

HIV PLANNING COUNCIL MEETING MINUTES
MONDAY, OCTOBER 28, 2019



**HIV PLANNING COUNCIL
BUSINESS MEETING MINUTES**

**REGULAR MEETING
MONDAY, October 28, 2019**

The *HIV Planning Council* convened in a regular meeting on Monday, September 30, 2019 at *City Hall, 301 West 2nd Street, Conference Room 1029* in Austin, Texas.

Vice-Chair Barry Waller called the meeting to order at 6:00 p.m.

Council Members in Attendance:

Vice-Chair, *Barry Waller, Akeshia Johnson Smothers, Bart Whittington, Dale Thele, Emma Sinnott, Lee Miranda, Julio Gómez, Mattyna Stephens and Samuel Goings*

Members Absent:

Chair, *L.J. Smith, Secretary Glenn Crawford, Adriana Neves, Alberto Barragan, Jonathan Wells, and Juan Troy*

Staff in Attendance: *Hailey de Anda, Interim Unit Manager, Rashana Raggs, Administrative Senior, Jaseudia Killion, Planner II, and Anjelica Barrientos, AmeriCorps Vista*

Administrative Agent: *Brenda Mendiola and Anthony Kitzmiller*

Presenters: *None.*

1. CERTIFICATION OF QUORUM

- a. Vice-Chair Barry Waller established and certified quorum at 6:00 p.m.

2. CITIZEN COMMUNICATION

- a. None.

3. INTRODUCTION/ANNOUNCEMENTS

- a. Hailey de Anda introduced Jaseudia Killion as the new Planner II.
- b. Hailey de Anda introduced Anthony Kitzmiller as the acting manager for the Administrative Agents.

4. APPROVAL OF MINUTES 

- a. The minutes from the meeting of September 30th, 2019 were approved with minor grammatical corrections.






5. COMMITTEE REPORTS

- a. Executive Committee

- i. Fiscal year 2018 carry over 

- a. Administrative Agent Anthony Kitzmiller reported a total of \$68,367 left over from fiscal year 2018. For Part A, \$58,692 and for MAI (Minority AIDS Initiative) \$9,675, with \$29,346 going into health insurance, \$29,346 going into emergency financial assistance, and \$9,675 going into MAI early intervention services.

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- b. Recommendation for fiscal year 2018 carry over was approved on an 8-0-1 vote. Council member Emma Sinnott abstained because of conflicted interest. Chair, L.J. Smith, Secretary Glenn Crawford, and Council Members Adriana Neves, Alberto Barragan, Jonathan Wells, and Juan Troy were absent.
- ii. Membership votes
 - a. Brian Johnson 
 - 1. Recommendation adopting Brian Johnson application was approved on a 9-0 vote. Chair, L.J. Smith, Secretary Glenn Crawford, and Council Members Adriana Neves, Alberto Barragan, Jonathan Wells, and Juan Troy were absent.
 - b. Brooks Wood 
 - 1. Recommendation adopting Brooks Wood application was approved on a 9-0 vote. Chair, L.J. Smith, Secretary Glenn Crawford, and Council Members Adriana Neves, Alberto Barragan, Jonathan Wells, and Juan Troy were absent.
 - c. Michael Everett 
 - 1. Recommendation adopting Michael Everett application was approved on a 9-0 vote. Chair, L.J. Smith, Secretary Glenn Crawford, and Council Members Adriana Neves, Alberto Barragan, Jonathan Wells, and Juan Troy were absent.
 - d. Tara Scarbrough 
 - 1. Recommendation adopting Tara Scarbrough application was approved on a 9-0 vote. Chair, L.J. Smith, Secretary Glenn Crawford, and Council Members Adriana Neves, Alberto Barragan, Jonathan Wells, and Juan Troy were absent.
 - e. Taylor Stockett 
 - 1. Recommendation adopting Taylor Stockett application was approved on a 9-0 vote. Chair, L.J. Smith, Secretary Glenn Crawford, and Council Members Adriana Neves, Alberto Barragan, Jonathan Wells, and Juan Troy were absent.
- b. Comprehensive Plan Committee
 - i. Year 3 Special Studies
 - a. Council member Bart Whittington reported on last comprehensive planning meeting.
 - b. Council member Emma Sinnott discussed pilot for centralized Ryan White eligibility in the community.
 - c. Currently still trying to get in contact with Roger Temme to speak at a future comprehensive planning meeting on peer navigation.
 - ii. Star Award
 - a. Currently have 3 professional nominees and 2 community nominees.
 - b. Final voting on winners will be held at next business meeting
 - iii. Letters of Support
 - a. Letter of support discussed to be drafted by council members Emma Sinnott and Bart Whittington to present to Administrative Agents on rideshare and concerns over HIPAA (Health Insurance Portability and Accountability Act).
 - b. Request for Australian owners to allow Dell medical students to utilize HIV Stigma survey tool.
- c. Allocations Committee
 - i. Document review
 - a. Re-allocations policy /MOU update
 - a. Vice-chair Barry Waller presented on allocations
 - b. Goes on agenda for next Executive meeting.
 - c. Rashana will email full council MOU with and without comments
 - ii. Fiscal year 2019 re-allocations
 - a. 3 categories were suggested by Comprehensive Planning:
 - a. Emergency financial assistance
 - b. Substance abuse services – residential


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- c. Housing Services
- b. A provider presented a citizen communication stating they were running out of money.
- iii. Responses to administrative assessment were provided.

6. PEER-TO-PEER NAVIGATION

- a. Presenter Sylvia Lopez, Positive Interventions Program Coordinator II of the Health Promotions Department at AIDS Services of Austin, was not present to present.

7. TECHNICAL ASSISTANCE


- a. Voting on council meeting date and times for FY20 
 - i. Recommendation for adopting fiscal year 2020 meeting dates and times was approved on Council Member Bart Whittington motion, Council member Emma Sinnott seconded on a 9-0 vote. Chair, L.J. Smith, Secretary Glenn Crawford, and Council Members Adriana Neves, Alberto Barragan, Jonathan Wells, and Juan Troy were absent.

8. MONTHLY RYAN WHITE REPORTS

- a. Part A Planning Council Support Staff Report
 - i. Rashana Raggs presented the staff report amongst full business council.
 - ii. Hailey de Anda presented on upcoming staff activities, conferences, and mentoring.
- b. Part A Administrative Agency Report
 - i. Administrative Agent interim manager Anthony Kitzmiller presented on the Part A Administrative Agent report.
 - ii. Administrative Agent Brenda presented on planning council member registration for the Transgender Health Training and the annual Ryan White Services Report.
- c. Part B Report
 - i. Council member Mattyna Stephens presented on the Part B report.

ADJOURNMENT

- a. Vice-Chair Barry Waller adjourned the meeting at 7:15 p.m. without objection.

 *Indicative of action items*

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. TTY users' route through Relay Texas at 711.

For More Information on the HIV Planning Council, please contact Hailey de Anda at (512) 972-5862.

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Appendix A

Planning Council: Office of Support Staff Report
October 28th, 2019
Business Committee Meeting

ANNOUNCEMENTS

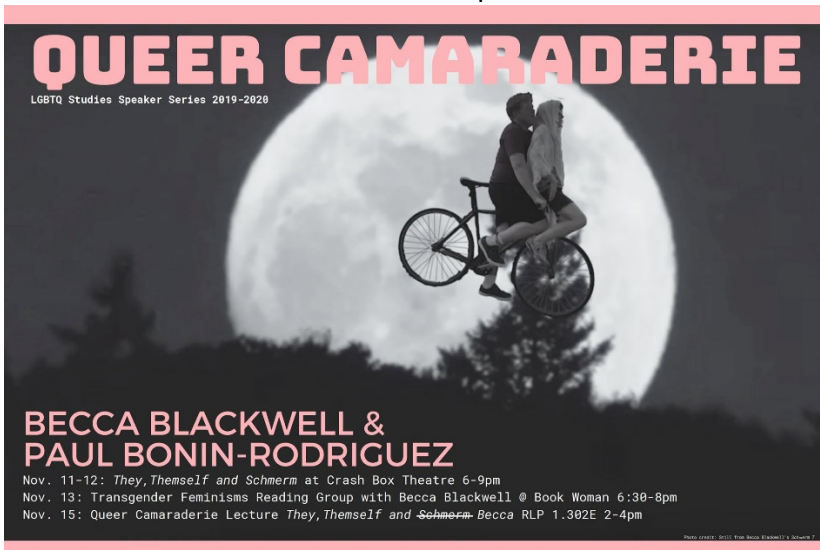
October 31st Walk This Way Grand Ball: Costume Couture hosted by ATX Black Pride
Oilcan Harrys - 211 W 4th St, Austin, Texas 78701 @ 8:00pm

Join ATX Black Pride as they host a grand ball with multiple exciting categories. The winner will take home a \$1000 grand prize. All proceeds will be donated to ATXBlackPride



November 15th Queer Camaraderie with Becca Blackwell hosted by LGBTQ & Women's & Gender Studies of UT Austin RLP 1.302E 305 E 23rd Street, Austin TX 78712 @ 2pm-4pm

Paul Bonin-Rodriguez is hosting NYC based trans actor, performer and writer Becca Blackwell for a series of events that will includes this on-campus talk about their solo show "They, Themselves and Schmerm."



With generous support from: College of Fine Arts Diversity Committee, Performance as Public Practice Program, the Theatre and Dance Undergraduate Program, Rude Mechs & Fusebox Festival

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November 16th - Equality Texas: Celebrate 30 Years

AT&T Hotel and Conference Center, Zlotnik Family Ballroom

1900 University Ave, Austin, Texas 78705 – 6:00-11:00pm

They will commemorate milestones and victories in the fight for LGBTQ equality in the state of Texas, recognize the champions of our 30-year history, and honor the members of Texas' first LGBTQ Caucus:

Rep. Jessica González - Dallas

Rep. Mary González - El Paso

Rep. Celia Israel - Austin

Rep. Julie Johnson - Carrollton

Rep. Erin Zwiener – Driftwood

Get your tickets here: https://secure.everyaction.com/Pu6Y5B30dkKGDV_gFA5H7w2



November 16th - Out Youth's Glitz Gala 2019

Fair Market 1100 E 5th St, Austin, Texas 78702, 7:00-11:00pm

Come and join them to help celebrate 29 years of Out Youth's service to LGBTQIA+ youth.

A VIP reception under the evening stars will begin at 6 p.m. The glittering gala gets underway at 7 p.m. Complimentary valet will be available. Attire is Austin after dark – so be sure you dress to impress.

If you have any questions, please reach out to our Development Coordinator, Briona Jenkins, at briona.jenkins@outyouth.org



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**November 16th - The 3rd Annual Hell Yes Olympics at the ABGB
1305 Oltorf St W, Austin, Texas 78704 – 2:20pm – 6:00pm**

Come join for a day of fun with several local non-profits that we're lucky to call Hell Yes Project Partners!

Teams of 6 or more will compete for a \$1000 prize for their non-profit!

The teams are:

Austin Pets Alive!
Ghisallo Cycling Initiative
Volunteer Healthcare Clinic
Save Our Springs Alliance
Health Alliance for Austin Musicians - HAAM
The SIMS Foundation
AIDS Services of Austin
Foundation Communities

And, this year's events will be:

1. ABGB Crowler Stacking
2. Speed Hole
3. The Car Wash Race
4. Egg on a Spoon Race
5. Kelli Says (Simon Says)

The Olympics start at 2:30p, and the first four events will culminate around 5p with Kelli Says. Our Simon's name is Kelli so roll with it!

We're stoked to host this event for a third year and hope you'll come out to cheer on your favorite non-profit!

For more info on The Hell Yes Project, visit:

<http://theabgb.com/hell-yes-project/>

November 20th - Transgender Day of Remembrance hosted by ATX Black Pride and Transgender Education Network of Texas @ TownLake YMCA - 1100 W Cesar Chavez St, Austin, Texas 78703 from 6:00-9:00pm

Join the Transgender Education Network of Texas in observing Transgender Day of Remembrance.

Transgender Day of Remembrance is annually observed on November 20th to honor the people killed by anti-transgender violence and celebrate the community members who are still with us. We will be holding a ceremony, followed by a mixer and a community conversation. Refreshments will be provided after the ceremony.

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You MUST register to attend this event. This assists us with security measures, accurate numbers to provide refreshments for, planning set up, and helps to defray costs. A fee waiver is absolutely available for all who need it.

Offsite parking is approved inside the complex of Austin Pets Alive and nearby city parking is available

Important things to know

Spanish interpretation will be available at this event

This venue is accessible for people with mobility and accessibility obstacles.

Únase a la Red de Educación Transgénero de Texas para observar el Día del Recuerdo Transgénero.

El Día de la Memoria Transgénero se celebra anualmente el 20 de noviembre para honrar a las personas asesinadas por la violencia anti-transgénero y celebrar a los miembros de la comunidad que todavía están con nosotros. Realizaremos una ceremonia, evento social y una conversación comunitaria. Se proporcionarán refrescos después de la ceremonia.

DEBE registrarse para asistir a este evento. Esto nos ayuda con medidas de seguridad, números precisos para proporcionar refrescos, planificación de la configuración y ayuda a sufragar los costos. Una exención de tarifas está absolutamente disponible para todos los que la necesiten.

** Cosas importantes que debes saber **

Habrà interpretación en español en este evento.

Este lugar es accesible para personas con obstáculos de movilidad y accesibilidad.

Tickets can be purchased here: <https://transtexas.networkforgood.com/events/15687-tdor-2019?fbclid=IwAR3zRUwoYZPxmfdpgpnsufjpgc8IMILStjET5MgZbV0hns83MLzV1scnuSo>



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CONFERENCES

Biomedical HIV Prevention Summit
December 3-4, 2019,
Houston TX

STAFF ACTIVITIES

Ryan White Part A Grant Activities

- Monthly Project Officer Call
- Planner started October 14, 2019
- Part A FY2020 Application and Ending the HIV Epidemic grants have been submitted

Needs Assessment

- Planning Year 3 Special Studies:
 - Two special studies will become letter of recommendations
 - Two special studies are undergoing addition investigation and expect to be vetted through consumer groups

Comprehensive Planning

- Integrated Plan monitoring and alignment with Fast Track Cities and Achieving Together Plan
- Developing final format for integrated plan and plan monitoring

Outreach and Recruitment

- World AIDs Day – Proclamation at City Hall on November 14
- Star Awards

Technical Assistance and Training

- Email preferences – please let Shana know if you prefer an email other than your BC account
- Boards and Commissions (BC) email agreement for new members
- Vacancy savings
 - December 10th strategic planning session and holiday meeting
 - Training/conferences
- Developing a budget request to send to the AA for grant year 2020

Partnerships

- Fast Track Cities
- Ending the HIV Epidemic grant opportunities

Other

- Mentorship program –Mentors needed.
- Survey for 2020 meeting times to be sent out early October
- Recommendation for 2020 Meeting calendar – See document with recommended meeting schedule

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Appendix B

**Austin Transitional Grant Area (TGA)
Administrative Agent (AA) Report to HIV Planning Council
October 2019**

PART A & MAI GRANTS ADMINISTRATION/ MANAGEMENT UPDATE

1. HIV Resources Administration Unit (HRAU) staff are still in the process of adjusting to and implementing the new PartnerGrants online contract management system. Subrecipients currently submit monthly payment requests through this database.
2. Phase I Monitoring Reports for Part A, Part C, HOPWA and City General Funds were distributed to all subrecipients this month. Phase II Monitoring Reports are under development and will be distributed to TGA subrecipients in the coming weeks.
3. The U.S. Department of Health and Human Services announced on October 25th that approximately \$2.27 billion in Ryan White HIV/AIDS Program grants were awarded to cities, counties, states, and local community-based organizations in fiscal year (FY) 2019, for HIV services to more than half a million people with HIV in the U.S.

PART A & MAI FISCAL UPDATE

4. Estimated* Expenditures for March – September 2019 (58.3% Percent of Grant Year Elapsed):

CATEGORY	Budgeted Amount	Expended Amount	Percent Expended
DIRECT SERVICES – PART A	\$4,074,530	\$2,529,105	62.07%
DIRECT SERVICES – MAI	\$298,410	\$177,680	59.54%
ADMINISTRATION (AA)	\$315,523	\$137,953	43.72%
ADMINISTRATION (PC AND PC SUPPORT)	\$194,362	\$88,566	36%
QUALITY MANAGEMENT	\$216,027	\$49,338	20.03%
TOTAL	\$5,098,852	\$2,982,641	58.50%

*Includes actual posted transactions for Administration and Quality Management and estimated or requested reimbursements from Subrecipients. Using the estimate method allows the AA to provide more timely expenditure information to the PC and is anticipated to be materially accurate.

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OTHER HIV RESOURCES ADMINISTRATION UNIT UPDATES

5. HRAU's Financial Analyst, Anthony Kitzmiller, has been selected to serve as Acting Manager for HRAU during Glenn Selfe's absence. Anthony has extensive knowledge of Ryan White and HOPWA program and funding requirements, experience working with a Planning Council, and understanding of OMB, HUD, and HHS regulations. Anthony previously worked in the San Antonio TGA.
6. Anthony Kitzmiller and Nancie Putnam attended the Texas Health Literacy Conference in San Antonio on October 3rd through 4th sponsored by the Health Collaborative, a nonprofit organization.
7. Trish Niswander will attend American Public Health Association's (APHA) Annual Meeting and Expo on November 2nd through 6th in Philadelphia, PA. Over 200 different sessions and posters will be offered on HIV treatment and prevention.
8. Austin Public Health (APH) is working to address findings from the June 2019 HUD HOPWA monitoring. The full response will require moderate changes to the program. Some of the proposed resolutions include recalculating client utility benefit levels, conducting housing quality inspections, drafting/updating program policies, and adding data reporting requirements to HOPWA Project Sponsors' contracts.

QUALITY MANAGEMENT & DATA MANAGEMENT UPDATE

9. The CQI Committee met on October 10th. Agenda topics included discussion on the 2019 Ryan White Services Report (RSR) timeline and changes, utilization of the Austin HIV website, Ending the HIV Epidemic: A Plan for America grant application, and Part A residential eligibility expansion to Blanco, Burnet, Fayette, Llano, and Lee Counties.
10. The contract has been executed and a venue selected for *Transforming Health*, a transgender awareness training to be held on November 20th and 21st. Because of the large interest, two one-day sessions will be offered. The presenter, JoAnne Keatley, is a nationally recognized expert on transgender health issues. Participants will be subrecipient staff, Planning Council members, and HRAU staff.
11. QM staff participated in the Austin Fast Track Cities Seamless System of Care/Rapid Linkage workgroup on October 17th.
12. The 2019 Ryan White Services Report (RSR) timeline and manual have been issued, and preparation is underway for training providers on 2019 RSR requirements. The RSR opens on December 2nd, with a final submission deadline on March 30th. Changes in the RSR for 2019 include reporting income from 340B programs and pharmacy rebates. Providers must specify the HIV services that received the income.
13. The Data Manager will attend the Texas Department of State Health Services (DSHS) 2019 HIV Surveillance Symposium on November 6th through 8th.

CLIENT COMPLAINTS

14. No written complaints have been received this month.

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Appendix C

Austin Area Comprehensive Planning Council
Ryan White Part B Administrative Agency Report
Submitted by Mattyna L. Stephens
October 28, 2019

I. Part B Grants Administration/Management Update

No updates at this time.

II. Part B Expenditure Summary Update

The FY19 Part B expenditure summary is shown in Table 1 below. Forty-two percent of the year has expired with forty-three percent of the funds having been used through August 2019. For supplemental funding, Eighty-three percent of the year has expired with forty-two percent of the funds having been used through August 2019. For State-\$ 41.6 % of the year has expired with 15% of funds having been used through August 2019.

**Table 1: Ryan White FY19 Part B Billing Summary
August 2019**

CATEGORY	Budgeted Amount	<i>Expended Amount</i>	<i>Percent Expended</i>
Service Delivery	3,304,111.00	\$1,425, 735.78	43.15%

Excluding Supplemental:

CATEGORY	Budgeted Amount	<i>Expended Amount</i>	<i>Percent Expended</i>
Service Delivery	\$3,137, 111.00	\$1,321,193.17	42.11%

STATE-R 1,138,183.00 169,766.00 41.67%

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

Service Category	Allocation	Expended	Justification
Health Insurance	\$71,705 (55.42%)	\$39,736.20	<i>Within variance.</i>
Oral Health	\$146,600 (43.99%)	\$64,485.95	<i>Within variance</i>
Oral Health Supplemental	\$10,000 (100%)	\$10,000.00	<i>Goal Complete</i>
Outpatient Ambulatory Health Services	\$650,282 (48.67%)	\$316, 503.59	<i>Within variance.</i>
Outpatient Ambulatory Health Services Supplemental	\$37,000.00 (88.93%)	\$32,905	<i>Within variance.</i>
Early Intervention Services	\$40,000. (36.10%)	14,440.31	<i>Within variance.</i>

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Emergency Financial Assistance	\$25,500 (98.21%)	\$25,044.36	<i>Within Variance</i>
Local AIDS Pharmaceutical Assistance	\$82,700 (40.55%)	\$3,3531.91	<i>Within variance</i>
Mental Health	\$105,000 (43.65%)	\$45,830.02	<i>Within variance</i>
Non-Medical Case Management	\$35,000 (63.80%)	\$22,331.23	<i>Within variance</i>
Food Bank	\$3,400 (17.71%)	\$602.20	<i>Within variance</i>
Total Ryan White Supplemental	\$62,000 (83.81%)	\$51,962.12	
Total Regular Ryan White	\$1,160,187 (49.00%)	\$568,484.85	

V. Client Complaints

- No complaints at this time