



EXECUTIVE COMMITTEE MEETING

May 3, 2011~ 6:00 p.m.

1520 Rutherford Lane, Building 1, 2nd Floor, Austin, TX 78754

MEETING MINUTES FOR April 5, 2011 EXECUTIVE COMMITTEE MEETING

The Executive Committee of the HIV Planning Council convened on Tuesday, April 5, 2011 at the staff Office of Coordination and Planning, located at 1520 Rutherford Lane, Austin, Texas.

COMMITTEE MEMBERS IN ATTENDANCE: Christopher Hamilton, Chair; Paul Hassell, Secretary; Joseph Collins, and Courtney McElhaney via teleconference.

CITY OF AUSTIN STAFF IN ATTENDANCE: Kimberly Pemberton, John Waller, and Mark Peppler.

Community Member in attendance: None

The meeting was called to order at 6:14 p.m. by Christopher Hamilton, Chair of the HIV Planning Council.

PREVIOUS MEETING MINUTES: The committee reviewed minutes from the March 1, 2011 Executive committee meeting. Minutes were approved with no corrections.

Ms. Shanika Cornelius was interviewed for Planning Council membership. Tim Bailey made a motion to recommend Shanika Cornelius for full Planning Council membership, Paul Hassell seconded the motion. Voting Results: **4-Favor; 0-Opposed; 0-abstentions. Motion passed.**

ADMINISTRATIVE AGENT REPORT

Mark Peppler stated that after a meeting with CapMetro, the Administrative Agency will probably be able to purchase passes directly from CapMetro at a discounted price comparable with the current arrangement which involves purchasing through a non-profit agency and delivery of the passes back to the Administrative Agency for disbursement. This will simplify the procurement, disbursement, and administrative processes.

Mr. Peppler noted that the first meeting of the Planning Steering Committee was held on March 28, 2011. Joseph Collins, Christopher Hamilton, and Courtney McElhaney along with Planning Council Staff and Suma Orchard met at the Suma Orchard offices.

Mr. Peppler stated that the Administrative Agency will be requesting the full carry-over amount of \$147,919 to be approved by HRSA. A reallocation of \$65,000 - \$75,000 will be applied to ADAP.

CHAIR BRIEFING

The most current business meeting attendance report was reviewed along with the Membership Roster and Membership Activity Report.

The policies on leave, excused absences, and other attendance related matters will be reviewed at the next Executive work group meeting scheduled for May 11, 2011.

The current sub-committee meeting schedules were discussed.

Planning timeline and deliverables: All planning deliverables should be completed by August. Needs Assessment should start looking at priorities. Allocations committee should be preparing for the upcoming allocations process for FY2012. Evaluations/QM needs to have the Administrative Mechanism survey implemented and results analyzed.

COMMITTEE REPORTS

Allocations Committee:



Courtney McElhaney stated that a revised rapid reallocation policy will be presented to the full Planning Council next week for review and approval. She also stated that the Allocations committee will start working on the Ryan White carryover and will have that proposal ready for a later meeting.

Comprehensive Planning:

Joseph Collins reported that the committee has updated all the Comprehensive Plan goals and objectives. They will be looking for patterns and trends, the committee will present findings to the full Planning Council.

Evaluation/Quality Management (QM):

Paul Hassell stated that the Continuous Quality Initiative (CQI) committee is bringing a draft of what the providers would like to see on the client satisfaction survey and will meet with Evaluation/QM committee along with Administrative Agent and staff. The goal of the Evaluation/QM committee is to have a product usable for all agencies as well as the council and city staff. The goal will be to have a survey that can be used for 3-5 years so trends can be more accurately monitored.

Needs Assessment:

Tim Bailey reported that the committee reviewed growth rate, unmet need, and the priority setting process; he also stated the committee will be voting on growth rate at next committee meeting.

Care Strategy:

Christopher Hamilton stated that the committee is working on road map, and that the committee will be informed by community planning process; they are also starting to think about populations and how they access care.

NEW BUSINESS

Develop guidance for priority populations for psychosocial support services:

A discussion ensued about psychosocial support services, the executive committee clarified that no further guidance is necessary at this time. It was decided that a quarterly report for Psychosocial Support be submitted to the Planning Council.

Discuss ADAP issues: (the following items were discussed)

- Dispensing fee allowed for pharmacy but not taken each time.
- ADAP drugs purchased by DSHS and warehoused
- None of the cost containment measures will affect current clients
- Clients must re-certify for eligibility for ADAP
- Current clients are grandfathered in
- 43% of clients report no income
- Consideration of using CD4 levels as basis for eligibility
- Waitlist as an option

Hearing no objections the meeting was adjourned at 9:22pm.