, 2019 at Freedom Home Baptist Church.

- **National Women and Girls HIV/AIDS Awareness Day-March 10th** Event observing #NWGHAAD on March 12 at AIDS Services of Austin (ASA) at Springdale. The Q Austin and ASA hosting panel/conversation about Being Women and Navigating Sexual Health Services.
- **HIV Advocacy Day at the Capital, Wednesday, March 20, 2019**

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Appendix B

Austin Area Comprehensive Planning Council
Ryan White Part B Administrative Agency Report
Submitted by Kristi Hanle
March 24, 2019

I. Part B Grants Administration/Management Update

- BVCOG is working on getting out the Ryan White Service Delivery and Ryan White Supplemental Contracts out for the April 1 contract start dates
- BVCOG has received their final allocations for the State Services contracts that start September 1, so will be working on finalizing the allocations for those funds and will send those out by May 1.
- Emily Loder has left BVCOG, so we will be posting her position soon and will be working on hiring a new planner.
- BVCOG will be finalizing their eligibility policy by the end of March.

II. Part B Expenditure Summary Update

The FY19 Part B expenditure summary is shown in Table 1 below. Eighty-three percent of the year has expired with eighty-one percent of the funds having been used through January 2019. For supplemental funding, sixty-seven percent of the year has expired with seventy-six percent of the funds having been used through January 2019. One agency who previously used supplemental funding, has decided to decline further use of RWS funds for 2018-2019.

**Table 1: Ryan White FY18 Part B Billing Summary
January 2019**

CATEGORY	Budgeted Amount	<i>Expended Amount</i>	<i>Percent Expended</i>
Service Delivery	\$3,385,912	\$2,773,498.07	81.91%

Excluding Supplemental:

CATEGORY	Budgeted Amount	<i>Expended Amount</i>	<i>Percent Expended</i>
Service Delivery	\$3,155,358	\$2,596,076.24	82.28%

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

Service Category	Allocation	Expended	Justification
Health Insurance	\$71,268 (97.61%)	\$69,565.59	<i>Two agencies experienced an increased demand in paying insurance premiums.</i>
Oral Health	\$146,600 (83.70%)	\$122,705.28	<i>Within variance.</i>
Oral Health Supplemental	\$14,996 (48.85%)	\$7,325.78	<i>Agencies are trying to use all RWB oral funds prior to using RWB-S oral funding.</i>
Outpatient Ambulatory Health Services	\$741,225 (77.06%)	\$71,157.04	<i>Within variance.</i>
Outpatient Ambulatory Health Services Supplemental	\$66,877 (86.73%)	\$58,003.04	<i>Agencies are trying to use all RWB oral funds prior to using RWB-S oral funding.</i>

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Early Intervention Services	\$30,000 (73.62%)	\$22,551.24	<i>Within variance.</i>
Emergency Financial Assistance	\$25,500 (75.17%)	\$25,500	<i>Within variance.</i>
Local AIDS Pharmaceutical Assistance	\$75,700 (100%)	\$75,700.00	<i>This goal is complete</i>
Medical Transportation	\$900 (100%)	\$900	<i>This goal is complete.</i>
Mental Health	\$105,000 (84.90%)	\$89,143.64	<i>Within variance.</i>
Non-Medical Case Management	\$35,000 (19.58%)	\$6,853.06	<i>One agency states they will be sending a reallocation, because the funds will not be needed in this category.</i>
Food Bank	\$3,400 (46.41%)	\$1,578.00	<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	\$99,446 (82.71%)	\$82,256.72	
Total Regular Ryan White	\$1,234,593 (79.84%)	\$985,653.85	

V. Client Complaints

- No complaints at this time