

**Austin Area Comprehensive HIV Planning Council  
Allocations Committee Meeting Minutes  
June 20<sup>th</sup>, 2017**

**MEMBERS PRESENT**

L.J. Smith, AACHPC Committee Chair  
Barry Waller, Committee member

Jessica Pierce, AACHPC Committee member  
Dale Thele, Committee member

**MEMBERS ABSENT**

None

**AACHPC STAFF PRESENT**

Crystal Flores, Program Manager  
Laura Still, Planner  
Dwight Scales, Admin

**ADMINISTRATIVE AGENT STAFF PRESENT**

Patricia Niswander

HIV Resources Administration Unit

**OTHERS PRESENT**

Leah Graham  
Todd Logan  
Paul Scott

**I. Call to Order:** AACHPC Chair, L.J. Smith at 6:10pm

**II. Certification of Quorum:** Quorum was established and certified by the AACHPC Vice Chair, L.J. Smith.

**III. Introductions/Announcements: None**

- i. Program Manager, Crystal Flores made an announcement about the upcoming community forum on HIV in the Transgender Community. It will be held Thursday, June 22, 11a.m -1p.m. at Central Health's Southeast Health & Wellness Center, 2901 Montopolis Drive, Austin, TX 78741.

**IV. Approval of May 16<sup>th</sup>, 2017 Minutes:** The minutes were reviewed and approved as submitted.

**V. Review of Administrative Agent Expenditure Report**

Gregg Bolds, AA (HRAU) reviewed the Ryan White Part A March 2017 – February 2018 expenditure report. Discussed the current variances: 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.

## **VI. Assessment of the Administrative Mechanism Draft Report**

Crystal Flores, Program Manager reviewed and discussed the process of the Assessment of Administrative Mechanism Report (Part A Grant Year: March 1, 2016-February 28, 2017). The Ryan White TEA Act requires that planning councils assess the efficiency of the grantee's administrative processes, which involves how rapidly funds are allocated in their jurisdiction. This is the only situation in which the Planning Council considers issues related to procurement and contract management, which are the grantee's (Austin Public Health HIV Resources Administration Unit (HRAU)) sole responsibility. The purpose is to assure that funds are contracted quickly and through an open process, and that providers are paid in a timely manner. The HIV Planning Council should not be involved in how HRAU monitors the Part A funded providers, nor should the names or situations of individual providers be included in the assessment. The assessments are based on time-framed observations of procurement, expenditure, and reimbursement processes. The goal of the Assessment of the Administrative Mechanism for FY2016-2017 is to evaluate how well the Administrative Agency accomplishes its intended results and how it has improved over the last 3 years. Allocation members reviewed, discussed and made edits to the document. The committee decided to vote and allow passage to the full Business Committee for further review.

**Vote 4 to 0 Motion Approved**

## **Attachment 2**

## **VII. Priority Setting Resource Allocation Process Review:**

Crystal Flores, Program Manager reviewed and explained the PSRA process.

- Austin TGA Priority Setting Process
- Priority Setting Tool
- Prioritizing Service Category Methodology

Allocation members reviewed, discussed and made edits to the Tool. The committee decided to recommend the currently used tool. Members chose to vote and allow passage to the full Business Committee for further review

**Vote 4 to 0 Motion Approved**

## **VIII. HOPWA Program Overview:**

HRAU (AA) Program Manager, Greg Bolds reviewed and discussed HOPWA (Housing Opportunities for Persons with AIDS)

- Eligible Applicants
- Types of Programs Funded
- 

## **IX. Meeting Adjourned at 7:32pm**

### **NEXT SCHEDULED MEETING**

**City Hall  
301 W 2nd St, Austin, TX 78701  
Room 1029  
Tuesday, July 18th, 2017**

**6:00 P.M**