



EXECUTIVE COMMITTEE MEETING
Meeting Date: September 6, 2011

MINUTES

Meeting Location: 1520 Rutherford, Austin TX

Meeting Called to order at: 6:08 p.m.

Committee Members in attendance: Christopher Hamilton, Tim Bailey, Paul Hassell, Joseph Collins, Courtney McElhaney

City of Austin Staff in attendance: Keizhia Carlyle, Stephanie Hayden, Amina Ahmed (intern)

Community members in attendance: Kim Johnson, Forrest Bureson

Citizen Communications: Women's Rising is holding a cupcake auction at 6 pm tomorrow

Approve Minutes

- Reviewed and approved meeting minutes from August 2, 2011. The following corrections were noted:
 - Administrative Agent Report – typo: should say that David Watts responsibilities were “re-assigned”, not “resigned”
 - Change David Beck to “Hugh” Beck

Chair Report

- report
- Presented model dashboard for consideration as a tool for managing Planning Council projects and activities (handout).
 - Discussed intended use and objectives of proposed tool.
 - Discussed value of not only seeing status in dashboard view but also tracking sub-committee deliverables, PCAT and mandates
 - Request that Health Planner contact other EMA and TGAs to find out what they are using.
- Executive Retreat
 - Discussed dates and agenda items. Decided on October 5, 2011 at 8:30 at the Carver Museum.
 - Will further discuss dashboard, flowchart and PCAT timeline
- PCAT Timeline
 - Discussed timing of specific sub-committee activities in terms of relationship to other sub-committee tasks. Discussed fact that some activities such as allocations are more rushed than desirable.
 - Added PCAT as agenda item for Executive Retreat



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- Flow Chart of Deliverables (handout)
 - Reviewed and discussed flow chart, including the flow of deliverables and the relationship between each sub-committee as a component of the overall process.
 - Discussed timing and availability of most current data that is required to complete specific sub-committee tasks.
 - Discussed options for modifying the flow based upon points made during discussion. Chair to modify flow chart and send out for further review at Executive Retreat.

Administrative Agent Report

- Provided status of vacant Manager Position and reason why previous announcement was rescinded.
- Discussed "final" HRSA grant award and how Austin TGA fared relative to other EMA/TGA
- Discussed status of proposed changes to TMHP: DSHS said no changes at this time.
- Received Ryan White Grant Application guidance. Discussed process and timeline for developing grant application.
- HRSA technical assistance call scheduled for 09/15/11 regarding national monitoring standards.
- CQM – provided status of CQI committee work on case management model and standards of care.
- Discussed plan to advertise QM vacancy

Part B Report

- New Part B grant year just begun.
- Funding case management in Travis County. Discussed split of funding between service providers and transition efforts.
- Announced promotion of Ms. McElhaney and plan to fill the Planner position.

Staff Report

- Reviewed written staff report
- Introduced Intern Amina Ahmed and explained her role

Allocations Sub-Committee Report

- Discussed status of Case Management Model and Case Management Standards and need to finalize the Case Management process so that Allocations can evaluate funding to support that model. Discussed which case management process Allocations should be evaluating for funding.
- Discussed timing of release of RFP for Ryan White services scheduled for November 1, 2011
- Discussed timing of CQI Committee efforts relative to RFA and resultant confusion over which case management model will be included in RFP.
- Discussed options for concluding CQI efforts in time for Allocations to consider the model.
- Tentative plan: schedule Allocations Meeting on September 27, 2011 and Special Called Business Meeting on October 11, 2011 to present Allocations plan.



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Needs Assessment Sub-Committee Report

- Reviewed priority setting during last meeting and decision for addressing services where score was tied.
- Updated spreadsheets and Needs Assessment presentation. Need staff to determine how to post this information on-line for public access.
- Expressed interest in having a web-based site for storage and access to sub-committee information such as meeting minutes.
- Discussed role of Needs Assessment in requesting studies/data analysis in coordination with other sub-committees. Discussed opportunity to propose a statement of work to obtain information. Key example is transportation services.
- Tim Bailey will be in Africa January thru May 2012. Discussed number of meetings Chair will be absent, continuation of sub-committee work during absence and fact that a decision on membership must be made.

Care Strategy Sub-Committee Report

- Did not meet last month

Comprehensive Planning Sub-Committee Report

- Discussed tools needed to manage Comprehensive Plan and efforts to evaluate spread sheets, web-based "group site" and other tools that can assist in management effort.

Evaluation/QM Sub-Committee Report

- Did not meet last month
- Client Satisfaction Surveys are out and October 5, 2011 deadline for completion.

Hearing no objection the meeting was adjourned at 8:30 p.m.