HIV PLANNING COUNCIL
REGULAR MEETING MINUTES
MONDAY, JANUARY 23, 2023

The HIV PLANNING COUNCIL convened in a REGULAR meeting on MONDAY, JANUARY 23, 2023, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

Chair Barry Waller called the HIV PLANNING COUNCIL Meeting to order at 6:05 p.m.

Planning Council Members in Attendance: Barry Waller
Planning Council Members in Attendance Remotely: Tarik Daniels, Caitlin Simmons, Glenn Crawford (non-voting), Nel-Marinel Hernandez, Rocky Lane, Kristina McClendon, Sharon Zaldivar Alatorre

PUBLIC COMMUNICATION: GENERAL

None

APPROVAL OF MINUTES

1. Approve the minutes of the HIV PLANNING COUNCIL REGULAR MEETING on 11/28/2022
   The minutes from the meeting of 11/28/2022 were approved on Barry Waller's motion, Sharon Zaldivar Alatorre second on a 6-0 vote. For: Barry Waller, Tarik Daniels, Caitlin Simmons, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: None. Absent: Steph Adler, Jonathan Garcia.

2. Approve the minutes of the HIV PLANNING COUNCIL REGULAR MEETING on 12/1/2022
   The minutes from the meeting of 12/1/2022 were approved on Caitlin Simmons' motion, Barry Waller second on a 6-0 vote. For: Barry Waller, Tarik Daniels, Caitlin Simmons, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: None. Absent: Steph Adler, Jonathan Garcia.

CONFLICT OF INTEREST DECLARATIONS

3. Members will declare conflict of interest with relevant agenda items, service categories, and/or service standards

   Tarik Daniels – medical case management, non-medical case management, peer support, community health worker, medical transportation, linguistic services, medical case management MAI, health insurance premium cost sharing assistance, emergency financial assistance

   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

STAFF BRIEFINGS

4. Introductions/Announcements

   Yajaira Saldivar – grants manager for HIV and Sexual Health at CommUnity Care.
   Susy Vega – Ashwell program manager for case management department.
   Emma Sinnott – interim VP Operations for Vivent Health in Austin, director for grants management
   Aubrey Braglia – Grants Reporting Manager at Vivent
   Shabaura Perryman – MPH HIV Community Liaison, Merck
   GE Loveless – Dell Medical School program coordinator, Out Youth in Austin Public Health
   Brianna Young – new administrative assistant for administrative agent.
   Janee Rubio has transitioned to the CHA/CHIP planner role, and the HIV Planning Council planner role is open.

5. Office of Support Staff Report

Update given by Jaseudia Killion. Office of Support will return to a written report which will be sent after the meeting.

6. Fast Track Cities Report

   Update given by Edgar Rodriguez. Testing and Rapid Linkage workgroup is looking at distributing a best practices document for rapid antiretroviral treatment (ART) protocols to providers. Prevention workgroup is looking to engage community and providers in PrEP training. Training draft is still being edited. Retention and Reengagement Viral Load Suppression workgroup is initiating campaign for pharmacists on U=U. They are currently meeting with different pharmacies. They are working with marketing designers to help with campaign. The Social Determinants of Health and Equity will look into ways to train service providers on implicit bias. They are looking specifically at a test written by Harvard, and a DSHS training. Consortium is being planned for 3/23/23.

7. Ending the HIV Epidemic Report

   Update given by Justin Ferrill. We will be submitting corrective action reports on items from previous HRSA site visit. APH staff, AA, Office of Support will participate in national learning collaborative on rapid ART.

8. Part B Report

   Update given by Sharon Zaldivar Alatorre. 75% of the contract year has expired, with 51% of the funds used through December 2022 (RW). 75% of the contract year has expired, with 61% of the funds used through December 2022 (State R). 33% of the contract year has expired, with 30% of the funds used through December 2022 (State Services). Health Insurance is underspent, but providers are using State R funds first. Early Intervention Services are underspent, which is possibly due to understaffing, but is being reviewed. Emergency Financial Assistance is underspent, and a reallocation will be sent by February 1st. Local AIDS Pharmaceutical Assistance (LPAP) has program income money available if overspent in the future. Non-Medical Case Management will utilize 640(B) funds when funding expires. Food Banks has program income money available if overspent in the future.

9. Administrative Agent Report

Update given by Justin Ferrill. At November we were 65% expended, but should be 75% expended. Most agencies have said they will be able to expend their funds before the end of the grant year. A rapid reallocation request was received to move funds from Early Intervention Services, Linguistics, and Medical Transportation to Health Insurance Premium Cost Sharing Assistance and Medical Case Management. More reallocations are anticipated. There are more providers being funded under Medical Case Management, which may account for more funds being needed. AA is waiting to process December claims before moving funds into AIDS Drug Assistance Program (ADAP). Telehealth has played a role in Linguistics being underspent. The category will be reviewed for better ways to spend these funds. HRSA will be conducting a virtual site visit in March. They will be speaking to Planning Council, and more information will follow on the site visit.

DISCUSSION AND ACTION ITEMS

10. Discussion and approval of membership for Grant Loveless

Recommendation from Governance/Membership and Care Strategies committee. The recommendation was approved on a 6-0 vote. For: Barry Waller, Tarik Daniels, Caitlin Simmons, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: None. Absent: Steph Adler, Jonathan Garcia.

Membership approval will proceed to the Mayor's office for final approval.

11. Presentation of Needs Assessment report

Presentation given by Jaseudia Killion. Flor Hernandez has created the preliminary charts and information, and a more in-depth report will follow. Two versions of the Needs Assessment were distributed; the Agency version for people already in care, and the Field version for people with unknown or unmet need.

12. Discussion and approval of Service Standards updates

Recommendation from Governance/Membership and Care Strategies committee. Due to conflicts of interest, the some of the standards will have to be approved individually. According to new guidance, Planning Council will focus on standards, and measures

will be created when contracts are developed. Collaborative Research will facilitate trainings for providers during the month of February so that standards can be implemented in the new fiscal year starting March 1st. Service Standards should be available on HIV Planning Council website, at provider offices, and hopefully on the IAPAC website.

The recommendation to approve the Universal Standard was approved on a 6-0 vote. For: Barry Waller, Tarik Daniels, Caitlin Simmons, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: None. Absent: Steph Adler, Jonathan Garcia.

The recommendation to approve the AIDS Pharmaceutical Assistance was approved on a 6-0 vote. For: Barry Waller, Tarik Daniels, Caitlin Simmons, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: None. Absent: Steph Adler, Jonathan Garcia.

The recommendation to approve the Early Intervention Services was approved on a 5-0 vote. For: Barry Waller, Tarik Daniels, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: Caitlin Simmons. Absent: Steph Adler, Jonathan Garcia.

The recommendation to approve the Health Insurance Premium Cost Sharing Assistance was approved on a 4-0 vote. For: Barry Waller, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: Tarik Daniels, Caitlin Simmons. Absent: Steph Adler, Jonathan Garcia.

The recommendation to approve the Medical Case Management Including Treatment Adherence Services was approved on a 4-0 vote. For: Barry Waller, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: Tarik Daniels, Caitlin Simmons. Absent: Steph Adler, Jonathan Garcia.

The recommendation to approve the Medical Nutrition Therapy was approved on a 5-0 vote. For: Barry Waller, Tarik Daniels, , Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: Caitlin Simmons. Absent: Steph Adler, Jonathan Garcia.

The recommendation to approve the Mental Health Services was approved on a 6-0 vote. For: Barry Waller, Tarik Daniels, Caitlin Simmons, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: None. Absent: Steph Adler, Jonathan Garcia.

The recommendation to approve the Oral Health Care Services was approved on a 5-0 vote. For: Barry Waller, Tarik Daniels, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: Caitlin Simmons . Absent: Steph Adler, Jonathan Garcia.

The recommendation to approve the Outpatient Ambulatory Health Services was approved on a 5-0 vote. For: Barry Waller, Tarik Daniels, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: Caitlin Simmons. Absent: Steph Adler, Jonathan Garcia.

The recommendation to approve the Substance Use Treatment Outpatient Services was approved on a 6-0 vote. For: Barry Waller, Tarik Daniels, Caitlin Simmons, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: None. Absent: Steph Adler, Jonathan Garcia.

The recommendation to approve the Emergency Financial Assistance was approved on a 5-0 vote. For: Barry Waller, Caitlin Simmons, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: Tarik Daniels . Absent: Steph Adler, Jonathan Garcia.

The recommendation to approve the Foodbank/Home Delivered Meals was approved on a 5-0 vote. For: Barry Waller, Tarik Daniels, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: Caitlin Simmons. Absent: Steph Adler, Jonathan Garcia.

The recommendation to approve the Housing Services was approved on a 5-0 vote. For: Barry Waller, Caitlin Simmons, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: Tarik Daniels. Absent: Steph Adler, Jonathan Garcia.

The recommendation to approve the Medical Transportation was approved on a 4-0 vote. For: Barry Waller, Nel-Marinel Hernandez, Kristina McClendon, Sharon

Zaldivar Alatorre. Abstain: Tarik Daniels, Caitlin Simmons. Absent: Steph Adler, Jonathan Garcia.

The recommendation to approve the Non-Medical Case Management was approved on a 4-0 vote. For: Barry Waller, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: Tarik Daniels, Caitlin Simmons. Absent: Steph Adler, Jonathan Garcia.

The recommendation to approve the Substance Use Treatment Residential Services was approved on a 6-0 vote. For: Barry Waller, Tarik Daniels, Caitlin Simmons, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: None. Absent: Steph Adler, Jonathan Garcia.

13. Discussion and approval of committee meeting times and locations for 2023

The motion to approve Finance/Allocations and Strategic Planning/Needs Assessment moving their meeting time to 5:30pm to 7:30pm with the day and location remaining the same was approved on Caitlin Simmons' motion, Barry Waller second on a 6-0 vote. For: Barry Waller, Tarik Daniels, Caitlin Simmons, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: None. Absent: Steph Adler, Jonathan Garcia.

The motion to approve moving the Business meeting to room 1203 with the day and time remaining the same was approved on Nel-Marinel Hernandez's motion, Tarik Daniels' second on a 6-0 vote. For: Barry Waller, Tarik Daniels, Caitlin Simmons, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: None. Absent: Steph Adler, Jonathan Garcia.

14. Discussion of Planning Council Budget

Update given by Jaseudia Killion. The current proposed budget for 2023 still needs conference updates due to changes in allowable conferences and conference schedules. Once edits are made, budget will be brought back to Executive and Finance/Allocations and Strategic Planning/Needs Assessment.

15. Discussion and approval of 2023 Social Media Calendar

Recommendation from Governance/Membership and Care Strategies committee.

The recommendation was approved on a 6-0 vote. For: Barry Waller, Tarik Daniels, Caitlin Simmons, Nel-Marinel Hernandez, Kristina McClendon, Sharon Zaldivar Alatorre. Abstain: None. Absent: Steph Adler, Jonathan Garcia.

16. Trainings by Office of Support

    Tabled

COMMITTEE UPDATES

17. Governance/Membership and Care Strategies Committee

    Update given by Nel-Marinel Hernandez. All items of note were recommendations for voting items during this meeting.

18. Executive Committee

    Update given by Barry Waller. Last committee meeting was in October. Items discussed were nominations for Planning Council chair, Integrated Plan, World AIDS Day, and new member orientation materials.

19. Finance/Allocations and Strategic Planning/Needs Assessment Committee

    Update given by Barry Waller. Items discussed were workplan calendar, Needs Assessment, Integrated Plan, report from AA, changing meeting time. Upcoming topics include Needs Assessment Year 2, Integrated Plan implementation, Priority Setting and Resource Allocation timeline.

FUTURE AGENDA ITEMS

20. Discussion and approval of 2023 Workplan Calendar

    Tabled

ADJOURNMENT

Chair Barry Waller adjourned the meeting at 8:00p.m. without objection.

The minutes were approved at the DATE meeting on BOARD MEMBER's motion, BOARD MEMBER second on a (vote count) vote.