



**HIV PLANNING COUNCIL
BUSINESS MEETING
Meeting Date: August 09, 2011
MINUTES**

Meeting Location: 1520 Rutherford, Austin TX

Meeting Called to order at: 6:07 p.m.

Planning Council Members in attendance: *Tim Bailey, David Barstow, Joseph Collins, Shanika Cornelius, Leah Graham, Christopher Hamilton, Delfred Hastings, Paul Hassell, Justin Irving, Courtney McElhaney, Winifred Muhammad, Charlotte Simms*

City of Austin Staff in attendance: *Kimberly Pemberton, Stephanie Hayden, Vince Cobales,*

Community members in attendance: *Lu Russell (Parliamentarian), Stacey Welk, Amy Lopez, Debbie Lowndes, Sylvia Lopez, Mathilde Hyams-Flores, Paul Scott, Britt Riss*

Minutes from the June 14, 2011 Business Meeting were approved with the noted corrections:

- Correction to Part B Administrative Agent Report - Courtney McElhaney noted that she did not say that she would be attending the all parts meeting, only that a meeting was scheduled.
- Correction to Sub-committee reports – minutes for three sub-committee reports should indicate no meeting was held in June 2011, not July.

Citizen Communications: The United Court of Austin Coronation is a charity ball event that is held once a year to raise money for local charities, including non-profits that support HIV/AIDS. The coronation is scheduled for August 20, 2011 at the Hilton Hotel.

CHAIR "SHARE"

- Christopher Hamilton reviewed the membership report and provided status of current membership relative to membership requirements.
- Reported that the Executive Committee had discussed the importance of having a Health Planner position to support planning council activities. The Executive Committee has proposed passing a resolution in support of continuing the Health Planner position on a permanent basis. The Executive Committee brought forth a motion to vote on the proposed resolution in support of making the Health Planner position permanent. **Vote 10 in favor, none opposed.**
- Presented a draft of Directive #3. This draft has not yet been voted on by the Executive Committee. It is presented to enable members to review and provide input.

RYAN WHITE PART A ADMINISTRATIVE AGENT REPORT (Back-up written report available)

Vince Cobalis announced that Mathilde Hymes-Flores has been selected as the Program Manager for the vacant Administrative Agent position. Mr. Cobalis explained that the selection



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process was in strict accordance with COA policies, and that his door is open in the event any member of the Planning Council wanted to discuss the selection.

Stephanie Hayden explained reassignment of Quality Management duties pending hiring of that position. All duties are being handled through reassignment.

Stephanie Hayden presented the written Administrative Agent report, highlighting the following announcements:

- Reviewed 2010 expenditures and (estimated) unobligated balance summary.
- Reported that the Notice of Grant Award (NGA) for 2011/12 has been rescinded and a new NGA amount is provided reflecting an increase in MAI funding. Explained that service provider contracts will be revised to reflect new amounts ASAP.
- Reviewed 2011 expenditures based upon the partial award. Reported that a mental health vacancy that impacted utilization is now filled.
- Reported that Donna Yutzy met with the transition team which is working in two committees, one to address case management standards of care, and the other working on standardized forms. The goal is to have draft documents completed by late July.

RYAN WHITE PART B ADMINISTRATIVE AGENT REPORT

- Courtney McElhaney reported that transition was continuing for one service category which has been expanded from one provider to two.
- Ms. McElhaney reported that DSHS is evaluating options for funding anticipated ADAP shortages and that a reduction in Part B services allocation funds is under consideration.
- Ms. McElhaney reported that sub-contractor training is scheduled to begin next week. Invited all sub-contractors this year.
- Ms. McElhaney reported that a waiver request was submitted for the health insurance service category because a specific service provider can not cover all health insurance sub-services.

Special Presentation: Parliamentarian Lu Russell discussed parliamentarian procedures. Presentation focused on responsibilities of the planning council, and specifically issues she has observed with the Planning Council. Discussed five "jobs" that each member responsible for complying with when participating in meetings. Discussion included rules for substituting or striking a motion, and ensuring that wording for items being voted on is clear and specific and accurately reflected in the minutes.

Report on Testing Data: Member Justin Irving provided information on Routine Testing Data in follow up to a report and motion from Care Strategy that was discussed and voted on during the June 2011 Business meeting. Mr. Irving provided clarification regarding data contained in the DSHS spreadsheet (reference handout titled Routine Testing Data 2009) that indicated that



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Austin had a referral to care rate of 52%, which is significantly lower than all other TGA/EMA reporting locations on the report. Mr. Irving indicated that he followed up with DSHS researchers who produced the report and determined that not all reporting locations use the same reporting criteria. Austin data shows the number successfully referred to care, while other reporting entities reported cases that were not necessarily linked to care. Consequently the data is not accurate in that all localities are not reporting using the same definition and/or reporting criteria. It does not appear that the Austin Health Department data in fact reflects the comparatively low referral performance suggested by the report.

Following the information provided by Mr. Irving, the Planning Council discussed implications, including the fact that this data was used to support the decision for the MAI Carryover Directive approved by the Planning Council during the June 2011 Business meeting. Christopher Hamilton reviewed the Directive (as previously approved). Mr. Hamilton asked Mr. Irving to conduct further analysis on minority race and ethnicity, as the referral data does not break down to that level. Mr. Irving agreed to follow up. Planning Council engaged in extensive discussions on whether or not the information requires re-evaluation of the decision previously made with respect to MAI EIS carry-over allocations.

Delfred Hastings made a motion to rescind the MAI EIS Directive of June 2011. Joseph Collins seconded the motion. **Vote in favor of rescinding the June 2011 MAI Directive – 5, opposed – 5 (other members abstained). The motion failed.**

SUB-COMMITTEE REPORTS

ALLOCATIONS:

- Sub-committee chair, Courtney McElhaney reported that Allocations is working on FY2012 allocation recommendations.
- Discussed last years decision to fund medically focused transitional housing separate from hospice. Explained that previous understanding of how hospice service is delivered has now been clarified, specifically related to home based and residential service options.
- Ms. McElhaney made a motion to reallocate \$10,500 from the housing service category to the hospice service category. **Vote in favor of the motion to reallocate \$10,500 from Housing to Hospice – 10 in favor, 0 opposed. Motion carried.**

CARE STRATEGY:

- Care Strategy working on Continuum of Care, including how to define and make plan meaningful to consumers. Discussed plan to reach out to other providers to understand how providers not funded by Ryan White provide service and how consumers learn about those services.

COMPREHENSIVE PLANNING:

- Reported that sub-committee reviewed multiple documents including the Continuum of Care and discussed how that information impacts the Comprehensive Plan. The Comprehensive Planning Sub-committee presented a new timeline to the Executive Committee for completion of the Comprehensive Plan.



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- At next meeting will report on National Strategy and how that will impact the Comprehensive Plan.

EVALUATION/QUALITY MANAGEMENT:

- Discussed the various sampling models that could be used to deploy the Client Satisfaction Survey. Recognized limitations of each option in terms of statistical validity. Emphasized that the objective is to obtain a "snapshot" of consumer satisfaction.
- Sub-committee chair Paul Hassell made a motion to accept the 2011 Client Satisfaction Survey Guidance and Goals document. **Vote 9 in favor, 0 opposed. Motion carried.**
- Noted that the Administrative Mechanism document was not included in the packet and thus can not be discussed at this time.

NEEDS ASSESSMENT:

- Sub-committee Chair Tim Bailey reported on the priority setting decisions made by the sub-committee, including Growth Rate and the decisions using the Priority Setting Tool. Mr. Bailey reviewed the Priority Setting Tool (projected the Priority Setting Tool handout) and discussed the scoring decisions and basis for key service scores. Explained the how the tool works and what each column means.
- Members questioned why some of the services appear out of order in terms of ranking. Mr. Bailey indicated he would work with the Health Planner to determine if there is an error with the order.
- Mr. Bailey noted that the scores and resultant ranking is mathematically valid regardless of the order of services on the list.
- Mr. Bailey reported that the motion from the sub-committee is to accept the Priority Setting Tool with scores as indicated on the Tool. **Vote 9 in favor, 0 opposed. Motion carried.**

HIV PLANNING COUNCIL STAFF REPORT (Back-up written report available)

Kimberly Pemberton reviewed the written staff report.

- Discussed EIIHA text message and sought member reaction.
- Discussed importance sub-committee chairs providing timely minutes. Also discussed the fact that "side bar" conversations are picked up by the audio recorder and thus the importance of proper meeting etiquette.
- Emphasized AETC as a training resource.
- Clarified the statement in the written report regarding Mark Peppler's role.
- Discussed results of "staff customer satisfaction" survey of Planning Council responses.
- Discussed location of Planning Council meetings going forward should the staff office move.

Hearing no objection the meeting was adjourned at 9:11 p.m.