



INTRODUCTION AND WELCOME TO THE HIV PLANNING COUNCIL

November 2024

To: New Planning Council Members

From: HIV Planning Council Office of Support

7201 Levander Loop



Objectives

Introduction to
Planning Council

Understand the
background of the
HIV Planning
Council

Understand
Planning Council
Structure and
Activities

Review Member
Responsibilities

Review meeting
logistics

Introduction: The Austin Area HIV Planning Council

- Volunteer community members
- Appointed by the Mayor of Austin
- Set priorities for the use of federal Ryan White grant funds for the care and support services of HIV clients with limited financial resources
- Serve Austin and the 5-county area (Travis, Williamson, Caldwell, Bastrop, Hays)
- Support and engage in HIV community initiatives



Planning Council: Mission and Vision

MISSION STATEMENT:

The mission of the HIV Planning Council is to develop and coordinate an effective and comprehensive community-wide response to HIV

VISION STATEMENT:

In our community, all people affected by HIV can reach maximum well-being. We inspire hope and promote wellness. Our vision, built on honest partnership and participation, is innovative and efficient with quality education and services accessible to all.



Legislation Establishing the HIV Planning Council

Ryan White HIV/AIDS Program

- ❑ August 18, 1990, Congress passes the Ryan White Comprehensive AIDS Resources Emergency (CARE) Act
 - Address the unmet health needs of persons living with HIV disease (PLH) by funding primary health care and support services that enhance access to and retention in care.
- ❑ 2016: Services clients in all 50 states
 - serves 52% of all people diagnosed with HIV in the United States



Ryan White HIV/AIDS Program: Part A-F

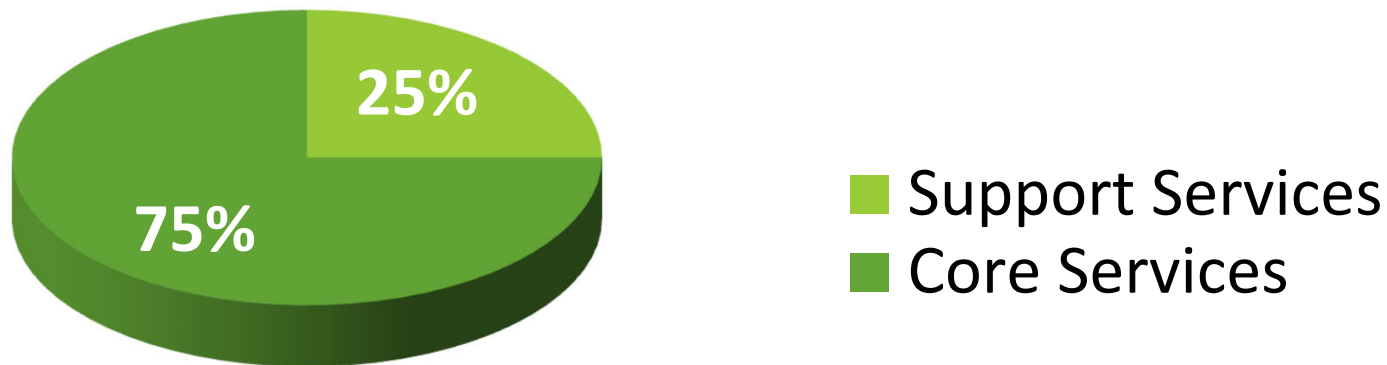
○ Part A

- For population centers that are the most severely affected by the HIV/AIDS epidemic
- Includes the Austin Transitional Grant Area (TGA)
- Receives about \$4.5 million annually
- Part A grants: formula and supplemental components as well as Minority AIDS Initiative (MAI) funds, which support services for minority populations.

○ Part B, C, D & F

- Funding for state programs, community-based organizations, women and children, and special projects

Part A: Use of Funds



- A minimum of seventy-five percent (75%) of the services allocation must be used for **Core Medical Services** (doctor visits, dental health, prescription assistance, etc).
- Not more than twenty-five percent (25%) may be used for **Support Services** (food bank, transportation, case management, etc.)

Ryan White Service – Core Medical Services

1. Outpatient/Ambulatory Medical Care
2. Local AIDS Pharmaceutical Assistance
3. Oral Health Care
4. Health Insurance Premium & Cost Sharing Assistance
5. Home Health Care
6. Home and Community Based Health Services
7. Medical Case Management Services
8. Mental Health Services
9. Substance Abuse Services-Outpatient
10. State AIDS Drug Assistance Program (ADAP)
11. Medical Nutrition Therapy
12. Hospice Services
13. Early Intervention Services

Ryan White Service – Support Services

1. Non-Medical Case management
2. Housing services
3. Childcare
4. Food bank/home-delivered meals
5. Emergency financial assistance
6. Health education/risk reduction
7. Legal services
8. Linguistics services (interpretation and translation)
9. Medical transportation services
10. Outreach services
11. Psychosocial support services
12. Referral for health care/supportive services
13. Rehabilitation services
14. Respite care
15. Substance abuse services—residential
16. Treatment adherence counseling

Ryan White HIV/AIDS Program Requirements

- All Ryan White funded services must be “payer of last resort”
- All funds are directed at providing *care*, no funds are awarded for *prevention* through Ryan white (i.e. can’t fund PrEP)
- The CARE Act mandates recipients to establish Planning Councils
- Planning Councils are charged with representing the interests of individuals impacted by, and families affected by HIV.





HIV Planning Council Structure

Planning Council Meetings are Governed by:

○ Bylaws:

- Set forth the structure and procedures of the Planning Council
- Re-developed in 2024

○ Texas Open Meetings Act:

- Governmental bodies must follow the Act, notice requirements, executive sessions, and required record-keeping of meetings

○ Robert Rules of Order:

- Is the standard for facilitating discussions and group decision-making. Provides common rules & procedures for deliberation and debate in order to place the whole membership on the same footing. Members will have additional on-boarding training on this topic

Planning Council Meetings are:

○ Open to the Public:

- Anyone can attend in person or online via Teams or a call in number
- Public comment and participation is encouraged for non members

○ Meeting Times and Locations:

- Meeting times and location can be found on the Planning Council's Boards and Commission site
- This includes audio recordings, agendas, and minutes for meetings
- Meeting times and location can also be found on the Planning Council's Facebook page and in the monthly digest

○ Meeting Access :

- Members needing a device and/or Wifi to access a meeting virtually may do so by requesting assistance from the Office of Support

HIV Planning Council: Membership

Kelle' Martin, Chair

Marquis Goodwin, Vice Chair

Kristina McRae-Thompson, Secretary

Alicia Alston

Joe Anderson Jr., non-voting

Liza Bailey

Aran Belani

Zachery Garay, GMCS Committee Chair

Ashley Garling, FASPNA Committee Chair

Judith Hassan

Rocky Lane, non-voting

***Term limits:** Three terms, each term is 2 years

HIV Planning Council: Commitment

Attend monthly council and committee meeting

Member must attend at least 2/3 (67%) of meetings

- Excused Absences: health issues of self or family, work/professional conflict, inclement weather, injury, military service, bereavement, jury duty, birth or adoption of a child, or observance of a religious holiday will be excused
- Submit excuse to HIVPlanningCouncil@austintexas.gov
- Unexcused absences removed with super-majority vote (75%) of PC

Each member must complete a training course from CoA staff:

- Texas open meetings procedures
- City Ethics
- Sexual Harassment

Training shall be completed not later than three (3) months of appointment

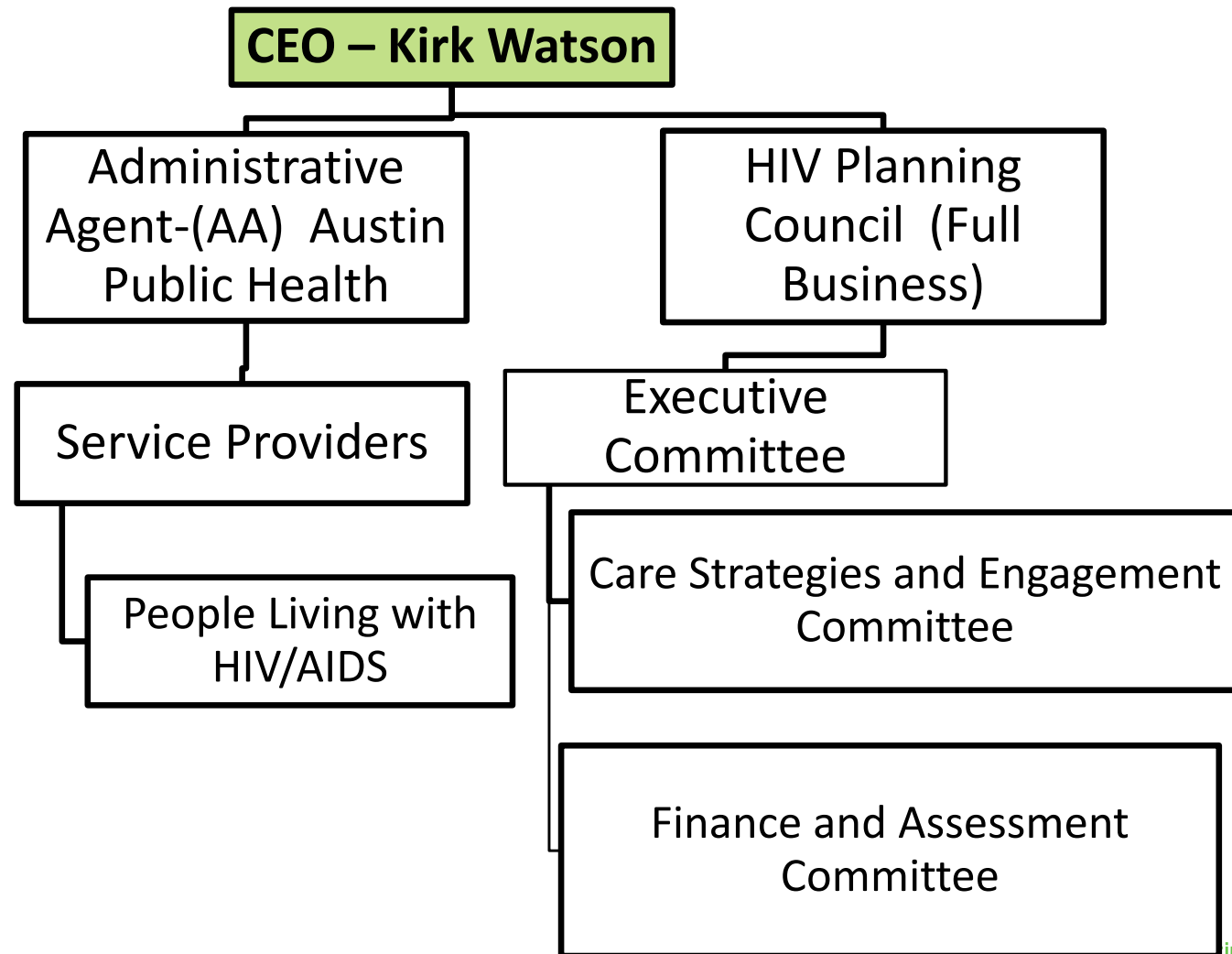


Chief Elected Official (CEO) of the Austin TGA

Austin City Mayor
Steve Adler



CEO – Kirk Watson



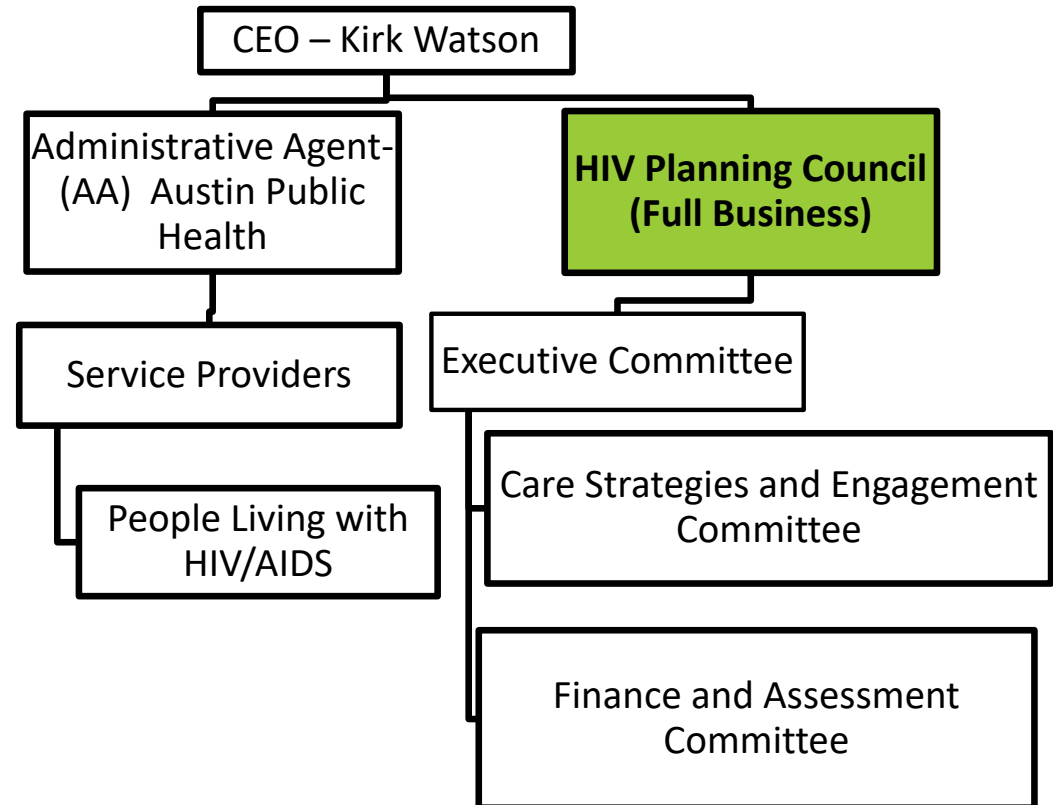
- Establishes and monitors Planning Council activities
- Appoints members to Planning Council
- Ensures appropriate use of Ryan White Part A funds
- Assigned Austin Public Health to administer funds

HIV Planning Council



Responsibilities

- Approve committee recommendations
- Review trainings and data presentations
- Receive updates from Fast Track Cities (FTC) and Ending the HIV Epidemic (EHE)
- Priority Setting and Resource Allocation process

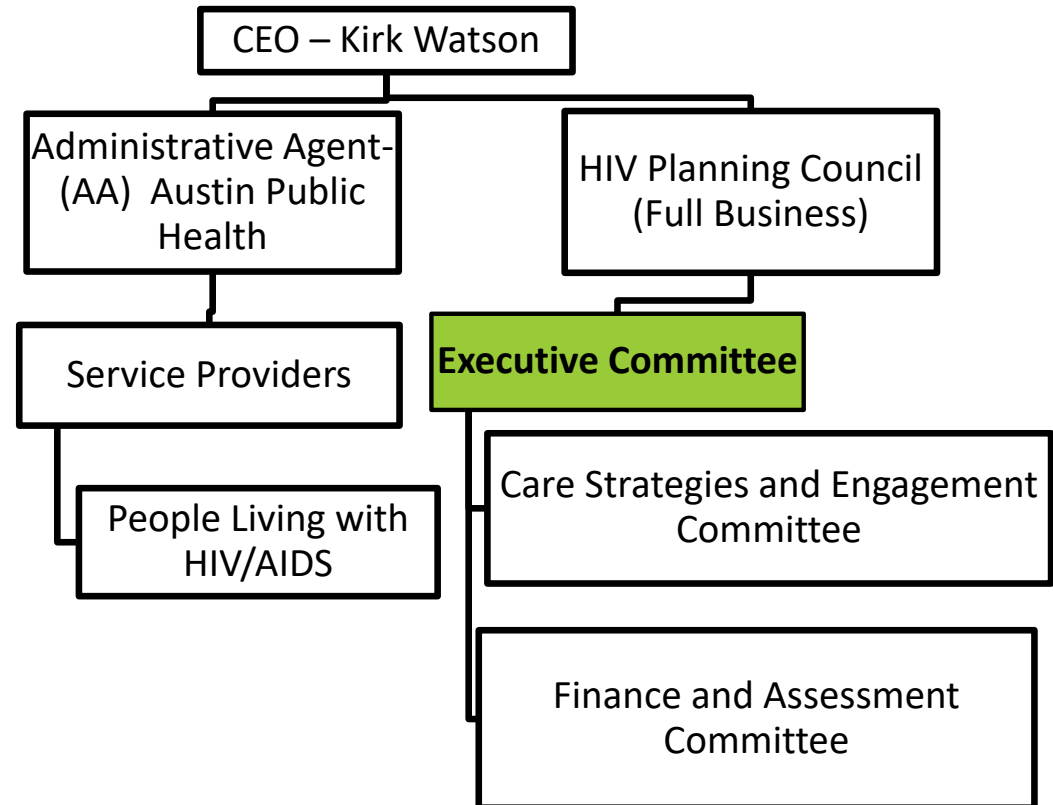


Executive Committee



Responsibilities

- Comprised of Chair, Vice Chair, Secretary, Committee Chairs, and up to 2 members appointed by the Planning Council
- Ensure planning council is productively working towards achieving the Planning Council mission
- Oversee workplan calendar and committee responsibilities
- Reviews Bylaws and governing documents
- Oversee membership recruitment, reflectiveness, attendance, orientation, and interviews
- Oversee Planning Council budget and expenditures



Care Strategies and Engagement Committee

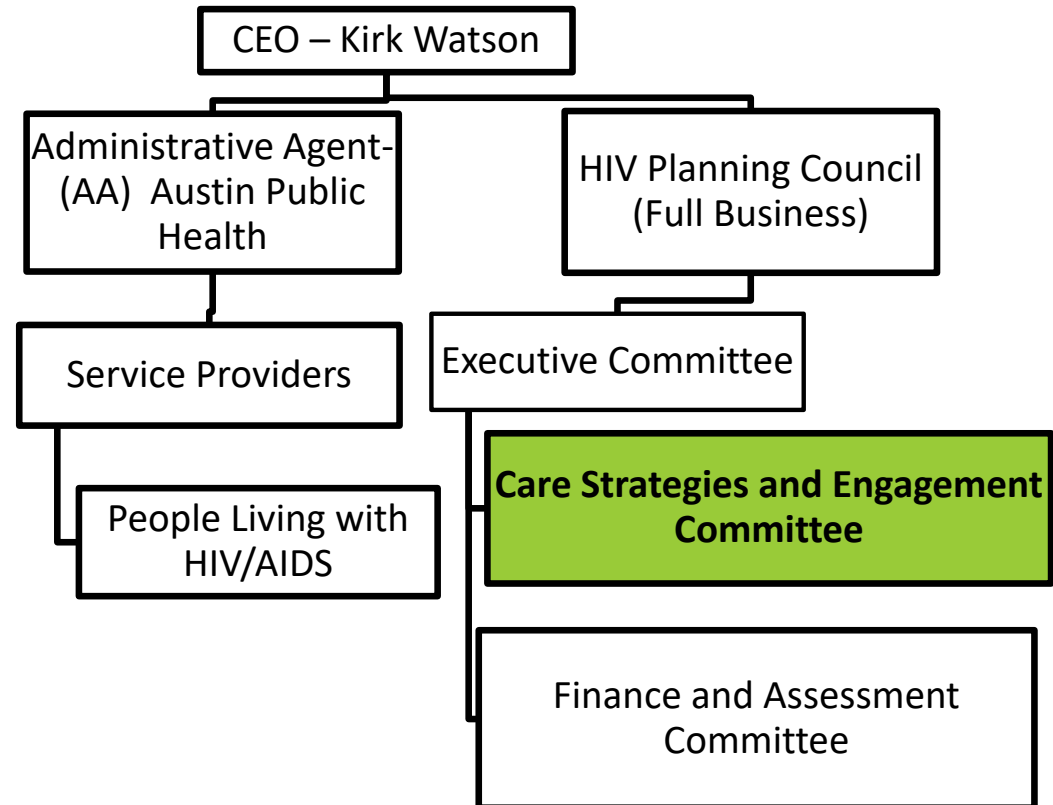


Responsibilities

- Oversee community engagement
- Review consumer focus group findings
- Oversee Integrated Plan

Needs Assessment

- Resource guide
- Service Standards and directives

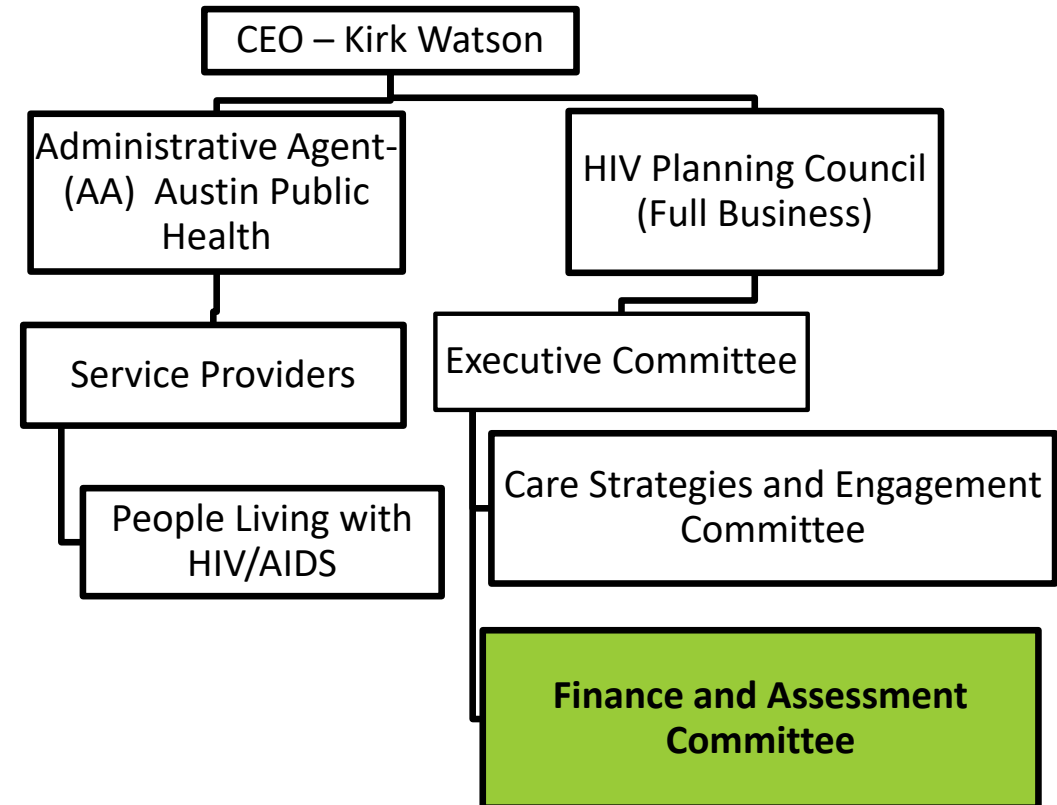


Finance and Assessment Committee



Responsibilities

- **Oversee Needs Assessment**
 - Phase 1: Survey of HIV Service Needs
 - Phase 2: Qualitative data collection
 - Phase 3: Special studies
- **Oversee parts of the Integrated Plan that overlap with Needs Assessment**
- **Review reallocations**
- **Oversee PSRA process**
- **Oversee AAM**



Office of Support

- Interfaces with HRSA (project officer), Administrative Agent & the public
- Assists in writing of grant application
- Maintains accurate records of membership
- Works with committees to fulfill their charged responsibilities
- Provides administrative support & guidance for all Committee's and members

Dr. Kodjo Dodo
*Planning and Evaluation
Unit Manager*

Rashana Raggs
*Office of Support
Supervisor*

Nathalia Delgadillo,
MPH
*Ryan White Part A
Planner*

Deena Rawleigh
Admin. Senior

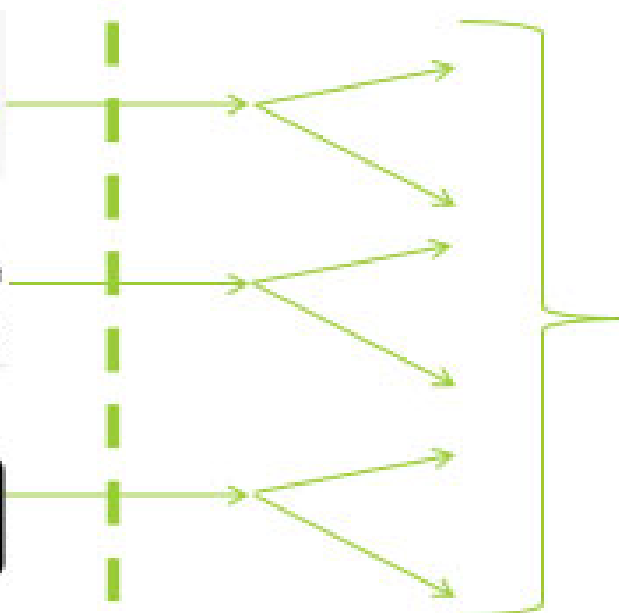
PSRA

Planning Council

Contracts with Service Providers
 Administrative Agency



- Food Bank
- Outpatient Medical Care
- Medical Transportation



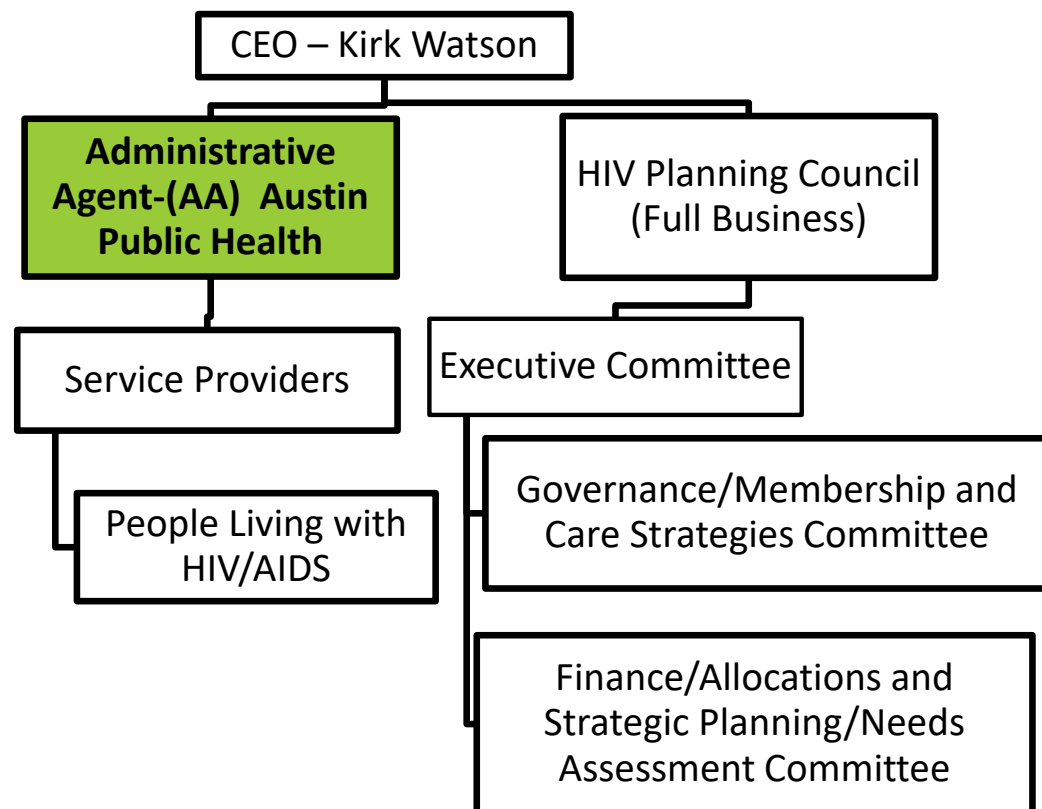
Service Provider
 (Subrecipients)

Administrative Agent



Responsibilities

- Facilitates and collaborates with Office of Support on the Part A grant application to HRSA every Fall
- Prepares and presents service category expenditure data and variance reports at Allocations Committee meetings
- Presents programmatic & Quality Management updates at Planning Council meetings.
- Requests reallocation of funds with approval of the PC, to ensure that all funds are used efficiently and appropriately
- Assigns an AA staff liaison to attend standing committee meetings for support/questions
- **The Planning Council is forbidden by law to be involved in grantee/AA activities, including the selection of providers and monitoring individual contacts.

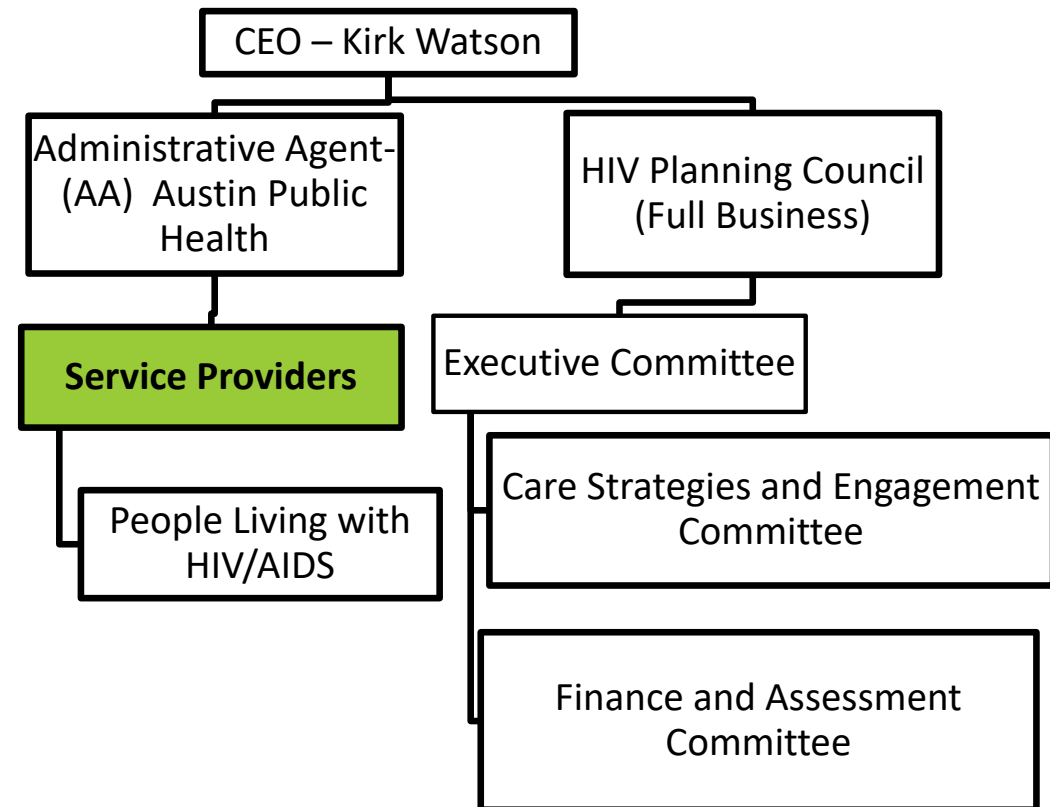




Service Providers (Subrecipients)

Responsibilities

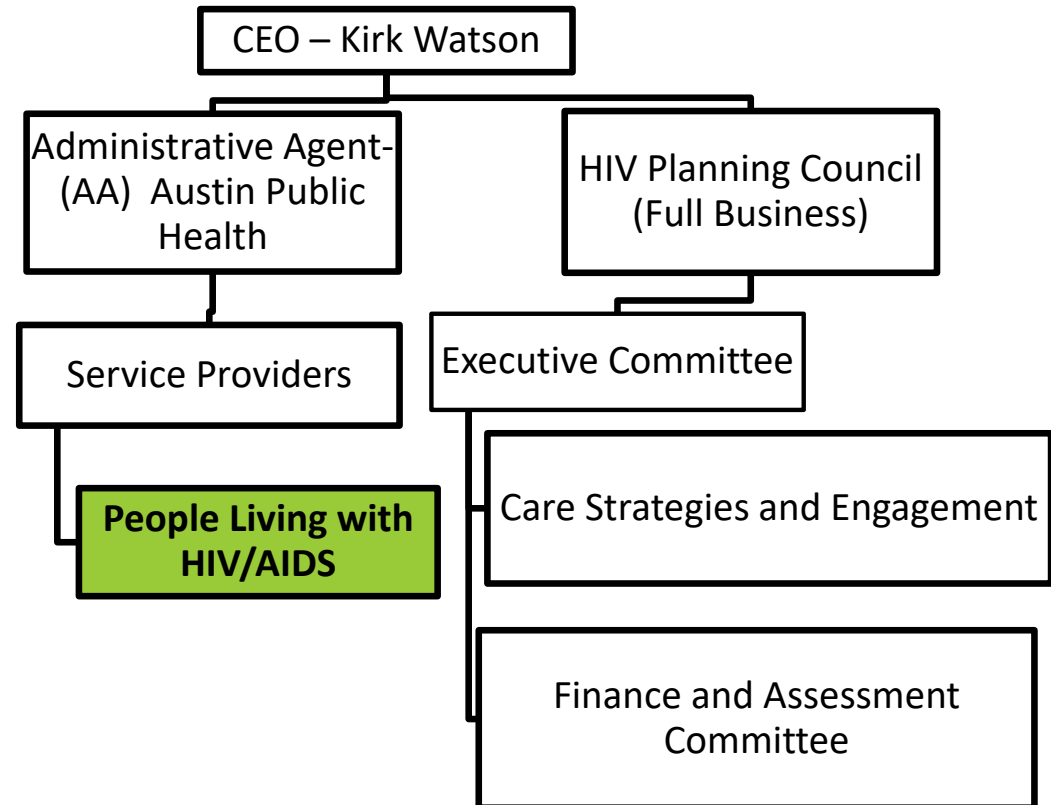
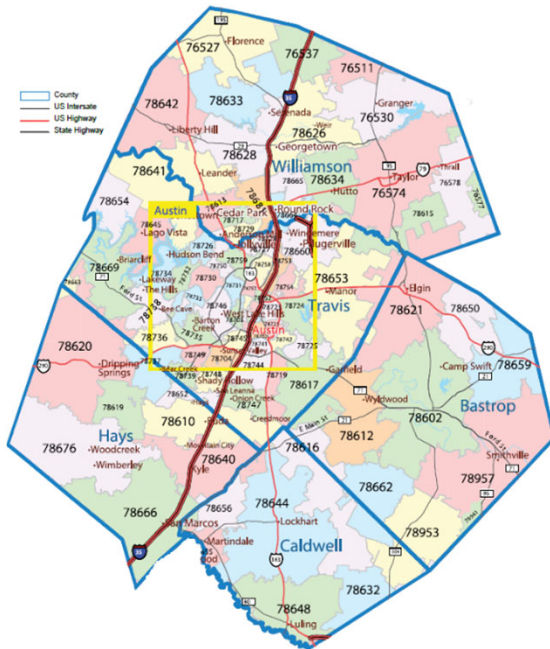
- Employees of funded providers may attend council meetings and offer opinions/subject matter expertise
- They may also join the planning council for representation, but they will be considered conflicted members
- They have all the same privileges except voting on prioritizing or allocating funds to service categories.





People Living with HIV in the Austin TGA

- The Austin TGA utilizes approximately \$4.5 million (2015) Ryan White Part A funds to provide services in these 5 counties:
 - Bastrop
 - Caldwell
 - Hays
 - Travis
 - Williamson

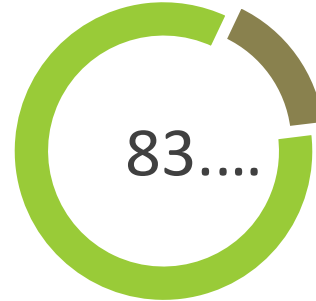


2020 in Austin

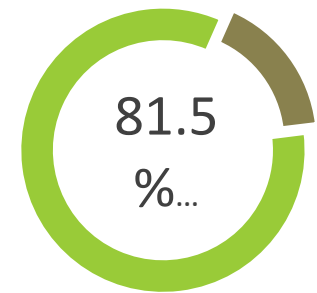
8,200 total PLWH (est.)
updated estimate
unavailable



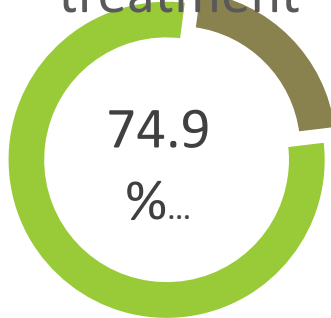
6,930 have a
diagnosis



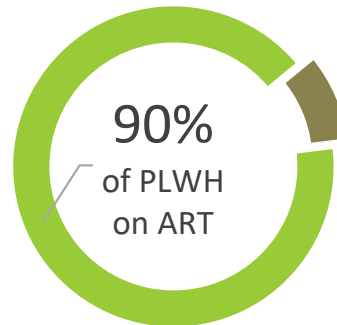
5,647 were in HIV
care



5,190 were on
treatment*



4,647 had suppressed
viral load in 2020

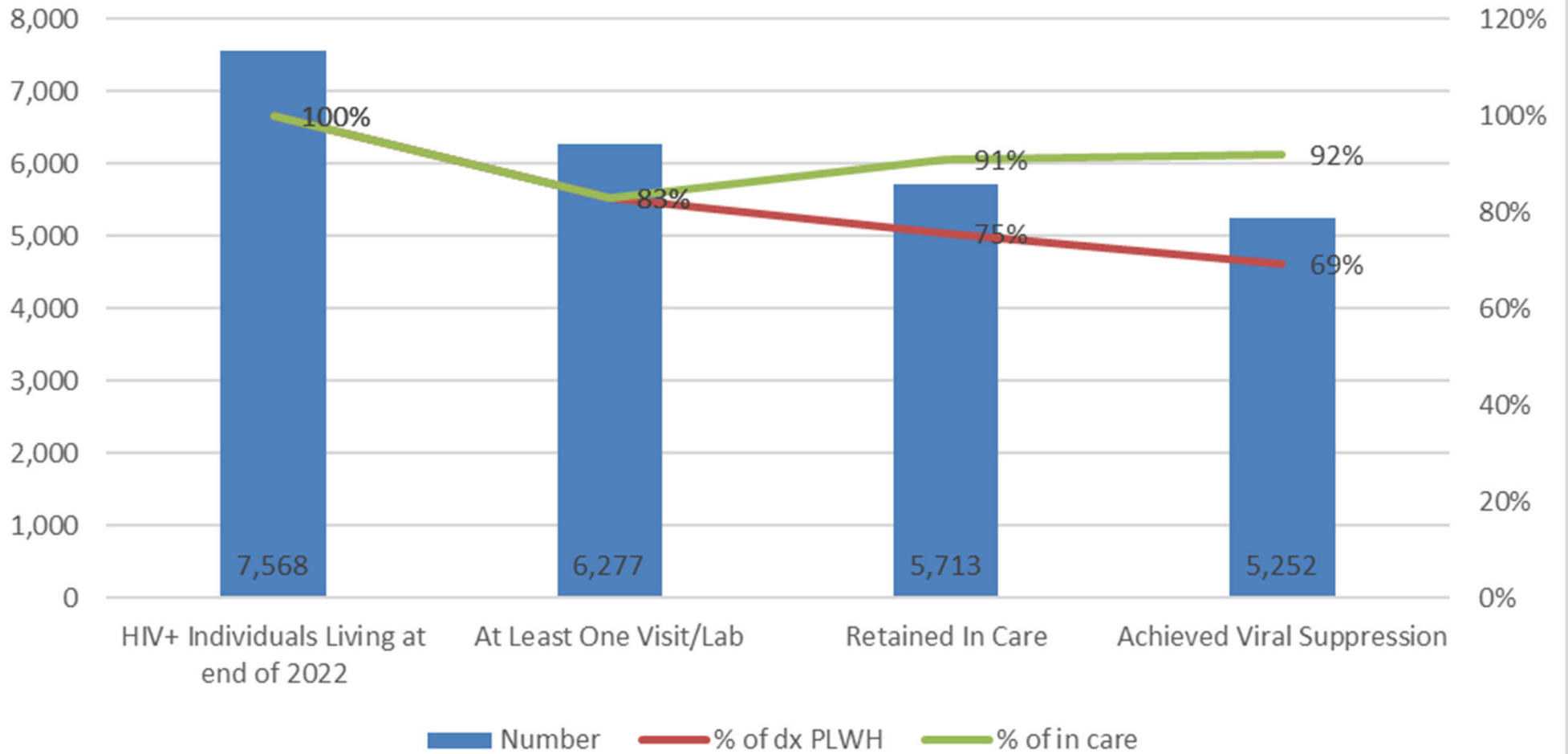


279 Austinites acquired
HIV (est.)



*Uses retention as proxy
for treatment

Austin TGA HIV Continuum 2022



Events & Conferences



- Austin AIDS Walk
- Hill County Ride for AIDS
- Art Heals Festival
- World AIDS Day

World AIDS Day and Proclamation





Planning Council Deliverables

HIV Planning Council Legislative Responsibilities

- Integrated Plan: Comprehensive plan for development, organization and delivery of HIV services, education and prevention
- Needs Assessment: Determine needs of PLH in alignment with plan
- Priority Setting and Resource Allocation: Allocate and prioritize funds to address needs
- Assess efficiency of the administrative mechanism
- Ensures Community involvement in all operations, especially in establishing targeted community needs and priorities

3 Year Needs Assessment Cycle

Year 1 Activities (Delayed Due to COVID-19 Pandemic)

- **Epidemiological Profile**
- **System of Care Analysis**
- **Provider Capacity and Capabilities Survey**
- **Needs Assessment Survey**
 - **Completed 2022 with 388 participants**

Year 2: 2023 Qualitative “deeper dive” into survey results Needs Assessment

Year 3: 2024 Special Studies

Next Steps

Review and Sign Documents that will be emailed:

- Photo Release
- Confidentiality and Conflict of Interest Agreement
- Boards and Commission Email Agreement

The City Clerk's Office will email required Boards and Commissions trainings for completion

Choose your sub-committee

You will receive the following documents for review:

- Bylaws
- MOU
- PCN-1602
- Key Terms

Each document will be reviewed, and training will be provided in next Orientation meeting.

If there are questions, please contact Office of Support.

Helpful Links

[Ryan White Part A Primer](#)

[Ryan White Part A Manual](#)

[Boards and Commissions](#)

[Austin Area HIV Planning Council](#)

[HIVPC Facebook](#)

[City Code](#)

[Bylaws](#)

[TOMA](#)

[Robert's Rules of Order](#)

Contact

Office of Support

Program Manager: Kodjo.Dodo@austintexas.gov

Program Supervisor: Rashana.Raggs@austintexas.gov

Planner II: Nathalia.Delgadillo@austintexas.gov

Planner I: Zaria.Thomas@austintexas.gov

Administrative Senior: Deena.Rawleigh@austintexas.gov

Administrative Agent

Program Manager: Ken.Martin@austintexas.gov

General Questions and Support

HIVPlanningCouncil@austintexas.gov

Phone: (737)-825-1684