

Versión en español a continuación.

Finance/Allocations Committee Meeting of the HIV Planning Council

WEDNESDAY, April 21, 2021

Finance/Allocations Committee Meeting to be held on April 21, 2021 with Social Distancing Modifications

Public comment will be allowed via telephone; no in-person input will be allowed. **All speakers must register in advance (04/20/2021 by noon).** All public comment will occur at the beginning of the meeting.

To speak remotely at the **April 21, 2021 HIV Planning Council Meeting**, members of the public must:

- Call or email the board liaison at **(512) 972-5806 and Jaseudia.Killion@austintexas.gov** no later than noon, (the day before the meeting). The information required is the speaker name, item number(s) they wish to speak on, whether they are for/against/neutral, and a telephone number or email address.
- Once a request to speak has been called in or emailed to the board liaison, residents will receive either an email or phone call providing the telephone number to call on the day of the scheduled meeting.
- Speakers must call in at least 15 minutes prior to meeting start in order to speak, late callers will not be accepted and will not be able to speak.
- Speakers will be placed in a queue until their time to speak.
- Handouts or other information may be emailed to **Jaseudia.Killion@austintexas.gov** by Noon the day before the scheduled meeting. This information will be provided to Board and Commission members in advance of the meeting.
- If this meeting is broadcast live, residents may watch the meeting here: <http://www.austintexas.gov/page/watch-atxn-live>

Reunión del **Finance/Allocations Meeting of the HIV Planning Council**

Wednesday, April 21, 2021

FECHA de la reunion (Abril 21, 2021)

La junta se llevará con modificaciones de distanciamiento social

Se permitirán comentarios públicos por teléfono; no se permitirá ninguna entrada en persona. Todos los oradores deben registrarse con anticipación (**04/20/2021** antes del mediodía). Todos los comentarios públicos se producirán al comienzo de la reunión.

Para hablar de forma remota en la reunión, los miembros del público deben:

- Llame o envíe un correo electrónico al enlace de la junta en **(512) 972-5806 and Jaseudia.Killion@austintexas.gov** a más tardar al mediodía (el día antes de la reunión). La información requerida es el nombre del orador, los números de artículo sobre los que desean hablar, si están a favor / en contra / neutrales, y un número de teléfono o dirección de correo electrónico.
- Una vez que se haya llamado o enviado por correo electrónico una solicitud para hablar al enlace de la junta, los residentes recibirán un correo electrónico o una llamada telefónica con el número de teléfono para llamar el día de la reunión programada.
- Los oradores deben llamar al menos 15 minutos antes del inicio de la reunión para poder hablar, no se aceptarán personas que llamen tarde y no podrán hablar.
- Los oradores se colocarán en una fila hasta que llegue el momento de hablar.
- Los folletos u otra información pueden enviarse por correo electrónico a **Jaseudia.Killion@austintexas**. antes del mediodía del día anterior a la reunión programada. Esta información se proporcionará a los miembros de la Junta y la Comisión antes de la reunión.
- Si esta reunión se transmite en vivo, los residentes pueden ver la reunión aquí: <http://www.austintexas.gov/page/watch-atxn-live>

**HIV PLANNING COUNCIL
FINANCIAL/ALLOCATIONS COMMITTEE
WEDNESDAY 04/21/2021
6:00 PM-8:00 PM
VIA VIDEOCONFERENCING**

FINANCIAL/ALLOCATIONS COMMITTEE MEMBERS:

Committee Chair-Barry Waller, Dennis Ringler, Mattyna Stephens, Lee Miranda and A. Daniel Ramos

AGENDA

CALL TO ORDER

Meeting called to order at 6:02 pm, by Chair Barry Waller

Finance/ Allocations Committee Members in Attendance:

Committee Chair-Barry Waller, Mattyna Stephens, Lee Miranda and A. Daniel Ramos

Staff in Attendance: Jaseudia Killion, Dylan Keese, Katia Avalos, and Mallory Scott

AA in Attendance: Justin Ferrill, and Anthony Kitzmiller

Guest: Caitlin Simmons

CITIZEN COMMUNICATION

The first 10 speakers signed up prior to the meeting being called to order will each be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda.

1. CERTIFICATION OF QUORUM

2. INTRODUCTION/ANNOUNCEMENTS

- a. New Member – Lee Miranda new to the committee

Welcome Caitlin Simmons to this meeting. Caitlin will be joining us more often.

Hi, I am Caitlin with Vivent Health, I have been with them for 5 and half years. I'm here to learn and see what can be done.

3. APPROVAL OF MINUTES 

Change PSRA to PC -corrected by Dylan in meeting.

Minutes approved as written with change made by Dylan.

4. AIDS DRUGS ASSISTANCE PROGRAM (ADAP)

- a. Discuss Ways HIV Planning Council Can Assist During Shortfall

Jaseudia: I was informed of the extension of ACA. Extended to August. How can we promote the marketplace? No additional news since townhall. Not sure how they will proceed. I have connected to ACA navigators they did ask me for a data request that I will have to take to the state. They are willing to do some sessions on Facebook page. Does the planning council have any ideas?

Mattyna will send Jaseudia, Stephen Gavin and Angela Allison's information.

Bart mentioned doing a letter of support for the Market place.

When we have townhalls, we can the navigators be present and share about the extension and benefits.

Will ask Part B if they can assist with the Data request.

Would be possible or an option to add them to the Business meeting? No, I don't have space for them on Business Agenda, it is packed.

Social media takeovers, going live on the Planning Council Facebook page.

5. ADMINISTRATIVE AGENT

- a. Grant Award Update

Anthony: We have been trying get the expenses down for Ryan White Part A below the 5% - we did get it down. I sent the document to Jaseudia – I will share it on the screen and email it out to you guys.

We got Part A to \$86,536
MAI we got down to \$11, 236

Total \$97,772.00

We will request carry over for this amount.

- b. Rapid Reallocation Update

Fiscal Year and the Grant: Shortfall of \$19, 392 less this year, we are taking the money out of the CQM funding to and put in direct services to make up for the shortfall.

6. PRIORITY SETTING AND RESOURCE ALLOCATIONS (PSRA) PROCESS

- a. Discuss and Vote to Approve Changes to Fiscal Year 2022-23 PSRA Tool and Timeline

- Staff needs time to collect information/ calculate numbers and information.
- We split between two days – 4 to 5-hour sessions.

- Weekdays were preferred.

I think we decide on changing the timeline – a couple of date options. Then take to the Business meeting to make the vote/ decision on the exact days.

⚡ Timeline needs to reflect June/ July moved to May/ June.

A. Daniel Ramons -I move to adjust timeline to meet the decision that we made at our prior Business Committee Meeting in March of 2021, to show the process is moved up by one month.

Lee Miranda - I second the motion

Barry Waller - I

Lee Miranda - I

A. Daniel Ramos - I

Mattyna Stephens – abstain

Maybe we lost Mattyna

Vote Approved

- b. Discuss PSRA Training

Training will be in May Business Meeting unless you all decide you need more time.

Our PO did send me someone's information to help with technical assistant. They would be our TA for Ryan White, Planning Council, and anything related to Legislative.

Agree to the documents that we used last year to use this year.

7. ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM)

- a. Discussion about the AAM tool for Fiscal Year 2020

I want to get an idea of how you want to do it this year.

Last year you all voted on the final survey at the end of May, we got it out 3 weeks later, then the report was presented in the fall, you voted on the report in August. It is put in the grant report and the AA responds.

I will keep it on your agenda until you give a recommendation to give to Business for a vote.

This is a limited scope. The document provided really talks about the scope.

Has to be done by September. Y'all had it done in August of last year.

We need a survey and we can look San Antonio document to see if we want that to be a part of what we get along with the survey results.

Can we see San Antonio's survey? To see what kind of questions they have and how they differ from ours.

Could we request our TA to join us for our next meeting to dive in and discuss this?

What all can we include on this survey?

Jaseudia will ask if they can join us for the next meeting.

Barry: maybe let's get two or three different cities to get and compare this information.

Do we have time to look in May and decide in June? Is that late?

Jaseudia: Y'all have to be done by August.

Jaseudia will get the information and send it out to us.

AA – Justin - we do have a lot going on. I will take it to the group and get back to y'all.

8. PLANNING COUNCIL BUDGET REVIEW

a. Purchasing Updates

1. Parliamentarian – met with a candidate, Richard. He was recommended, based out of San Antonio, worked with Part A & B. Really important thing we discussed would be him supplementing the initial TOMA and Robert's Rule of Order training. Being familiar with the BYLAWS. He would be the person that would handle all of that. \$150 an hour, if he came in person, we would reimburse for milage. He has to go through the vendor process with the City. We have talked to the AA about this contract. I'm concerned for how long and what meetings we want the Parliamentarian at?

Barry: Is possible to get this training by PSRA?

Jaseudia: Yes, it's possible if he can sign up as a vendor by June.

Daniel: I would suggest our TA and the Parliamentarian to work together and train us. They would be there to provide training and provide capacity.

Barry- will we discuss at the Business meeting?

Jaseudia- yes, it will be discussed in the Business meeting.

2. Graphic Designer – I have a few questions for the AA. This is \$1200 to do the entire STAR AWARDS campaign.
3. Gift Cards – gift cards lost value that were purchased last year and expired. Hailey and Mallory send the gift cards back to the company. Hailey is working with the company on getting new cards. SP/NS wants \$25 gift cards for the survey, nothing less. We don't know the budget item for gift cards this year, it will be based on what is worked out with the company.

b. Budget Items Request:

1. Device purchases – Jaseudia - the City has a preferred vendor and brand. I budgeted \$250 to \$300. I have to see what they City's preferred vendor cost is.
2. Professionally print PSRA binder – Can be pretty expensive, not sure that it will happen. Jaseudia will look into the cost.
3. Planning Council member supplies (ex. notebooks with pen) -
4. Print Mayoral letters and out them in frames for members – we can get this done for you all by this summer.

c. Review current budget for PC and discuss allocations

Anthony is going to bring you that info.

9. REVIEW ANNUAL CALENDAR

- a. Review of the work plan calendar for this committee

We are on track. I will be moving Final Review of AAM to May.

- b. Training recommendations from committee

10. STAFF REPORT

- a. Part B
- b. Office of Support Staff
Mattyna is a part of the planning council but no longer a part of the Part B planner or handle the reports.

We do have two new member applications. They should go through the interview process soon.

Governance/ Membership has decided to start to counting attendance in May.

I will send letters to removed people from the committee due to attendance.

Welcome to Finance Allocation, Lee.

ADJOURNMENT

Meeting adjourned at 7:41 pm by Chair Barry Waller.

 *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, Allocations Committee, please contact Hailey de Anda at (512) 972-5862.