



**HIV PLANNING COUNCIL  
BUSINESS MEETING  
Meeting Date: August 26, 2014**

**MEETING MINUTES**

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

**Meeting Called to order at:** 6:03 p.m.

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

**Planning Council Members not in attendance:** Jessica Pierce (E), Seth Shulman (E), and Lily Smullen

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

**Number of Community Members in attendance:** 8

**Community Members who signed in to speak:** 2

**Citizen Communication:**

Loretta Holland from *Waterloo Counseling* spoke on Agenda item #8: Vote on FY2015 Increase/ Decrease Plan, regarding the decrease in Mental Health Services. Ms. Holland asked for reconsideration of the proposed decrease of \$208,149 to \$161,987. Ms. Holland provided a brief overview of how the increase would affect the client services at *Waterloo*.

Emma Sinnott with *CommUnity Care* spoke on Agenda item #8: Vote on FY2015 Increase/ Decrease funding Plan. Ms. Sinnott expressed concerns regarding the change in allocations for Medical Services and asked Council to consider allocating the increase from Pharmaceutical Assistance Program to Medical Services.

Dr. Victor Martinez explained that the Council does not allocate to providers, but to Service Categories.

**Review and Approval of Minutes:**

Business meeting minutes for July 22, 2014 were reviewed and approved as submitted.

**Chair “Share”:**

Dr. Victor Martinez reviewed the monthly membership reporting no changes and reminded Council there are four category slots vacant. A list will be provided to Council with local organizations that meet the four vacant HRSA categories.

Dr. Martinez reviewed the Attendance Report, reporting no changes.

**Executive Briefing:**

Executive Committee interviewed a new applicant in the month of July; however, application voting will be postponed until December when applicant’s prior commitment is completed. Dr. Martinez explained the process of membership re-application for those in need of consecutive absences due to medical issues.

**Planning Council feedback/ survey on staff report:**

Stephanie Hayden, Assistant Director for Community Services Division, will be providing Council with a survey regarding the Planning Council’s support staff as well as Administrative Agent. The goal of the survey is to put quality improvement practices in place to provide better service to Council.

**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.
- The percent of the total funds billed through July 2014 is 38%. 42% of the year has expired.
- No client complaints were received.
- Mr. Bolds discussed current grant application and team in place preparing application.
- Mr. Bolds provided Council with the grant award criterion.

**Part B Report**

Committee reviewed the Ryan White Part B Administrative Agency Report, stating that 83% of Part B funds have been expended through July 2014, with 92% of the year expired.

**Presentation and vote of Ryan White Part A FY15 Allocation recommendations:**

<b><u>CORE (MEDICAL) SERVICES</u></b>	<b>Final Amount (Part A)</b>	<b>Final Amount (MAI)</b>	<b>Planning Council Vote</b>
1) AIDS Drug Assistance Program (ADAP)	\$1(A)		10 in favor, 0 opposed- motion carried
2) AIDS Pharmaceutical Assistance (local)	\$377,607(A)		10 in favor, 0 opposed- motion carried
3) Oral Health Care	\$476,945(A)		9 in favor, 0 opposed, 1 abstained- motion carried
4) Outpatient Ambulatory Medical Care	\$1,161,892(A)		10 in favor, 0 opposed- motion carried
5) Early Intervention Services			
6) Health Insurance Premium and Cost Sharing Assistance	\$195,620(A)		9 in favor, 0 opposed, 1 abstained- motion carried
7) Home Health Care			
8) Home and Community-based Health Services			
9) Hospice Services	\$112,273(A)		10 in favor, 0 opposed- motion carried
10) Mental Health Services	\$208,149(A)		10 in favor, 0 opposed- motion carried
11) Medical Nutrition Therapy	\$70,208(A)		9 in favor, 0 opposed, 1 abstained- motion carried
12) Medical Case Management Services (including treatment adherence)	\$224,046(A)	\$66,221(M)	9 in favor, 0 opposed, 1 abstained- motion carried
13) Substance Abuse (Outpatient)	\$131,485		10 in favor, 0 opposed- motion carried

<b><u>SUPPORT SERVICES</u></b>	<b>Final Amount (Part A)</b>	<b>Final Amount (MAI)</b>	<b>Planning Council Vote</b>
1) Case Management Services (tier 1 & 2)	\$296,680(A)	\$140,965(M)	9 in favor, 0 apposed, 1 abstained- motion carried
2) Child Care Services			
3) Emergency Financial Assistance			
4) Food Bank/Home-Delivered Meals	\$68,778(A)		9 in favor, 0 apposed, 1 abstained- motion carried
5) Health Education/Risk Reduction			
6) Housing Services			
7) Legal Services			
8) Linguistics Services			
9) Medical Transportation Services	\$27,961(A)		10 in favor, 0 apposed- motion carried
10) Outreach Services	\$37,528(A)	\$35,648(M)	9 in favor, 0 apposed, 1 abstained- motion carried
11) Permanency Planning			
12) Psychosocial Support Services	\$36,498(A)		10 in favor, 0 apposed- motion carried
13) Referral for Health Care/Supportive Services			
14) Rehabilitation Services			
15) Respite Care			
16) Substance Abuse Services (residential)	\$115,334(A)		10 in favor, 0 apposed- motion carried
17) Treatment Adherence Counseling			

**Vote on increase/decrease funding plan:**

The following increase/decrease plan was approved:

In case of a decrease in Part A funding greater than 3%, the Allocations Committee will review all service categories and may make adjustment recommendations to the full Planning Council.

In case of a decrease in Part A funding smaller than 3%, the plan will proportionally decrease across allocated service categories with the following exceptions:

- Food Bank will not fall below \$68,778
- Medical Case Management will not fall below \$224,046
- Non-Medical Case Management will not fall below \$296,680
- Hospice will not fall below \$112,273
- Psychosocial Support Services will not fall below \$36,498
- ADAP will not fall below \$1

In case of an increase in Part A funding, the plan will proportionally increase across allocated service categories with the following exceptions:

- ADAP will not rise above \$1

For MAI funds, all allocated service categories will increase or decrease proportionally.

**Sub Committee Report****Allocations**

The Allocations committee prepared Ryan White FY15 Allocations.

**Comprehensive Planning/Needs Assessment**

- Justin Irving provided briefing of the previous Comprehensive Planning/ Needs Assessment meeting
- David Garza provided committee with an update on Quality Management activities and results of the pilot case management project.
- Committee discussed the impact of the Administrative burden.

**Adjourn**

Hearing no objection, the meeting was adjourned at 7:41 p.m.