



**HIV PLANNING COUNCIL  
BUSINESS MEETING  
Meeting Date: May 27, 2014**

**MEETING MINUTES**

**Meeting Location:** 1520 Rutherford, Austin TX

**Meeting Called to order at:** 6:01 p.m.

**Planning Council Members in attendance:** Shanika Cornelius, Justin Irving, Jerry Juarez, Victor Martinez, Aubrey Staples, Charlotte Simms-Sattiewhite, Justin Smith, L.J. Smith, Christopher Shaw and Lily Smullen

**Planning Council Members not in attendance:** Seth Schulman (*E*), Jessica Pierce, and Curtis Weidner (*E*)

**City of Austin Staff Members in attendance:** Kimberly Williams, Gregory Bolds, John Miller, and Ashton Gray

**Number of Community Members in attendance:** 3

**Community Members who signed in to speak:** 0

**Review and Approval of Minutes:** Business meeting for 4/22/2014 were reviewed and approved as submitted.

**HHSD Budget Presentation:**

John Miller, Financial Manager with City of Austin's Health and Human Services Department (HHSD) provided a budget overview for FY 2015. Mr. Miller's presentation included an overview of sources and uses of City funds, including General Funds (66%), Grants (31%), Sustainability Funds (2%) and Expense Refunds (1%). The presentation included a list of programs in which the City invests such funds: Social Service Contracts (42.2%), Disease Prevention Health Promotion (19%), Maternal, Child, and Adolescent Health (13%), Support Services (10%) Environmental Health Services (8%), Community Services (7%), and Transfers and Other Requirements (1.0%). Other issues discussed which are taken into consideration in developing the budget included Cost Drivers, Critical Priorities, Performance Gaps, and Horizon Issues.

A discussion ensued among Planning Council members about other areas/programs where funds could be used by the Department. The Planning Council requested additional information and data on how budget funds will be expended in various areas and programs. Mr. Miller responded that a one-page document is available further explaining the Unmet Needs outlined by the Department and the use of funds. Chair Martinez suggested each Planning Council

member submit at least two (2) areas of priorities which they're interested in supporting. The information will be compiled by Planning Council staff and used to draft a letter of support. Mr. Miller reported the final budget hearing to City Council will be in August.

#### **Chair "Share":**

Dr. Victor Martinez reviewed the monthly membership report of the Planning Council, noting that the Council could use additional providers. Mr. Chair yielded time to Deborah Lowndes of CommUNITY Care to speak. Ms. Lowndes announced she would be resigning from David Powell Clinic and transferring to another CommUNITY Care Clinic facility.

Mr. Chair asked Planning Council members to recommend individuals for membership who may fit into one of the HRSA membership slots. He also assigned staff to complete a list of entities/organizations that would represent each of the HRSA membership categories.

The importance of signing in for each meeting was noted, as well as having good attendance.

The Executive Briefing included the Chair's consideration of breaking the larger committee (Comprehensive Planning/Needs Assessment) into two smaller committees. The issue will be further discussed during Executive. Mr. Chair urged each member to share their preference of which committee they wanted to serve.

Mr. Chair announced that the Notice of Grant Award had been received and that there was an increase.

Vice Chair, Shanika Cornelius inquired about the procedure for signing Attendance Policy. Staff assured that this is done during Orientation. It was suggested that a new policy be signed on an annual basis (at the end-of-year Business Meeting).

**Member Re-Application:** A motion was made by Chair Martinez to accept and recommend Justin Irving's re-application for another 2-year term. The vote was unanimous: 9 in favor.

#### **Ryan White Part A Administrative Agent Report:**

Greg Bolds presented the Administrative Agent report.

- Mr. Bolds shared with the Planning Council the written Part A Administrative Agent Report, providing an expenditure summary of FY13 Part A funds. \$96,879 of those funds will be requested for Carryover.
- Mr. Bolds announced receipt of the second half Ryan White Part A Grant Award, bringing the total to 4.4 million dollars (11.4% increase). Last year over \$250,000 was lost due to sequester. Many of the state EMA/TGAs received an increase. The following factors contributed to Austin's funding: 1) amount of money available nationwide; 2) changes in number of cases; 3) score on grant application; 4) hold-harmless rule; 5) one TGA that disbanded.
- Books on grant were closed in July. Current expenditures (16%) of year with 12% expended. Goal is to stay within 10%.

- No client complaints received.
- AA currently working with agencies to amend contracts (June 12<sup>th</sup>)
- Shanika Cornelius inquired about quality management reporting. Mr. Bolds reported that a new format was being developed with a target date of June.

### **Part B Report**

Jessica Pierce was not present at the meeting, however council reviewed the Part B report. Chair Martinez announced that future Part B reports will be more detailed.

### **Sub Committee Report**

#### **Allocations**

The committee is preparing for FY 2015 allocations. Due to change in billing process (from units of service), the committee will be “nimble” in making changes to allocations. Funds will likely be moved into psycho-social services to cover needs in community. The next allocations meeting (June) will be held at the Animal Services Center.

#### **Comprehensive Planning/Needs Assessment**

The committee continued to discuss raw data from the comprehensive needs assessment. Focus groups were completed. The committee will complete priority setting project in next couple weeks and send to staff.

Shanika Cornelius shared rationale for having a joint committee work-group. Chair Martinez explained the changes in billing that were forthcoming.

It was agreed that the committee will attend Allocations’ next monthly meeting and present their priority setting findings.

### **Staff Report**

- Ashton Gray asked Planning Council members to complete the personal information form to update their information.
- Mr. Chair suggested that cake be provided at meetings when a member has a birthday.
- Kimberly Williams announced upcoming member absences/illnesses. She also discussed the HIV Syndicate (State’s Prevention and Care group) and stated she would send Planning Council members a copy of the DSHS HIV Plan as well as provide a copy in the PC manuals.
- Mr. Chair noted the challenge in incorporating prevention into care/treatment, as Part A funds do not necessarily pay for testing. To this, Ms. Williams responded that concentrating on how the work is being done (coordination) would make a difference.
- Aubrey Staples, Shanika Cornelius, Charlotte Simms-Sattiewhite shared their insight and experience in attending the HIV/AIDS and Aging Symposium.

### **Adjourn**

Hearing no objection the meeting was adjourned at 7:19 p.m.