



***HIV PLANNING COUNCIL  
FINANCE/ALLOCATIONS AND STRATEGIC PLANNING/NEEDS ASSESSMENT  
COMMITTEE MEETING MINUTES  
WEDNESDAY, AUGUST 16, 2023***

The HIV PLANNING COUNCIL FINANCE/ALLOCATIONS AND STRATEGIC PLANNING/NEEDS ASSESSMENT COMMITTEE convened in a REGULAR meeting on WEDNESDAY, AUGUST 16, 2023, at 6310 WILHELMINA DELCO DRIVE in Austin, Texas.

Committee Chair Tarik Daniels called the HIV PLANNING COUNCIL Meeting to order at 5:57 p.m.

Planning Council Members in Attendance: None  
Planning Council Members in Attendance Remotely: Tarik Daniels, Kristina McRae-Thompson

**PUBLIC COMMUNICATION: GENERAL**

None

**APPROVAL OF MINUTES**

1. Approve the minutes of the HIV PLANNING COUNCIL FINANCE/ALLOCATIONS AND STRATEGIC PLANNING/NEEDS ASSESSMENT COMMITTEE MEETING on 7/19/2023  
The minutes from the meeting of 7/19/2023 were approved on Kristina McRae-Thompson’s motion, Tarik Daniels second on an 2-0 vote. For: Kristina McRae-Thompson, Tarik Daniels. Against: None. Abstain: None. Absent: Sharon Zaldivar Alatorre.

**CONFLICT OF INTEREST DECLARATIONS**

2. 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.

### **STAFF BRIEFINGS**

3. Introductions/Announcements

**Grace Ashu and Marlon Pittman – CAN Community Health. Susy Vega – assistant director for case management at a Ryan White subrecipient.**

4. Office of Support staff report

**Update given by Jaseudia Killion. The STAR Awards nominations are currently open through the month of August. Priority Setting and Resource Allocation (PSRA) will take place next week. Office hours will be available to answer questions related to PSRA. Staff will be traveling to United States Conference on HIV/AIDS during the first week of September. Planning Council is accepting nominations for Chair and Secretary.**

5. Administrative Agent (AA) report

**Update given by Veronica Chavira. COVID-19 waiver and unobligated balance carry-over request have been submitted to HRSA. We were ~19% expended at the ended of June. All the contracts have been executed at this time and the HRAU is receiving more claims, which will get the value more towards the expenditure goal.**

### **DISCUSSION AND ACTION ITEMS**

6. Presentation of Client Satisfaction Survey Data by Jennifer Le Blanc


**Presentation given by Jennifer Le Blanc. Client Satisfaction Survey 2023 Data findings were presented to the committee. The purpose of the survey was to evaluate consumer satisfaction regarding HIV-related services for the Austin transitional grant area (TGA) within Ryan White Care system. The survey aimed to collect information to assist in improving patient care, health outcomes, and patient satisfaction.**

7. Review of Allocation One-Pager Expenditures by HIV Resources Administration Unit

**Review given by Sherry Lyles. The service category for AIDS Pharmaceutical Assistance Program – Local was used as an example of the one-page expenditure reports created by the HRAU. This review was meant to show how to interpret the one-pagers for each service category by going over the table and charts provided.**

**8. Priority Setting and Resource Allocation Mock Training**

**Training provided by Jaseudia Killion. This training was to provide an example of the priority setting and resource allocation process of Ryan White Part A funds with an overview of roles and responsibilities. The training also reviewed how the various data presentations that were provided to council will be useful in determining priorities and where to allocate resources.**

**9. Discussion of preparation for next Administrative Mechanism Survey Tool (AAM) **

**Discussion led by Jaseudia Killion. The purpose of the AAM is to strengthen the system of care by bringing attention to areas that the administrative agent (AA) can improve on. The planning council will vote on a survey tool to use to survey the subrecipients on the performance of the AA. This vote is expected to take place on Day 2 of the PSRA process.**

**FUTURE AGENDA ITEMS**

**10. Workplan Calendar review**

**Council will decide if they would like to continue to meet after September. The AAM survey tool is likely the last major decision that this committee will need to make.**

**ADJOURNMENT**

**Committee Chair Tarik Daniels adjourned the meeting at 7:22p.m. without objection.**

**The minutes were approved at the 9/20/2023 meeting on Kelle' Martin's motion, Ashley Garling second on a (3-0) vote.**