

**Versión en español a continuación.**

**Finance/Allocations and Strategic Planning/Needs Assessment Committee Meeting of the HIV Planning Council  
WEDNESDAY, February 16, 2022**

**Finance/Allocations and Strategic Planning/Needs Assessment Committee Meeting to be held on February 16, 2022, with Social Distancing Modifications**

Public comment will be allowed via telephone; no in-person input will be allowed. **All speakers must register in advance (02/15/2022 by noon).** All public comment will occur at the beginning of the meeting.

To speak remotely at the **February 16, 2022, 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**

**Miercoles, 16 de Febrero, 2022**

**FECHA de la reunion (16 de Febrero, 2022)**

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 (**02/15/2022** 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 AND STRATEGIC PLANNING/NEEDS ASSESSMENT  
COMMITTEE MEETING MINUTES  
WEDNESDAY, FEBRUARY 16, 2022  
6:00 PM-8:00 PM  
REMOTE VIA TEAMS**

**FINANCIAL/ALLOCATIONS AND STRATEGIC PLANNING/NEEDS ASSESSMENT  
COMMITTEE MEMBERS:**

*Committee Chair – Barry Waller, Tarik Daniels, Caitlin Simmons*

**MINUTES**

**CALL TO ORDER**

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

Council Members in Attendance: *Vice-Chair Tarik Daniels, Committee Chair Barry Waller, Nel-Marinel Hernandez, Caitlin Simmons, Sam Keffler*

Council Members Absent:

Staff in Attendance: *Deena Rawleigh, Kodjo Dodo, Matthew Howrey, Jaseudia Killion, Irvine Tessier*

Administrative Agent: *Justin Ferrill, Melisa Carrillo*

Community Members: *Kathy Gichangah*

Presenters: *none*

Guests: *none*

Citizen Communication: *none*

**CITIZEN COMMUNICATION**

The first 10 speakers signed up no later than noon on **2/15/2022** will each be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda.

**1. CERTIFICATION OF QUORUM**

Quorum certified

**2. INTRODUCTION/ANNOUNCEMENTS**

- Kathy Gichangah with Project Access Austin

### **3. APPROVAL OF MINUTES**

- a. Finance/Allocations minutes 7/21/2021
  - Approved with edits
- b. Strategic Planning/Needs Assessment minutes 7/12/2021
  - Approved with edits

### **4. CONFLICT OF INTEREST DECLARATIONS**

- a. Members will declare conflict of interest with relevant agenda items, service categories, and/or service standards
- Caitlin Simmons - Food bank, medical nutrition therapy, medical case management, non-medical case management, health insurance assistance program, EIS, oral health care
- Tarik Daniels – medical case management, non-medical case management, MAI

### **5. FINANCE/ALLOCATIONS**

- a. Priority Setting and Resource Allocation (PSRA)
  - Annual ranking by Planning Council of service categories by order of importance
  - Divvy up Ryan White funds into service categories for following fiscal year (FY23)
  - Needs to take place before grant application is submitted, around September
  - All decisions must be made based on data
  - Multiple presentations on data
    - Nancy from AA can present some data
  - Draft timeline and outline from last year, training on PSRA in next Business meeting
  - Old documents will be presented at next F/A and SP/NA meeting
  - Feds have extended grant term to three years
- b. Assessment of Administrative Mechanism (AAM)
  - Technical consultation from Emily on how best to perform AAM, and best practices document (not required)
    - 7 categories – procurement processes, tracking systems, contract development, allocations, priority setting, reallocation carryover, communication reporting, and barriers, concerns, and time limits
    - Will email document to all, put on agenda for next month

### **6. STRATEGIC PLANNING/NEEDS ASSESSMENT**

- a. Review Survey Administering report
  - Needs Assessment is legislative requirement, done on three year cycle
    - Delayed due to COVID
    - Survey is just one part of Needs Assessment, other components are having epidemiological profile and estimate of unmet need, assessment of service needs and barriers, resource inventory, profile of provider capacity and capability, and service gaps
    - Provider capacity and capability survey, and system of care analysis done last year
    - Epidemiologist usually does epidemiological profile
    - Needs Assessment survey – usually done in providers' offices, focuses on unmet need (people who know status, but not in care), and unknown need (people who don't know their status). Two different surveys this year, will be sent to Council

- Timeline for administering survey
  - Starting online, providers, stakeholders, social media
  - Can change strategy based on COVID stage
  - Will be in Spanish and English
  - Gift cards for those who complete survey
  - Will be in person after first month
  - Office of Support analyzes and publishes data for Council
  - Can follow survey with focus groups

## **7. ADMINISTRATIVE AGENT REPORT**

- Part A contracts going to Council for approval tomorrow
- Hopefully fully executed by early April, depending on internal process
- Receiving and processing claims this week
- Reaching out to each agency to see if they are able to expend remaining dollars
- May have a lot of money left over, plan to purchase ADAP medications for clients with that money
- Barry would like financial reports to come through FA committee first
- Able to spread funds out among agencies, provide client choice

## **8. OFFICE OF SUPPORT STAFF REPORT**

- Making purchases with Staples gift cards
- Not purchasing tablets due to lengthy approval process
- Any ideas for supplies, please send to Deena before Friday
- Get conference requests to Deena or Jaseudia
  - Nel would like to go to Puerto Rico conference

## **ADJOURNMENT**

*Adjourned at 7:13pm by 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 Jaseudia Killion at (512) 972-5806.