



Allocations Sub-Committee

Meeting Minutes

September 16, 2014

Members in attendance: *Dr. Victor Martinez, Jessica Pierce, Seth Shulman, Christopher Shaw, and L.J. Smith*

Members in absentia: *None*

Staff in attendance (City of Austin HHSD): Kimberly Williams and Brenda Mendiola

Community members in attendance: None

Meeting called to order at: 6:04 p.m.

Community Announcements and Citizen Communication: None.

Approve Minutes: Previous meeting minutes from the August 19, 2014 committee meeting were reviewed and approved as submitted.

Expenditure Report:

Committee reviewed expenditure report showing 41.7% of year has lapsed as of July 31, 2014. Dr. Victor Martinez suggests looking at 6 months of billing data for Mental Health to review expenses and make a projection, reallocating if needed.

Administrative Mechanism Survey results:

Committee reviewed the Administrative Mechanism Survey results, discussing changes that should be made for the next year. These changes include:

- Make sure each question indicates the current grant year.
- #7- if answered a, b, or c – skip #8 entirely.
- #11- correct spelling (re-allocating) and clarify question if referring to AA.
- #12- change the word “Audit” to “Monitoring”.
- #13- change “visit” to “allotted amount of time”.
- #23- list all mandates along with questions.
- #24- remove question entirely.

Committee also reviewed all comments from the Administrative Mechanism Survey.

Ryan White Part A service categories end of year report:

Committee reviewed Ryan White Part A service categories end of year report. Committee found report to be more useful for the Comprehensive Planning/ Needs Assessment Committee.

Hearing no objection the meeting was adjourned at 7:08 p.m.