

**Austin Area Comprehensive HIV Planning Council
Business Committee Meeting Minutes
July 25th, 2017**

Charge: Ensures the orderly and integrated and progression of work of the committees of the Ryan White Planning Council. Plans future activities.

MEMBERS PRESENT

Akeshia Johnson-Smothers
Glenn Crawford
Justin Smith
Whitney Bulna
Nicole Evans
Aubrey Bragila
Dale Thele
Barry Waller
L.J. Smith
Jessica Pierce
Mar Padilla
Emma Sinnott

MEMBERS ABSENT

Mark Erwin

AACHPC STAFF PRESENT

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

ADMINISTRATIVE AGENT STAFF PRESENT

Gregg Bolds	Manager, Quality Management HIV Resources Administration Unit
Brenda Mendiola	Quality Management HIV Resources Administration Unit
Patricia Niswander	Quality Management HIV Resources Administration Unit

OTHERS PRESENT

Todd Logan
Tara Carman
Madge Whistler
Leah Graham
Cassie Deleon

I. Call to Order: AACHPC Chair, Justin Smith called the meeting to order at 6:01pm.

II. Certification of Quorum:

Quorum was established and certified by AACHPC Chair, Justin Smith.

III. Introductions/Announcements: None

IV. Approval of the May 23rd, 2017 Minutes: *AACHPC Chair Justin Smith motioned the minutes to be approved as submitted with edits.*

V. Review of the Administrative Agent Report

Part A: Gregg Bolds and Brenda Mendiola, Quality Management HIV Resources Administration Unit, informed the committee about the latest correspondence received from HRSA. See Attachment 1

See Attachment 1

Review of the Administrative Agent Report Part B

Allocations committee member, Jessica Pierce discussed both expenditure reports for part B

- BVCOG is wrapping up the current SS contracts and working on getting out the new contracts.
- The FY18 Part B expenditure: Twenty-five (25%) percent of the year has expired; however, twenty (20%) percent of funds have been through June 2017. For supplemental funding, twenty-five (25%) of the year has expired; however, twenty (20%) percent of funds have been expended through June 2017.

See Attachment: 2

VI. Committee Reports:

➤ Executive Committee:

Committee Chair, Justin Smith provided an update on the (7-6-17) meeting. The committee reviewed and discussed

The Executive committee reviewed and discussed:

- Upcoming July events
- Agenda settings for upcoming meetings
- Up Next: Policy Procedures & Annual Visual Review
- Communication Plan or News letter

➤ Comprehensive Planning Committee:

Committee Chair, Justin Smith provided an update on the (7-11-17) meeting. The committee reviewed and discussed:

- Emergency Financial Assistance discussion
- Up Next: August: Outreach Services (Draft for comment)
 - Review:
 - Universal Standards of Care
 - Outpatient Ambulatory Healthcare Services

➤ Austin TGA Comments on Service Standards of Care:

The full Business Committee reviewed and discussed the recently approved Standards of Care from the Comprehensive Planning Committee meeting on (7-11-17)

- Emergency Financial Assistance discussion
- Upcoming new committee Evaluations-QM Committee

➤ Needs Assessment Committee:

Committee Chair, Nicole Evans provided an update on the (7-11-17) meeting. The committee reviewed and discussed:

- Update on Survey Administration
- Focus Group Planning
- Needs Assessment Survey Updates
- Volunteer Appreciation

➤ **Allocations Committee:**

Committee Chair, L.J. Smith provided an update on the (7-18-17) meeting. The committee reviewed and discussed:

- **Prioritizing and Ranking Service Categories**

At the Allocations Committee meeting on July 18th, 2017. A vote was made to pass **The FY 2018 Service Category Priority Ranking Document**. After review the Business Committee Voted to accept the FY 2018 Service Category Priority Ranking with amendments and edits.

Voted: 10 to 0 Motion Carried (2) Abstained

See Attachment 5

VII. HIV Planning Council Staff Report :

Program Manager and Planner, Crystal Flores and Laura Still reviewed, discussed and provided updates on:

- Membership Update: Currently have 13 members on the HIV Planning Council. Plus 2 interested candidates
- Stephen Rice Memorial
- Standing Committees starting in August:
 1. Comprehensive Plan/Needs Assessment Committee
 2. Allocations Committee
 3. Evaluations-QM Committee
- HIV Planning Council meeting rescheduled: from August 22nd to Aug 29th.
- Austin Black HIV/AIDS Task Force: Meeting scheduled for Monday, July 31st @6:30Ppm
- HIV & Aging Conference: Friday, August 25, 2017, 8:00AM – 4:00PM, St. Davids Episcopal Church, Austin, TX, www.HIVandAgingConference.com
- Austin AIDS Walk: October 29, 2017 @ Republic Square Park
- Austin PRIDE Parade is Saturday August 26th.
- Texas Syndicate Update
- HIV Planners Meeting findings
- Grant Application findings

VIII. Adjourned at 8:39pm

NEXT SCHEDULED MEETING

**City Hall
301 W 2nd Street
Austin, TX 78701 Room 1027
Tuesday, August 29th, 2017 6:00 P.M.**