

Versión en español a continuación.

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

Finance/Allocations and Strategic Planning/Needs Assessment Committee Meeting to be held on March 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 (03/15/2022 by noon).** All public comment will occur at the beginning of the meeting.

To speak remotely at the **March 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 Marzo, 2022

FECHA de la reunion (16 de Marzo, 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 (**03/15/2022** 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, MARCH 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, Sam Keffler

MINUTES

CALL TO ORDER

Meeting called to order at 6:04pm by Barry Waller

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

Council Members Absent:

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

Administrative Agent: *Justin Ferrill, Ken Martin*

Community Members: *none*

Presenters: *none*

Guests: *none*

Public Communication: *none*

PUBLIC COMMUNICATION

The first 10 speakers signed up no later than noon on **3/15/2022** will each be allowed a three-minute allotment to address their concerns regarding items not posted on the agenda.

1. CERTIFICATION OF QUORUM

- Certified

2. INTRODUCTION/ANNOUNCEMENTS

- Sam Keffler is officially a voting member


3. APPROVAL OF MINUTES

- a. February 16th, 2022
 - Approved unanimously

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, health insurance assistance program, oral health care, medical case management, non-medical case management, non-medical case management MAI, early intervention services, early intervention services MAI, outpatient ambulatory health services, medical transportation, linguistic services
 - Tarik Daniels – medical case management, non-medical case management, peer support

5. FINANCE/ALLOCATIONS

- a. Priority Setting and Resource Allocation (PSRA)
 - i. Overview of PSRA
 - Data is collected, summarized, and presented; service category priorities are set based on data; resources are allocated as prioritized
 - AA distributes funds to providers within service categories
 - Initial PSRA takes place over two sessions
 - Budget is monitored throughout year
 - Reallocations can occur later in the year
 - Planning Council can create directives for AA to give to grant recipients
 - ii. Review of 2022-2023 PSRA
 - Grant period now 3 years – 2023-2026
 - Add EHE documents to data needs
 - Priority setting and resource allocation happen on different days
 - Available funding data comes from AA
 - Breakdown of what is included in costs of each service category included
 - Official definitions of services provided by federal government
 - Mock PSRA will be held before official PSRA
 - System of Care Analysis done last year, can be summarized
 - Remove ADAP townhalls
 - June-July should include fiscal updates from FY22 directives
 - iii. PSRA Tool and Timeline 
 - Tarik Daniels – Motion to approve documents as edited, recommend to Business committee
 - Caitlin Simmons – Second
 - Barry Waller – Aye
 - Caitlin Simmons – Aye
 - Sam Keffler – Aye
 - Tarik Daniels – Aye
 - Passed unanimously
- b. Assessment of Administrative Mechanism (AAM)
 - i. St. Louis AAM Assessment Tool

- Office of Support has reached out to St. Louis staff to discuss document further
- Formal process between Planning Council and AA
- Next meeting will go over past AAM Assessment tool used by Austin HIVPC, compare to St. Louis document
- Differences can be gone over in next meeting

6. STRATEGIC PLANNING/NEEDS ASSESSMENT

- Review Survey Administering report
 - Office of Support will put in formal request to AA to purchase gift cards for survey recipients
 - \$25 – either HEB or Shell
 - Will administer survey as soon as gift cards are purchased

7. ADMINISTRATIVE AGENT REPORT

- AA Report provides snapshot of expenditures throughout the year, usually monthly, provided to HIVPC
 - Tracked internally to ensure as much funds are spent as possible
 - Broken down by service category – core medical services, support services
 - Budget column includes reallocations and carryover from previous year
 - Expenditure, balance, and percent spent
 - Administration and quality management expenses incurred by AA
 - Minority AIDS Initiative and Ryan White funds received separately, expenditures tracked separately
 - Allowed to request carryover from year to year for unused funds
 - Can be allocated into different categories
 - No official carryover process, may need to be addressed
- Still processing claims from FY21
- Agencies have been contacted about spending remaining balances
 - All but one will likely be able to spend remaining funds
- Non-medical case management MAI has had difficulty spending funds, largely due to COVID
- Staff turnover and vacancies also led to unspent funds

8. OFFICE OF SUPPORT STAFF REPORT

- Tabled by chair

ADJOURNMENT

- *Adjourned at 7:39pm 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.