

**Austin Area Comprehensive HIV Planning Council
Allocations Committee Meeting Minutes
May 17, 2016**

MEMBERS PRESENT

Dr. Victor Martinez, AACHPC Chair

Jessica Pierce, AACHPC Committee member

MEMBERS ABSENT

Charlotte Simms, AACHPC Committee member

AACHPC STAFF PRESENT

Crystal Flores, Program Manager

Dwight Scales, Admin

ADMINISTRATIVE AGENT STAFF PRESENT

Ruben Herrera

Grants Coordinator HIV Resources Administration Unit

OTHERS PRESENT

I. Call to Order: AACHPC Chair, Dr. Martinez at 6:01pm

II. Certification of Quorum: Quorum was established and certified by Chairperson Dr. Martinez

Introductions/Announcements: None

III. Approval of February 16, 2016 Minutes: *The minutes were reviewed and approved Motion was made by AACHPC Chair, Dr. Martinez Motion seconded by Jessica Pierce, AACHPC Committee member.*

IV. Review of Administrative Agent Expenditure Report

Ruben Herrera presented the AA report and the committee discussed the service categories outside the normal variance.

See Attachment: 1

V. Potential Reallocation of Part A FY2016 funds Allocation

The committee discussed the proposed allocation modification and asked the Administrative agent to provide updated data that reflected the grant amount rewarded by HRSA.

See Attachment: 2

VI. Meeting Adjourned at 6:36pm

Draft Submitted by:

Dwight Scales, AACHPC Admin

Date

Draft Certified by:

Crystal Flores, AACHPC Program Manager

Date

Final Approval by:

Dr. Victor Martinez, AACHPC Chair
Justin Smith, AACHPC Vice-Chair

Date

NEXT SCHEDULED MEETING
TBA

Attachment 1: MONTHLY EXPENDITURE VARIANCE REPORT BY HIV SERVICE CATEGORY

for Categories that have Expenditure Variance of More than 10%

**Expenditure variance as of: March 31, 2016
Percent of year lapsed: 8.3%**

How expenditure variance is calculated: The service category expenditure year-to-date is compared to the contract term lapsed percentage. For example, if 50% of the contract term has lapsed, the YTD service category expenditure should be at 40%-60%. Service categories that do not have a variance of more than 10% are indicated as "Within Variance."

Note: Explanations and Projections shown below were provided by HIV services agencies in their Monthly Expenditure Variance Reports.

Core Medical Services	%	Explanation
Medical Case Management – not MAI	18.8%	Provider was expending at the normal rate for its projected full-year funding amount, which temporarily exceeds the variance based upon the partial award amount for this service category.
Medical Case Management – MAI	Within Variance	
Outpatient/Ambulatory Medical Care	Within Variance	
AIDS Pharmaceutical Assistance – local	Within Variance	
Health Insurance Premium & Cost Sharing Assistance	0%	Provider is spending down its other funding sources which end first, but does expect to fully expend all Part A funds by year-end.
Mental Health Services	Within Variance	
Substance Abuse Services – outpatient	Within Variance	
Oral Health Care	Within Variance	
AIDS Drug Assistance Program (ADAP)	Within Variance	
Hospice Services	Within Variance	

Medical Nutrition Therapy	Within Variance	
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Support Services	%	Explanation
Case Management Services Non-Medical – not MAI	Within Variance	
Case Management Services Non-Medical– MAI	Within Variance	
Substance Abuse Services – residential	0%	Services provided in March will not be billed until following month. Agency expects to fully expend funds by grant end.
Medical Transportation Services	0%	Expenditures will be made in the following months.
Psychosocial Support Services	Within Variance	
Outreach Services – not MAI	Within Variance	
Outreach Services – MAI	Within Variance	
Food Bank / Home-Delivered Meals	Within Variance	
Emergency Financial Assistance	0%	Part B funds used for medication purposes at this time. Agency expects to fully expend funds by grant end.

Attachment: 2

Part A and MAI Service Categories	Initial Budgeted	Mar-16		Apr-16		YTD	
		Total Billed	% year elapsed	Total Billed	% year elapsed	Total billed	% year elapsed
RW Part A funds	\$ 2,539,510	216,543.72	8.3%	268,634.63	16.67%	485,178.35	16.7%
		Amt Billed	% Billed	Amt Billed	% Billed	YTD Billed	% Billed
Core Services	1,534,306	143,286.20	9.3%	172,411.03	11.24%	315,697.23	21%
Medical Case Management Incl. Treatment Adherence	\$ 115,363	21,734.19	18.8%	20,095.11	17.42%	41,829.30	36%
Medical Case Management MAI	\$ 56,487	5,308.09	9.4%	4,872.70	8.63%	10,180.79	18%
Health Insurance Premium Assistance	\$ 106,297	0.00	0.0%	0.00	0.00%	0.00	0%
Outpatient & Ambulatory Health Services	\$ 615,919	44,330.75	7.2%	90,195.06	14.64%	134,525.81	22%
ADAP	\$ 1	0.0	0.0%	0.0	0.00%	0.00	0%
AIDS Pharmaceutical Assistance - Local	\$ 117,894	10,268.05	8.7%	14,479.54	12.28%	24,747.59	21%
Mental Health Services	\$ 84,553	7,786.96	9.2%	6,683.38	7.90%	14,470.34	17%
Oral Health Care	\$ 261,843	36,935.77	14.1%	29,325.26	11.20%	66,261.03	25%
Substance Abuse Outpatient Services	\$ 75,767	5,843.70	7.7%	0.00	0.00%	5,843.70	8%
Hospice Services	\$ 61,638	5,603.00	9.1%	5,603.00	9.09%	11,206.00	18%
Medical Nutrition Therapy	\$ 38,544	5,475.69	14.2%	1,156.98	3.00%	6,632.67	17%
Support Services	\$ 625,827	44,275.91	7.1%	43,507.04	6.95%	87,782.95	14%
Medical Transportation Services	\$ 14,626	0.00	0.0%	0.00	0.00%	0.00	0%
Case Management Non-Medical	\$ 163,932	18,716.11	11.4%	18,414.41	11.23%	37,130.52	23%
Case Management Non-Medical MAI	\$ 120,246	9,986.80	8.3%	10,565.61	8.79%	20,552.41	17%
Substance Abuse Residential	\$ 50,536	0.00	0.0%	0.00	0.00%	0.00	0%
Outreach Services	\$ 39,154	4,373.43	11.2%	3,855.74	9.85%	8,229.17	21%
Outreach Services MAI	\$ 30,408	2,959.09	9.7%	3,567.75	11.73%	6,526.84	21%
Psychosocial Support	\$ 21,684	2,281.81	10.5%	2,193.49	10.12%	4,475.30	21%
Emergency Financial Assistance	\$ 137,600	0.00	0.0%	0.00	0.00%	0.00	0%
Food Bank / Home Delivered Meals	\$ 47,641	5,958.67	12.5%	4,910.04	10.31%	10,868.71	23%
Total Subcontracted	\$ 2,160,133	187,562.11	9%	215,918.07	10.00%	403,480.18	19%
Administration	\$ 379,377	28,981.61	7.6%	52,716.56	13.90%	81,698.17	22%
Admin Part A & MAI	\$ 253,951	24,531.19	9.7%	39,382.30	15.51%	63,913.49	25%
QM Part A & MAI	\$ 125,426	4,450.42	3.5%	13,334.26	10.63%	17,784.68	14%
Total	\$ 2,539,510	\$ 216,543.72	8.5%	\$ 268,634.63	10.58%	485,178.35	19%