

**Austin Area Comprehensive HIV Planning Council  
Allocations Committee Meeting Minutes  
August 15<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  
Madge Whistler

**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

**IV. Approval of the July 18<sup>th</sup>, 2017 Minutes:** The minutes were reviewed and approved as submitted.

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

Patricia Niswander, AA (HRAU) reviewed the Ryan White Part A as of June 30<sup>th</sup>, 2017 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. Review Past Part A Expenditure Data Trends and Rankings:**

Crystal Flores, Program Manager reviewed and discussed the process of the Prioritizing and Ranking Service Category past processes.

**1. Review Level Funding/Increase Decrease Plan:**

- a. Ground Rules
- b. Sorting Method Descriptions
- c. Priority Setting Tool
- d. Individual Scores
- e. Year Rank Comparisons
- f. Access to Care and/or Maintenance in Care

The Allocations Committee decided to make changes to the following Service Categories based on definition changes and different uses of services that aid more need than others.

**VII. Meeting Adjourned at 7:32pm**

**NEXT SCHEDULED MEETING**

**City Hall  
301 W 2nd St, Austin, TX 78701  
Room 1029  
Tuesday, August 18th, 2017  
6:00 P.M**