



**HIV PLANNING COUNCIL
BUSINESS MEETING
Meeting Date: June 24, 2014**

MEETING MINUTES

Meeting Location: 1520 Rutherford, Austin TX

Meeting Called to order at: 6:11 p.m.

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

Planning Council Members not in attendance: Seth Schulman (*E*)

City of Austin Staff Members in attendance: Kimberly Williams, Gregory Bolds, Brenda Mendiola, and Ashton Gray

Number of Community Members in attendance: 7

Community Members who signed in to speak: 0

Review and Approval of Minutes: Business meeting for May 27, 2014 were reviewed and approved with the following corrections:

- Remove "Paul Hassell" from Members in Attendance.
- Change "committed" to "council" under Part B Report

Chair "Share":

Dr. Victor Martinez reviewed the monthly membership report of the Planning Council, noting that there has been one new application received. Dr. Martinez explained the applicant would be ready for an interview with Executive Committee after he met the requirement of first attending a Planning Council Business Meeting.

Dr. Martinez reviewed the Attendance Report, noting that all recent member absences were excused and that overall the Planning Council looked good on membership [status].

He followed up by asking Planning Council members to recommend individuals for membership who may fit into one of the HRSA membership slots.

Executive Briefing:

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 explored when more members are added to the Planning Council.

Dr. Martinez noted that a consultant would be providing members with the Annual Ryan White Training, to be held on the 5th Tuesday in July (July 29, 2014). He also announced that future Planning Council Business Meetings will be held at the new location: Austin Animal Center located at 7201 Levander Loop.

The Council is currently working on changing the Membership application, making it clearer and re-doing interview questions to provide better information on the potential members. This step is an effort to better the interview process.

There was a discussion on the proposed Planning Council budget that was provided to the Chair by Gregory Bolds. Dr. Martinez stated that he made a counter offer to the Administrative Agent which increases the PC percentage of the budget. The counter offer included negotiating providing \$250.00 per Planning Council member for training purposes and also creating a full-time position for an Administrative Assistant.

Annual Provider Presentations:

Brandon Wollerson and Emily Johnson provided a presentation for MHMR C.A.R.E. Program, sharing an overview of the different services they offer:

- *Mental Health Services*- Psychiatric service, Individual Counseling, Group Counseling
- *Outpatient Substance Abuse Services*- Individual Counseling, Group Counseling
- *Residential Substance Abuse*- Detox Services, Residential treatment
- *Transportation Services*

The presentation also covered additional matters such as: community impact, challenges and barriers, funding breakdown, and success stories.

Loretta Holland provided a presentation for Waterloo Counseling Center; the presentation included an overview of Ryan White funded service categories:

- *Mental Health Services*- Individual and Group Psychotherapy
- *Psychosocial Support Services*- Psychosocial Support Groups

Loretta also included program impact and outcomes, challenges and barriers, service descriptions, funding sources, and client feedback.

Gregory Bolds provided an overview of the City of Austin HRAU's administered service: Medical Transportation.

Greg explained how although the agency is not a service provider, they administer the transportation program. Gregory also shared how the Agency is structured in carrying out the medical transportation program and how it operates (through dispensing of vouchers and bus tickets to providers).

First, transportation passes are purchased from Capital Metro. Gas cards and taxes passes are also purchased. Greg provided an outline of their policy and procedure, which determines who is eligible and how they get into the services. Gregory provided Utilization Data to the Council, showing some of the areas that have remained steady, some increasing, and others decreasing. According to Greg, one of the main outcomes is ensuring clients are accessing primary medical care, with a target of 95%.

Ryan White Part A Administrative Agent Report:

Gregory 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. \$91,772 of those funds will be requested for Carryover.
- The Books on Ryan White Part A Grant will be closed in July.
- Ryan White Part A received a 95 on the grant application, with no weaknesses. Planning Council was provided with a final summary statement.
- No client complaints were received.
- AA currently working with agencies to amend contracts (end of July)
- Mr. Bolds shared an update on the Quality Management Indicators report; he is currently working to provide different information, but provided Council with current report with information from ARIES.

Part B Report

Jessica Pierce presented the Ryan White Part B Administrative Agency Report, stating that the Part B Grants Administration/ Management have completed their renewal with the state and provided them with a budget, including allocations.

65% of Part B funds have been expended through May 2014, with 75% of the year expired.

BVCOG is currently in the process of collaborating with Part A through a formal MOU which will define roles and responsibilities between all parties involved.

Sub Committee Report

Allocations

The committee is preparing for FY 2015 allocations. Due to psychosocial support being close to exhausted, the Council is recommending reallocation of \$18,000 to psychosocial support services coming out of Mental Health. This was proposed since the services are in the same contract. The Council will then use carryover request to fill in \$18,000 taken from Mental Health.

A motion was made by Committee to take \$18,000 out of Mental Health Services. The Motion was seconded, and a Vote of 10 in favor, none opposed concluded. The Motion carried.

A motion was made by Committee to put \$18,000 in Psychosocial Support Services. A vote of 10 in favor, none opposed. The Motion carried.

A Motion was made by Committee for the carryover to allocate \$18,000 to Mental Health Services. A Vote of 10 in favor, none opposed. The Motion carried.

A Motion was made by Committee to allocate the remaining balance of carryover funds to AIDS Pharmaceutical Assistance. A Vote of 10 in favor, none opposed. The Motion carried.

Comprehensive Planning/Needs Assessment

Justin Irving explained the functions of the Priority Setting Tool, as well as how it was created.

Staff Report

Kimberly Williams shared information about the upcoming Ryan White Annual training scheduled for July 29, 2014

Kimberly also reminded all Providers in the audience to complete the SurveyMonkey for the Administrative Mechanism Survey.

Adjourn

Hearing no objection, the meeting was adjourned at 8:37 p.m.