



**HIV PLANNING COUNCIL
BUSINESS MEETING
Meeting Date: July 22, 2014**

MEETING MINUTES

Meeting Location: Animal Center- 7201 Levander Loop, Austin TX

Meeting Called to order at: 6:02 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, and Lily Smullen

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

City of Austin Staff Members in attendance: Kimberly Williams and Gregory Bolds

Number of Community Members in attendance: 10

Community Members who signed in to speak: 0

Review and Approval of Minutes: Business meeting for June 24, 2014 were reviewed and approved with the following corrections:

- Under Allocations Committee report, change motion by "Victor Martinez" to "Committee" on all three motions.

Chair "Share":

Dr. Victor Martinez reviewed the monthly membership reporting no changes and reminded Council there are four category slots vacant.

Dr. Martinez reviewed the Attendance Report, noting that a re-application is in the works to allow Planning Council members to take a medical leave to prevent excessive absences while running out their term.

He followed up by informing Planning Council the final membership application is now complete with changes and is posted on the Boards and Commission website.

Annual Membership training has been changed from July 29, 2014 to August 26, 2014 and a Special Called Business meeting will be on July 29, 2014 at City Hall.

Executive Briefing: It was decided by the Executive Committee that because the Planning Council support budget deals with more logistics, it will now be developed and approved by the Executive Committee rather than the Allocations Committee; this will be presented and voted on by full Council.

Annual Provider Presentations:

Stacey Luera provided a presentation for Community Action Inc. sharing an overview of the non-medical case management:

Tier 1

- *Works with clients to assess needs and ensure that all interventions promote client empowerment, self- sufficiency and self-advocacy*
- *Develops a realistic care plan with clients that include short and long term goals*
- *Locates existing resources in the rural community and provide information and referrals for resources to clients and their families.*
- *Accompanies clients to medical appointments*
- *Discuss and address barriers to care*
- *Provides health education, risk reduction, and medical adherence*
- *Ensures that client access to existing rural services does not compromise their privacy*

Tier 2

- *Works closely with the client's case manager to ensure needs are met and new needs are addressed*
- *Locates existing resources in the rural community*
- *Assists in completing forms and applications*
- *Delivery of food pantry*
- *Maintains contact with clients via phone and face to face*
- *Provides food vouchers and gas vouchers*
- *Assist with eligibility*

The presentation also covered additional matters such as: community impact, challenges and barriers, funding sources, client reports, and case management reports.

Stephanie Eaton provided a presentation for Communicable Disease Unit; the presentation included an overview of Ryan White funded service categories:

- *RWA- Medical Case Management- 46 unduplicated clients will be served this year/2293 units of services will be provided*
- *Non-Medical Case Management- 41 unduplicated clients will be served this year/ 1990 units of services will be provided*
- *MAI Non-Medical Case Management- 14 clients will be served this year/ 1010 units of services will be provided.*
- *RW C- 30 unduplicated clients will be served this year/ 1847 units of services will be provided.*

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

Kellie Thames provided a presentation for CommUnity Care; the presentation included an overview of Ryan White funded service categories:

- *Four dental sites*
- *Homeless Clinic*
- *Women's Health Clinic*
- *Three walk in sites (extended hours, open 365 days a year)*
- *Cardiology*
- *Endocrinology*
- *Gastroenterology*
- *Dermatology*
- *Mammography*
- *Radiology*
- *Pulmonology*
- *Tele psychiatry*

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

Standards of Care, DSHS and Planning Council Project:

Agenda item will be discussed at next Business Meeting.

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. \$91,894 of those funds will be requested for Carryover.
- The percent of the total funds billed through June 2014 is 27%. 33% of the year has expired.
- No client complaints were received.

Part B Report

Jessica Pierce presented the Ryan White Part B Administrative Agency Report, stating that the Part B Grants Administration/ Management are working with Part A to finalize their MOU. 74% of Part B funds have been expended through May 2014, with 83% of the year expired.

Sub Committee Report

Allocations

The Allocations Committee did not meet in July but will meet again next month.

Dr. Martinez mentions he would like to look at the ratio of medical vs. non medical case management from all providers to ensure community needs are being met.

Comprehensive Planning/Needs Assessment

Comprehensive Planning/ Needs Assessment committee will review Needs Assessment report.

Staff Report

Kimberly reminded Council of the upcoming HIV/STD Conference to be held August 19th-21st.

Adjourn

Hearing no objection, the meeting was adjourned at 8:22 p.m.