

**Austin Area Comprehensive HIV Planning Council  
Allocations Committee Meeting Minutes  
September 19<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

**I. Call to Order:** AACHPC Chair, L.J. Smith at 6:02pm

**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 August 15<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 August 31<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. FY18 Part A Maximum Funding Allocation Plan:**

The Allocations committee reviewed, discussed and decided to pass the FY18 Part A Maximum Allocation Plan proposed by the HRAU.

**Vote: 4 to 0 Motion Carried (0) Abstained (0) Absent (0) Conflicted**

See Attachment

**VII. FY18 Level Funding Plan:**

The Allocations committee reviewed, discussed and decided to pass the FY18 Level Funding Plan proposed by the HRAU.

**Vote: 4 to 0 Motion Carried (0) Abstained (0) Absent (0) Conflicted**

See Attachment

**VIII. FY18 Part A Increase/Decrease Plan:**

The Allocations committee reviewed, discussed and decided to pass the FY18 Part A Maximum Allocation Plan proposed by the HRAU

**FY18 Part A/MAI Allocation Plan**

Total Part A/MAI Awarded FY17:\$4,831,171

Total Subcontracted FY17 Part A: \$3,827,525

Total Subcontracted FY17 MAI: \$278,969

**Maximum Funding Allocation Plan (Submitted with FY18 Application)**

- 5% above FY17 funding: \$5,072,729
- with 75/25 compliance

**Level Funding Plan**

**Increase Part A Award**

**Max Funding Part A > FY18 Part A Award > \$3,827,525**

In case of an increase in FY18 Part A funding, the plan will proportionally increase across allocated service categories with the following exceptions:

- ADAP will not rise above \$1

**Decrease in Part A Award**

**\$3,827,525 > FY 18 Part A Award > \$3,712,699**

In case of a decrease in FY18 Part A funding smaller than 3%, the plan will proportionally decrease across allocated service categories with the following exceptions:

- Medical Case Management will not fall below \$301,473
- Non-Medical Case Management will not fall below \$245,894
- Housing will not fall below \$120,799
- Psychosocial Support Services will not fall below \$14,536
- ADAP will not fall below \$1

**\$3,712,699 > FY 18 Part A Award**

In case of a decrease in FY18 Part A funding more than **3% of FY17 award** the Allocations Committee will review all service categories and may make adjustment recommendations to the full Planning Council.

**MAI Award**

For MAI funds, all allocated service categories will increase or decrease proportionally.

**Vote: 4 to 0 Motion Carried (0) Abstained (0) Absent (0) Conflicted**

See Attachment

**IX. Meeting Adjourned at 6:46 pm**

**NEXT SCHEDULED MEETING**

**City Hall  
301 W 2nd St, Austin, TX 78701  
Room 1029  
Tuesday, October 17<sup>th</sup>, 2017  
6:00 P.M**